

**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**  
Chithranjali Hills, Thiruvallam P.O., Thiruvananthapuram – 695 027

Notification No.C-DIT/HR-02 /2022 dated 04.02.2022

**Project Staff Required**

**C-DIT** is an autonomous scientific society functioning under the Dept. of Electronics & IT, Govt. of Kerala. Being a total solution provider to Govt. Departments, C-DIT undertakes various projects in Media Communication, IT/ITES, e- Governance and FMS, hologram security labels & documents, Digital transformation etc and also conducts various IT/ITES and media communication courses.

C-DIT invites applications from eligible candidates for the following positions on contract basis with consolidated pay as given below. The requirement is for our projects and is immediate.

Sl. No.	Category	No. of Positions
1	Content Developer	9
2	2D Animator	2
3	Graphic Designer	2
4	Interactive Media Assistant	1
5	Technical Writer	2
6	Project Assistant	1
	<b>Total</b>	<b>17 Nos.</b>

**Table - 1 – Qualification and Experiences for the posts**

Sl. No.	Particulars
<b>1</b>	<b>Content Developer</b>
Qualification & Experience	<p>MCJ with one year experience as Content Writer / Content Creator or a similar role in a reputed organization.</p> <p align="center">OR</p> <p>Any Post Graduate Degree with 2 years experience as Content Writer / Content Creator or a similar role in a reputed organization.</p> <p align="center">OR</p> <p>Any Post Graduate Degree with One year PG Diploma in Journalism /Mass Communication and 1 year experience as Content Writer / Content Creator or a similar role in a reputed organization.</p> <p align="center">OR</p> <p>Any Post Graduate Degree with 2 years experience in research projects.</p>

	<p style="text-align: center;">OR</p> <p>Any Degree with One year PG Diploma in Journalism/Mass Communication with 2 years experience as Content Writer / Content Creator or a similar role in a reputed organization.</p> <p style="text-align: center;">OR</p> <p>BA (Journalism or Mass Communication) with 3 years experience as Content Writer /Content Creator or a similar role in a reputed organization.</p>
Expertise	<ul style="list-style-type: none"> <li>• Experience in content writing for multiple platforms (Websites/ Web Portals) including social media platforms.</li> <li>• Editing and creating new contents from secondary data , proof reading, research and conceptualization, creation of contents for newsletters, blogs, articles etc.</li> <li>• Excellent working understanding of various social media platforms.</li> <li>• Deep understanding of Social media content, Blogs, advertising and marketing materials etc.</li> <li>• Preparation of scripts for video, animations etc.</li> </ul>
Responsibilities	<ol style="list-style-type: none"> <li>1) Writing, reviewing, editing, and updating content for websites, blogs, marketing materials, social media and similar platforms.</li> <li>2) Schedule and Publish Content: create and manage regular posts, posting for social media etc.</li> <li>3) Assisting the creative team with the design of promotional materials.</li> <li>4) Update with social media trends and best practices.</li> </ol>
<b>2</b>	<b>2D Animator</b>
Qualification	<p>Bachelor of Fine Arts (BFA) from a reputed institution and 1 year experience in 2D Digital Animation.</p> <p style="text-align: center;">OR</p> <p>Degree in Animation and 2 years experience in creating 2D Digital Animations.</p> <p style="text-align: center;">OR</p> <p>Any Degree with 2D Animation as one of the subjects and 2 years experience in creating 2D Digital Animations.</p> <p style="text-align: center;">OR</p> <p>Any Degree and 1 year Diploma in Animation from a reputed institution and 2 years experience in 2D Digital Animation.</p> <p style="text-align: center;">OR</p> <p>Plus Two in any stream and 1 year diploma in Animation from a reputed institution and 5 years experience in 2D Digital Animation</p>
Essential	Hands-on experience in Adobe Animate, Photoshop, Premier and other designing/animation software
Expertise	<ul style="list-style-type: none"> <li>• Video editing</li> <li>• Outlining</li> <li>• 2D Animation</li> </ul>

	<ul style="list-style-type: none"> <li>• Photoshop</li> <li>• Layout Optimization</li> <li>• Illustrator</li> </ul>
Responsibilities	Character Design & Animation, motion graphics, illustration, multimedia design. Pre-visualization, Drawing, BG Creation, Post Production.
<b>3</b>	<b>Graphic Designer</b>
Qualification	<p>Bachelor of Fine Arts (BFA) from a reputed institution and 1 year experience in graphic design.</p> <p style="text-align: center;">OR</p> <p>Degree with Multimedia/Graphic Designing as one of the subjects and 2 years experience in designing.</p> <p style="text-align: center;">OR</p> <p>Any Degree and 1 year Diploma in multimedia/graphic design from a reputed institution and 2 years experience in designing.</p> <p style="text-align: center;">OR</p> <p>Plus Two in any stream and 1 year diploma in multimedia/graphic design from a reputed institution and 5 years experience in designing.</p>
Expertise	<ul style="list-style-type: none"> <li>• Photoshop</li> <li>• Adobe Illustrator</li> <li>• Indesign</li> <li>• Poster Designing</li> <li>• Pagelayout Photoshop</li> <li>• Logo Design</li> <li>• Typography</li> </ul>
<b>4</b>	<b>Interactive Media Assistant</b>
Qualification	<p>Any Degree from a reputed institution with 2 years experience in co-ordination of interactive content development for websites, e-learning platforms and social media.</p> <p style="text-align: center;">OR</p> <p>Plus Two in any stream with 5 years experience in co-ordination of interactive content development for websites, e-learning platforms and social media.</p>
Expertise	<p>1) Excellent knowledge of social media management tools, video based content development, managing e-learning platforms like MOODLE etc.</p> <p>2) Basic understanding of softwares like photoshop, illustrator, Adobe Premiere Pro, Adobe After Effects, Adobe Animate etc.</p> <p>3) Basic understanding of wordpress, drupal and other Content Management Systems, content creation and updation of websites etc.</p> <p>3) In Social Media Accounts Management, content promotion based on target audience etc.</p>

Responsibilities	<p>1) To actively monitor and engage with all forms of Social Media</p> <p>2) Source and produce engaging content to ensure the website and social media channels are up to date, relevant and interesting.</p> <p>3) Optimizes content following search engine optimization (SEO)</p> <p>4) Creates content that promotes audience interaction, increases audience presence on websites.</p>
<b>5</b>	<b>Technical Writer</b>
Qualification	<p>MBA in IT and Systems/ MCA, B.E/B.Tech in IT/CS with 1 year experience in developing technical content.</p> <p style="text-align: center;">OR</p> <p>Post Graduation in CS/IT with 1 year experience in developing technical content.</p> <p style="text-align: center;">OR</p> <p>Post Graduation with PG Diploma in Management/IT related subjects with 1 year experience in developing technical content.</p> <p style="text-align: center;">OR</p> <p>Bachelor of Business Administration (BBA)/Bachelor of Computer Applications (BCA) 3 yrs experience in in developing technical content.</p> <p><i>Technical content includes content about software products or such applications, SRS/URS preparation along with documentation, etc.</i></p>
Experience	<p>Should have published at least two papers in a reputed journals in the aspects of Computer Science &amp; Information Technology</p> <p style="text-align: center;"><b>OR</b></p> <p>Professional experience in technical writing of software documentation preferably in software related projects in a reputed organization</p>
Expertise	Should possess good writing skills, English language proficiency and expertise in diagram software, authoring tools etc.
Responsibilities	<p>1. Produce/revise user guides, Documentation, Presentations, Technical Design Document, Reports, SRS, User Interface documents, etc.</p> <p>2. Technical Documentation related to ISO procedures</p>
<b>6</b>	<b>Project Assistant</b>
Qualification	Bachelors Degree in Computer Science/Electronics/Physics/Mathematics/Statistics with 60% or above from a recognized University/Institution.
Experience	3 years experience in e-governance application support, technical and project co-ordination support in an organisation executing ITeS projects
Expertise	<p>Good communication (English &amp; Malayalam) and interpersonal skills, Excellent Computer skills</p> <p>Preference to persons with experience in Government ITeS projects especially in Kerala</p>
Responsibilities	<p>1) Support in implementation and maintenance of ITeS projects</p> <p>2) Liaison with Clients</p> <p>3) Adhere to data collection and management procedures to prepare, collect, record and input data.</p> <p>4) Develop reports and correspondence independently.</p> <p>6) Interact with Software, server, DB team to create documentation.</p> <p>7) Coordinate with project teams on tasks as per objectives</p>

**Table - 2 – Consolidated Pay**

Sl. No.	Category	Consolidated pay
1	Content Developer (Grade I & II)	Rs. 27,000/- to Rs. 29,000/- per month (based on qualification & experience )
2	2D Animator (Grade I , II & III)	Rs. 22,000/- to Rs. 29,000/- (based on qualification& experience )
3	Graphic Designer (Grade I , II & III)	Rs. 22,000/- to Rs. 29,000/- (based on qualification & experience )
4	Interative Media Assistant (Grade I & II)	Rs. 22,000/- to Rs. 26,000/- (based on qualification & experience )
5	Technical Writer (Grade I & II)	Rs. 26,000/- to Rs. 29,000/- (based on qualification & experience )
6	Project Assistant	Rs. 26,000/- per month

**General Conditions/ Instructions:**

1. Candidates should read the instructions thoroughly and ensure that they possess the required eligibility conditions, qualification and experience in the relevant domains prescribed in the notification before applying for any post.
2. Upper age limit for all posts shall be 35 years as on the date of notification. Age, qualification and experience possessed by the applicant **as on the closing date** of the notification only will be considered. Applicants shall clearly specify the details and provide supporting documents. Any relaxation will not be considered in this regard.
3. The period of engagement will be initially for a period of one year or till the end of the project whichever is earlier, which may be extended further for one more year based on performance assessment, if there is further requirement.
4. The appointees shall have no claim for regular appointment in any of the C-DIT establishments after the expiry of the period of this contract engagement.
5. Application shall be submitted only through online mode. Incomplete applications will be rejected. Acceptance or rejection of application of the candidates will be at the sole discretion of C-DIT and will be binding on the applicant.
6. Initial verification and short listing of applicants will be based on the details provided in the application and the copies of the documents uploaded. Original certificates shall be submitted for verification at the time of joining. If any discrepancy is found in the application and documents, the offer letter shall be cancelled and the candidate will be disqualified. It will be the sole responsibility of the candidate to produce original documents for verification of their claims, when called for.
7. C-DIT reserves the right to increase or decrease the number of posts or to cancel the recruitment to any one or more posts at its sole discretion.

8. Inclusion of the candidate in the of the shortlist / provisional list is not a claim for appointment.
9. No TA/DA will be provided to the candidates at any stage of the recruitment process.
10. Canvassing in any form will lead to disqualification. C-DIT have not engaged any recruiting agencies.

#### **How to Apply**

- Online application shall be submitted by visiting the portal [www.careers.cdit.org](http://www.careers.cdit.org).
- Candidates are expected to upload the scanned copy of the supporting documents, failing which the application may be treated as incomplete or could be rejected.
- Applicants should complete the online registration first and upload necessary documents. Then the application shall be finally submitted after verifying the details. Changes if any, can be made only before final submission.
- Applications forwarded through any other means including post, fax or e-mail will not be entertained.
- Applicants are advised to visit the site and note down any change in the schedules/requirements published.
- List of shortlisted candidates will be published in the portals [www.cdit.org](http://www.cdit.org) and [www.careers.cdit.org](http://www.careers.cdit.org). The intimation to the candidate will be sent by e-mail only.
- Shortlisted candidates only will be eligible for the written test/skill test/interview.
- Skill test and interview will be conducted in online mode as far as possible.
- Candidates will be shortlisted for interview based on the preliminary evaluation of the written/skill test.
- Guidelines and instruction for skill test and interview will be available in the portal [www.careers.cdit.org](http://www.careers.cdit.org).
- Provisional List of shortlisted candidates will be published in the portal [www.careers.cdit.org](http://www.careers.cdit.org).
- Final rank list will be published based on detailed evaluation and interview.
- All communications with the candidates will be through email only.
- Original certificates need to be produced during verification, before joining. If any discrepancy is found, offer letter shall be canceled and candidate will be disqualified.
- Applicant should furnish documentary proof, in case equivalent courses.
- There is no application fee or payment involved in any stage of the recruitment.

**The closing date of submission of online application is 15<sup>th</sup> Feb, 2022.**

Sd/-  
Registrar

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