

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

Notification No.C-DIT/HR1- 21/2022 dated 22.12.2022

Assistant Managers Required for temporary contract position

C-DIT is an autonomous institution set up by the Government of Kerala, functioning under the Dept. of Electronics & IT. Being an approved Total Solution Provider (TSP) and Accredited Agency for Government IT initiatives, C-DIT undertakes various projects in IT/ITES, e-Governance, Web development, digitisation and Digital transformation of Government departments and organisations as well as Video / Digital Communication projects and campaigns.

C-DIT invites online applications from eligible candidates to be engaged as Assistant Managers with opportunity to work in various divisions/projects in C-DIT.

C-DIT/HR1-21 /1	Assistant Manager (Finance & Accounts)
No. of Positions	1
Age Limit	35 years
Educational Qualification	Chartered Accountant
Experience (Desirable)	2 - 3 years experience in accounting work / financial management work in a reputed organisation.
Remuneration	Rs. 35000-45000 per month
Period & Mode of Engagement	One year on contract basis.May be extended further as per requirement, based on performance assessment.
C-DIT/HR1- 21/2	Assistant Manager (HR)
No. of Positions	1
Age Limit	35 years
Educational Qualification	MBA with specialisation in HR with not less than 60% marks/ equivalent grade in the qualifying examination, from a recognised Institute / University. (Only full time course will be considered).
Experience	1-2 experience in HR and personnel mangement related work in a reputed firm.
Remuneration	Rs. 35000-45000 per month
Period & Mode of Engagement	One year on contract basis. May be extended further as per requirement, based on performance assessment.
C-DIT/HR1- 21 /3	Assistant Manager (Marketing)
No. of Positions	1
Age Limit	35 years

Educational Qualification	MBA with specialisation in Marketing with not less than 60% marks/ equivalent grade in the qualifying examination, from a recognised Institute / University. (Only full time course will be considered).
Experience	1 - 2 years experience in marketing work in a reputed organisation.
Remuneration	Rs. 35000-45000 per month
Period & Mode of Engagement	One year on contract basis. May be extended further as per requirement, based on performance assessment.

General Conditions/ Instructions:

1. Candidates should read the instructions thoroughly and ensure that they possess the required eligibility conditions and qualification in the relevant areas prescribed in the notification before applying for any position.
2. Age and qualification 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. *Relaxation of maximum age will be allowed to SC /ST/ OBC categories as per Govt rules in the case of those candidates claiming relaxation and furnishing supporting documents to that effect.*
3. Selection will be based on written test and interview, as decided by C-DIT
4. The appointees shall have no claim for regular appointment in any of the C-DIT establishments or Government departments/agencies for which the projects are implemented, after the expiry of the project period.
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. **Documents to prove age and qualification shall be uploaded along with the online application for scrutiny. Initial verification and short listing of applicants will be based on the details provided in the application and the copies of the documents uploaded.**
7. Original certificates shall be submitted for verification at the time of joining. If any discrepancy is found in the application and documents at any stage, 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.
8. Those applying claiming equivalent qualifications shall furnish supporting documents when called for.
9. Applications received after the closing date and time will be summarily rejected.
10. C-DIT reserves the right to increase or decrease the number of positions or to cancel the selection at its sole discretion.
11. Inclusion of the candidate in the shortlist / provisional list will not be a claim for selection/engagement.

- 12.No TA/DA will be provided to the candidates at any stage of the recruitment process.
13. **Canvassing in any form will lead to disqualification. C-DIT has not engaged any recruiting agency or do not offer placement or training through agents or do not accept any payment for recruitment/ training.**

How to Apply

- Online application shall be submitted by visiting the portal 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 web site and note down any change in the schedules/requirements published.
- List of shortlisted candidates will be published in the portals www.cdit.org and 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/ interview.
- Test and interview will be conducted in online mode or physical mode, as required.
- Candidates will be shortlisted for interview based on preliminary evaluation through the written/screening test.
- Other Guidelines and instruction for test and interview if any will be made available in the portal www.careers.cdit.org.
- Provisional List of shortlisted candidates will be published in the portal www.careers.cdit.org.
- Final rank list will be published based on detailed evaluation and interview.
- Candidates shall be willing to join immediately on short notice if selected.
- 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 of 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 07.01.2023, 5.00 PM.

**Sd/-
Registrar**
