

## **KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY**

### **CENTRE FOR DIGITAL INNOVATION AND PRODUCT DEVELOPMENT (A centre of Excellence under Digital University Kerala)**

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**KUDSIT/ 397/ CDIPD/2025**

**08-09-2025**

#### **PROJECT RECRUITMENT NOTIFICATION**

The Centre for Digital Innovation and Product Development (CDIPD), is a Centre of Excellence established and operating under the aegis of the Kerala University of Digital Sciences, Innovation and Technology (Digital University Kerala), is pleased to announce openings for various project-based positions. We invite applications from highly qualified Indian Citizens to contribute to our diverse portfolio of enterprise-level projects focused on Digital Innovation, Digital Transformation, AI and Data Analytics. At CDIPD, we are at the forefront of Digital Innovation, developing cutting-edge digital solutions across a multitude of sectors. We are entrusted with the management of significant enterprise-level digital transformation and Digital innovation projects for a diverse clientele. Our commitment to quality is underscored by our adherence to the CMMI Level 3 industry standard process, ensuring robust and efficient project delivery.

CDIPD prides itself on being an equal opportunity employer, fostering a workplace characterized by fairness and inclusivity. We provide an industry-standard working environment and meticulously defined processes, ensuring a professional and efficient experience for our team members. Our commitment extends to providing comprehensive supporting facilities and state-of-the-art infrastructure support, aligning with the best practices in the industry. Joining CDIPD offers exceptional career growth opportunities through exposure to a wide array of technically challenging projects and the chance to work with multiple cutting-edge technologies, fostering continuous learning and professional advancement.

The Centre is actively seeking experienced and highly skill-oriented candidates to fill the following positions. The initial contract appointment will be for one year and the contract may be extended beyond the initial term, based on the individual performance and the evolving requirements of our ongoing projects.

## Details of Posts and Requirements

### CATEGORY A : Solution Architect Team

<b>SI No</b>	<b>01</b>
<b>Job Code</b>	<b>CDIPD/SSSA/01/2025</b>
<b>Name of Post</b>	<b>Senior Software Solution Architect</b>
<b>Number of Vacancies</b>	<b>01 (One)</b>
<b>Remuneration</b>	<b>Rs. 160000-170000 per month</b>
<b>Age</b>	Should not exceed 45 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/MCA/MSc-CS/MSc IT/MTech
<b>Desirable Qualification</b>	Certifications in Enterprise Architecture (TOGAF, Zachman Framework) <b>or</b> Cloud Architecture (AWS Certified Solutions Architect, Google Cloud Architect, Microsoft Azure Solutions Architect Expert).
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Minimum <b>12 (Twelve) years of experience</b> in software design, architecture, and development.</li> <li>• Proven track record in designing scalable, robust, and high-performance software solutions.</li> <li>• Experience in microservices architecture, cloud computing, containerization (Docker/Kubernetes), and enterprise application development.</li> <li>• Strong background in system integration, API design, and security best practices.</li> <li>• Strong hands-on experience with <b>Java, J2EE, Spring Boot, Microservices, RESTful APIs, PostgreSQL, MySQL, React, and Next.js</b>.</li> </ul>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Experience in architecting solutions for large-scale IT/ITES organizations or digital transformation projects.</li> <li>• Knowledge of CMMI Level 3+ processes, Agile, and DevSecOps methodologies.</li> <li>• Familiarity with big data analytics, AI/ML integration.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in developing highly available and distributed systems.</li> </ul>
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Expertise in software architecture, system design, and enterprise integration patterns.</li> <li>• Deep understanding of cloud platforms (AWS, Azure, GCP) and hybrid cloud solutions.</li> <li>• Strong knowledge of database design (PostgreSQL, MySQL, Mongo DB), data modeling, and performance optimization.</li> <li>• Proficiency in DevOps, CI/CD pipelines, and infrastructure as code.</li> <li>• Excellent problem-solving, leadership, and technical mentoring skills.</li> <li>• Strong communication and stakeholder management abilities.</li> <li>• Strong mentoring and team interaction skill</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<p>The Senior Software Solution Architect will be responsible for designing, implementing, and overseeing scalable, secure, and high-performance software solutions. The candidate will collaborate with cross-functional teams to define technology roadmaps, solution frameworks, and best practices.</p> <p><b>Roles &amp; Responsibilities:</b></p> <p><b>1. Solution Design &amp; Architecture:</b></p> <ul style="list-style-type: none"> <li>• Define and implement end-to-end software architectures that meet business and technical requirements.</li> <li>• Ensure alignment with industry best practices, security, and compliance standards.</li> <li>• Develop high-level architectural blueprints, technical specifications, and POCs.</li> </ul> <p><b>2. Technology Strategy &amp; Roadmap:</b></p> <ul style="list-style-type: none"> <li>• Define and execute the technology roadmap, ensuring alignment with business goals.</li> <li>• Evaluate and recommend emerging technologies and frameworks to enhance system capabilities.</li> <li>• Provide architectural governance and ensure adherence to CMMI Level 3+ development processes.</li> </ul> <p><b>3. System Integration &amp; API Management:</b></p> <ul style="list-style-type: none"> <li>• Design and implement scalable, interoperable, and secure system integrations.</li> </ul>

	<ul style="list-style-type: none"> <li>Establish API management frameworks, ensuring performance, scalability, and security best practices.</li> </ul> <p><b>4. Cloud &amp; DevOps Strategy:</b></p> <ul style="list-style-type: none"> <li>Architect cloud-native applications and hybrid cloud solutions.</li> <li>Implement CI/CD pipelines, and best practices.</li> </ul> <p><b>5. Technical Leadership &amp; Mentoring:</b></p> <ul style="list-style-type: none"> <li>Guide and mentor development teams in software design principles, coding standards, and architecture best practices.</li> <li>Conduct code reviews and ensure adherence to industry standards and best practices.</li> </ul>
<b>Nature of Appointment</b>	On contract initially for one year, which will likely be extended based on performance and further requirement.

<b>Sl No</b>	<b>02</b>
<b>Job Code</b>	<b>CDIPD/SSA/02/2025</b>
<b>Name of Post</b>	<b>Software Solution Architect</b>
<b>Number of Vacancies</b>	<b>01 (One)</b>
<b>Remuneration</b>	<b>Rs. 130000-140000 per month</b>
<b>Age</b>	Should not exceed 45 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/MCA/MSc-CS/MSc IT/MTech
<b>Desirable Qualification</b>	Certifications in Enterprise Architecture (TOGAF, Zachman Framework) <b>or</b> Cloud Architecture (AWS Certified Solutions Architect, Google Cloud Architect, Microsoft Azure Solutions Architect Expert).
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>Minimum <b>10 years of experience</b> in software design, architecture, and development.</li> <li>Proven track record in designing scalable, robust, and high-performance software solutions.</li> <li>Experience in microservices architecture, cloud computing, containerization (Docker/Kubernetes), and enterprise application development.</li> <li>Strong background in system integration, API design, and security best practices.</li> <li>Strong hands-on experience with Java, J2EE, Spring Boot, Microservices, RESTful APIs, PostgreSQL, MySQL, React, and Next.js.</li> </ul>

<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Experience in architecting solutions for large-scale IT/ITES organizations or digital transformation projects.</li> <li>• Knowledge of CMMI Level 3+ processes, Agile, and DevSecOps methodologies.</li> <li>• Familiarity with big data analytics, AI/ML integration.</li> <li>• Experience in developing highly available and distributed systems.</li> </ul>
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Expertise in software architecture, system design, and enterprise integration patterns.</li> <li>• Deep understanding of cloud platforms (AWS, Azure, GCP) and hybrid cloud solutions.</li> <li>• Strong knowledge of database design (PostgreSQL, MySQL, Mongo DB), data modeling, and performance optimization.</li> <li>• Proficiency in DevOps, CI/CD pipelines, and infrastructure as code.</li> <li>• Excellent problem-solving, leadership, and technical mentoring skills.</li> <li>• Strong communication and stakeholder management abilities.</li> <li>• Strong mentoring and team interaction skill</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<p><b>Job Description</b> The Software Solution Architect will be responsible for designing, implementing, and overseeing scalable, secure, and high-performance software solutions. The candidate will collaborate with cross-functional teams to define technology roadmaps, solution frameworks, and best practices.</p> <p><b>Roles &amp; Responsibilities:</b> Define and implement end-to-end software architectures that meet business and technical requirements.</p> <ul style="list-style-type: none"> <li>• Ensure alignment with industry best practices, security, and compliance standards.</li> <li>• Develop high-level architectural blueprints, technical specifications, and POCs.</li> <li>• Evaluate and recommend emerging technologies and frameworks to enhance system capabilities.</li> <li>• Provide architectural governance and ensure adherence to CMMI Level 3+ development processes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Design and implement scalable, interoperable, and secure system integrations.</li> <li>• Establish API management frameworks, ensuring performance, scalability, and security best practices.</li> <li>• Architect cloud-native applications and hybrid cloud solutions.</li> <li>• Implement CI/CD pipelines, and best practices.</li> <li>• Guide and mentor development teams in software design principles, coding standards, and architecture best practices.</li> <li>• Conduct code reviews and ensure adherence to industry standards and best practices.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

#### **CATEGORY B : Database Solution /DB Management Team**

<b>Sl. No</b>	<b>03</b>
<b>Name of Post</b>	<b>Database Administrator (DBA)</b>
<b>Job Code</b>	<b>CDIPD/DBA/03/2025</b>
<b>Number of Vacancies</b>	<b>01 (One)</b>
<b>Remuneration</b>	<b>Rs. 130000-140000 per month</b>
<b>Age</b>	Should not exceed 45 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/MCA /M.Sc (CS/IT) from a recognized University/Educational Institution.
<b>Desirable Qualification</b>	Certifications related to database administration such as Oracle Certified Associate (OCA) <b>OR</b> Microsoft SQL Server Certification <b>OR</b> , PostgreSQL Certification <b>OR</b> equivalent recognized DBA certifications.
<b>Essential Experience</b>	<b>Minimum 10 years (12 years for Diploma holders)</b> in managing large enterprise level Database systems in both on-premise infrastructure and cloud environment.
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Experience in designing and implementing complex database architectures supporting large-scale enterprise applications.</li> <li>• Exposure to cloud-native database solutions (such as AWS RDS, Azure SQL, or Google Cloud SQL) and hybrid cloud deployments.</li> </ul>

	<ul style="list-style-type: none"> <li>• Familiarity with disaster recovery planning, database failover strategies, and real-time data replication tools.</li> <li>• Hands-on experience with automation tools and scripting for database maintenance and monitoring (e.g., Shell, Python, Ansible).</li> <li>• Strong Knowledge of data warehousing concepts, ETL tools, and reporting/BI integration is an added advantage.</li> <li>• Knowledge on Database migration process</li> </ul>
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Proven expertise in managing and maintaining large-scale enterprise-grade database systems across on-premise and cloud environments.</li> <li>• Hands-on experience in database performance tuning, query optimization, indexing strategies, and resolving performance bottlenecks.</li> <li>• Proficiency in backup and recovery strategies, disaster recovery planning, replication, and high availability architectures</li> <li>• In-depth knowledge of PL/SQL, stored procedures, triggers, and database design best practices.</li> <li>• Familiarity with relational databases (e.g., Oracle, PostgreSQL, MySQL) and NoSQL databases (e.g., MongoDB, Cassandra).</li> <li>• Strong understanding of database security practices, including access controls, encryption, and auditing.</li> <li>• Experience with monitoring and health check tools for production database systems.</li> <li>• Exposure to cloud-native database services (AWS RDS, Azure SQL, Google Cloud SQL) and DevOps practices (e.g., CI/CD pipeline, Infrastructure as Code)</li> <li>• Ability to collaborate effectively with development teams for data modeling, schema design, and deployment.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<p><b>Job Description</b></p> <p>The Database Administrator (DBA) will be responsible for designing, implementing, maintaining, and securing enterprise-level database systems that support high-performance, mission-critical digital solutions across CDIPD. The role requires deep expertise in both on-premise and cloud-based environments, ensuring the reliability,</p>

	<p>availability, and scalability of the databases integrated with state and national level digital ecosystems.</p> <p>The ideal candidate will have extensive experience in database administration, performance tuning, backup and disaster recovery planning, and working with agile development teams to support scalable, secure, and highly available data systems.</p> <p><b>Roles &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Design, install, configure, and upgrade enterprise-class database systems (relational and NoSQL).</li> <li>• Ensure high availability and disaster recovery of database services using clustering, replication, and backup strategies.</li> <li>• Monitor database performance and implement tuning strategies to optimize query execution and resource utilization.</li> <li>• Manage database security including authentication, authorization, auditing, and data encryption.</li> <li>• Implement and maintain database backup and recovery solutions aligned with business continuity goals.</li> <li>• Collaborate with application development teams to support data modeling, schema design, and performance-aware SQL development.</li> <li>• Automate routine DBA tasks using scripts and tools to improve operational efficiency.</li> <li>• Conduct regular health checks, audits, and capacity planning for database infrastructure.</li> <li>• Participate in cloud migration and modernization projects, including the use of cloud-native database services (AWS RDS, Azure SQL, etc.).</li> <li>• Maintain documentation on database configurations, procedures, and operations for compliance and continuity.</li> <li>• Provide technical guidance and mentorship on database-related best practices to internal teams.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)



<b>Sl. No</b>	<b>04</b>
<b>Name of Post</b>	<b>Technical Lead – Database Systems</b>
<b>Job Code</b>	<b>CDIPD/TLDS /04/2025</b>
<b>Number of Vacancies</b>	<b>01 (One)</b>
<b>Remuneration</b>	<b>Rs. 100000-110000 per month</b>
<b>Age</b>	Should not exceed 45 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/MCA /M.Sc (CS/IT)
<b>Desirable Qualification</b>	(a) Certification in any Database management systems like Oracle certified professional, MYSQL/PostgreSQL certified professional
<b>Essential Experience</b>	<b>Minimum 10 years</b> in developing Database applications in a large enterprise level systems
<b>Desirable Experience</b>	The candidate will have strong experience with MYSQL, PostgreSQL, MongoDB, and database optimization to support high-volume, high-availability applications.
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• 6+ years of experience in database development and optimization.</li> <li>• Extensive experience with MYSQL/PostgreSQL and MongoDB</li> <li>• Strong knowledge of data modeling, ETL processes, and database performance tuning.</li> <li>• Expertise in writing efficient, scalable SQL queries and understanding query execution plans.</li> <li>• Familiarity with cloud database solutions (AWS RDS, Google Cloud SQL, etc.).</li> <li>• Experience with CI/CD pipelines</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<p><b>Database Design &amp; Architecture:</b> Design scalable, reliable, and high-performance database systems for handling large datasets.</p> <p><b>Query Optimization:</b> Optimize complex SQL queries, ensure efficient database performance, and minimize latency.</p> <p><b>Data Modeling:</b> Create logical and physical data models, ensuring they align with business requirements and application architecture.</p>

	<p><b>Database Management:</b> Manage and maintain PostgreSQL and MongoDB databases, ensuring data integrity and consistency.</p> <p><b>Data Migration &amp; ETL Processes:</b> Lead data migration efforts and build ETL pipelines for data integration from multiple sources.</p> <p><b>Collaboration:</b> Work closely with backend developers to ensure smooth integration between the application and database layer.</p>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl. No</b>	<b>05</b>
<b>Name of Post</b>	<b>Senior Engineer – Database Systems</b>
<b>Job Code</b>	<b>CDIPD/SEDS/05/2025</b>
<b>Number of Vacancies</b>	<b>02 (Two)</b>
<b>Remuneration</b>	<b>Rs. 60000-70000 per month</b>
<b>Age</b>	Should not exceed 40 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/MCA /M.Sc (CS/IT) OR Three-year Engineering Diploma in Computer Science/Computer Engineering/Information Technology from a recognized University/Educational Institution.
<b>Desirable Qualification</b>	(b) Certification in any Database management systems like Oracle certified professional, MYSQL/PostgreSQL certified professional
<b>Essential Experience</b>	<b>Minimum 6 years (8 years for Diploma Holders)</b> in developing Database applications
<b>Desirable Experience</b>	
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• 5+ years of experience in database development and optimization.</li> <li>• Strong experience with MYSQL, PostgreSQL, MongoDB, and database optimization to support high-volume, high-availability applications.</li> <li>• Extensive experience with MYSQL/PostgreSQL and MongoDB</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong knowledge of data modeling, ETL processes, and database performance tuning.</li> <li>• Expertise in writing efficient, scalable SQL queries and understanding query execution plans.</li> <li>• Familiarity with cloud database solutions (AWS RDS, Google Cloud SQL, etc.).</li> <li>• Experience with CI/CD pipelines</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<p><b>Database Design &amp; Architecture:</b> Design scalable, reliable, and high-performance database systems for handling large datasets.</p> <p><b>Query Optimization:</b> Optimize complex SQL queries, ensure efficient database performance, and minimize latency.</p> <p><b>Data Modeling:</b> Create logical and physical data models, ensuring they align with business requirements and application architecture.</p> <p><b>Database Management:</b> Manage and maintain PostgreSQL and MongoDB databases, ensuring data integrity and consistency.</p> <p><b>Data Migration &amp; ETL Processes:</b> Lead data migration efforts and build ETL pipelines for data integration from multiple sources.</p> <p><b>Collaboration:</b> Work closely with backend developers to ensure smooth integration between the application and database layer.</p>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

### CATEGORY C : Solution Engineering Team

<b>SI No</b>	<b>06</b>
<b>Name of Post</b>	<b>Senior Technical Lead (Java)</b>
<b>Job Code</b>	<b>CDIPD/TL /06/2025</b>
<b>Number of Vacancies</b>	<b>02 (Two)</b>
<b>Remuneration</b>	<b>Rs. 110000-120000 per month</b>
<b>Age</b>	Should not exceed 40 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/MCA /M.Sc (CS/IT) OR Three-year Engineering Diploma in Computer Science/Computer Engineering/Information Technology from a recognized University/Educational Institution.
<b>Desirable Qualification</b>	<ul style="list-style-type: none"> <li>• Certification in Java J2EE, Spring</li> <li>• Certification on Full stack / MERN stack/Cloud.</li> </ul>
<b>Essential Experience</b>	<b>Minimum 8 years (10 years for Diploma Holders)</b> in developing applications in Java (J2EE) and Spring boot framework components.
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Experience with Microservice Architecture and RESTful API development.</li> <li>• Proficient in working with relational databases like MySQL/POSTGRESQL or non-relational databases like Mongo DB.</li> <li>• Hands on experience with build tools (Maven, Gradle) and Version control (Git) and CI/CD integration.</li> <li>• Experience with containerization tools like Docker.</li> </ul>
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Expertise in Developing Enterprise Grade Applications using technologies such as Java/J2EE, Javascript, jQuery, Angular, React, Node JS, HTML5, CSS3, Spring Boot, Web APIs.</li> <li>• Strong Expertise in developing enterprise-level web applications and RESTful APIs.</li> <li>• Strong agile/scrum development experience.</li> <li>• Strong design and programming skills using JSON, Web Services, XML, XSLT, PL/SQL</li> <li>• Working knowledge of PostgreSQL/MySQL/DB2 /Mongo DB databases.</li> <li>• Good knowledge of Micro Services. Experience working with tools like Git, Maven, and Jira</li> </ul>

	<ul style="list-style-type: none"> <li>Strong collaboration and communication skills within distributed project teams.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<p>The senior technical Lead will be responsible for designing and developing scalable backend solutions and services using microservices architecture, ensuring the best practices in coding, testing, and deployment. You will work closely with cross-functional teams to deliver high-quality software solutions.</p> <p><b>Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>Design, develop and deploy backend applications using Java (j2EE) , Spring boot, and Micro services architecture.</li> <li>Build and maintain RESTful APIs to support front-end services and integrate third party APIs as needed.</li> <li>Optimize application performance, scalability and security</li> <li>Participate in architectural design discussions and contribute to key technical decisions</li> <li>Write efficient, reusable and well documented code.</li> <li>Collaborate with DevOps to implement CI/CD pipelines and manage deployments</li> <li>Debug and resolve production issues to ensure smooth operations</li> <li>Keep up-to-date with emerging technologies and drive continuous improvements.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>SI No</b>	<b>07</b>
<b>Name of Post</b>	<b>Senior Software Developer - Backend</b>
<b>Job Code</b>	<b>CDIPD/SBD/07/2025</b>
<b>Number of Vacancies</b>	<b>05 (Five)</b>
<b>Remuneration</b>	<b>Rs. 60000 - 80000 per month</b>
<b>Age</b>	Should not exceed 40 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/MCA /M.Sc (CS/IT) OR

	Three-year Engineering Diploma in Computer Science/Computer Engineering/Information Technology from a recognized University/Educational Institution.
<b>Desirable Qualification</b>	<ul style="list-style-type: none"> <li>• Certification on Full stack / MERN stack/Cloud.</li> <li>• Certification in Java/ J2EE/ Micro services</li> </ul>
<b>Essential Experience</b>	<b>Minimum 5 years (6 years for Diploma Holders)</b> in developing applications in Java (J2EE) and Spring boot/ React framework components.
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Handling Coding Best Practices for Security Audit Compliance.</li> <li>• Experience with Microservice Architecture and RESTful API development.</li> <li>• Proficient in working with relational databases like MySQL/POSTGRESQL or non-relational databases like Mongo DB.</li> <li>• Hands on experience with build tools (Maven, Gradle) and Version control (Git) and CI/CD integration.</li> <li>• Experience with containerization tools like Docker.</li> </ul>
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Expertise in Developing Enterprise Grade Applications using technologies such as Java/J2EE,spring Boot, Web APIs.</li> <li>• Strong Expertise in developing enterprise-level web applications and RESTful APIs.</li> <li>• Strong agile/scrum development experience.</li> <li>• Strong design and programming skills using JSON, Web Services, XML, XSLT, PL/SQL</li> <li>• Working knowledge of PostgreSQL/MySQL/DB2 /Mongo DB databases.</li> <li>• Good knowledge of Micro Services. Experience working with tools like Git, Maven, and Jira</li> <li>• Strong collaboration and communication skills within distributed project teams.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	The Senior Software Engineer (Java) will be responsible for designing and developing scalable backend solutions and services using microservices architecture, ensuring the best practices in coding, testing, and deployment. You will work closely with cross-functional teams to deliver high-quality software solutions.

	<b>Roles and Responsibilities</b> <ul style="list-style-type: none"> <li>• Design, develop and deploy backend applications using Java (j2EE) , Spring boot, and Micro services architecture.</li> <li>• Build and maintain RESTful APIs to support front-end services and integrate third party APIs as needed.</li> <li>• Optimize application performance, scalability and security</li> <li>• Participate in architectural design discussions and contribute to key technical decisions</li> <li>• Write efficient, reusable and well documented code.</li> <li>• Collaborate with DevOps to implement CI/CD pipelines and manage deployments</li> <li>• Debug and resolve production issues to ensure smooth operations</li> <li>• Keep up-to-date with emerging technologies and drive continuous improvements.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl. No</b>	<b>08</b>
<b>Name of Post</b>	<b>Software Developer - Backend</b>
<b>Job Code</b>	<b>CDIPD/BD/08/2025</b>
<b>Number of Vacancies</b>	<b>08 (Eight) Nos</b>
<b>Remuneration</b>	Rs. 40000-50000 per month
<b>Age</b>	Should not exceed 40 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/MCA /M.Sc (CS/IT) OR Three-year Engineering Diploma in Information Technology/Computer Science/Computer Engineering from a recognized University/Educational Institution.
<b>Desirable Qualification</b>	A. Certification on Full stack / MERN stack/Cloud B. Certification in Java / J2EE/ Micro services
<b>Essential Experience</b>	<b>Minimum 4 years (5 years for Diploma Holders)</b> experience in web applications using Java/J2EE/React with any MVC framework as a software Developer / programmer
<b>Desirable Experience</b>	Experience in Handling Coding Best Practices for Security Audit Compliance.

<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Expertise in Developing Enterprise Grade Applications using technologies such as Java/J2EE, Javascript, jQuery, Angular, React, Node JS, HTML5, CSS3, Spring Boot, Web APIs.</li> <li>• Strong Expertise in developing enterprise-level web applications and RESTful APIs.</li> <li>• Strong agile/scrum development experience.</li> <li>• Strong design and programming skills using JSON, Web Services, XML, XSLT, PL/SQL</li> <li>• Working knowledge of PostgreSQL/MySQL/DB2 /Mongo DB databases.</li> <li>• Good knowledge of Micro Services. Experience working with tools like Git, Maven, and Jira</li> <li>• Strong collaboration and communication skills within distributed project teams.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	Act as a backend developer to Design & Develop enterprise-level web applications and RESTful APIs using Micro Services using Open Architecture Frameworks, related methodologies, industry standards, and related guidelines.
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl. No</b>	<b>09</b>
<b>Name of Post</b>	<b>Junior Software Developer (for onsite)</b>
<b>Job Code</b>	<b>CDIPD/JSD/09/2025</b>
<b>Number of Vacancies</b>	<b>02 (Two)</b>
<b>Remuneration</b>	Rs. 25000-35000 per month
<b>Age</b>	Should not exceed 35 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/MCA /M.Sc (CS/IT) OR Three-year Engineering Diploma in Information Technology/Computer Science/Computer Engineering from a recognized University/Educational Institution.
<b>Desirable Qualification</b>	Full stack development certificate
<b>Essential Experience</b>	<b>Minimum 2 years (3 years for Diploma Holders)</b> experience in web applications using Java/J2EE with any MVC framework as a software Developer / programmer



<b>Desirable Experience</b>	Experience in Handling Coding Best Practices for Security Audit Compliance.
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Expertise in developing enterprise-level web applications and RESTful APIs.</li> <li>• Strong agile/scrum development experience.</li> <li>• Strong design and programming skills using JSON, Web Services, XML, XSLT, PL/SQL</li> <li>• Working knowledge of PostgreSQL/MySQL/DB2 /Mongo DB databases.</li> <li>• Strong collaboration and communication skills within distributed project teams.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<p>Act as a Software Developer for Client side support. The candidate shall be deployed in the client location to support the project.</p> <p>Interactions with clients for the effective implementation of the system, Support for the UAT services, User trainings, UAT support, implementation monitoring at onsite etc.</p>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl No</b>	<b>10</b>
<b>Post</b>	<b>Senior Front-End Developer</b>
<b>Job Code</b>	<b>CDIPD/SFD/10/2025</b>
<b>Number of Vacancies</b>	<b>02 (Two)</b>
<b>Remuneration</b>	<b>Rs. 60000 - 80000 per month</b>
<b>Age</b>	Should not exceed 40 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/MCA /M.Sc (CS/IT) OR Three-year Engineering Diploma in Computer Science/Computer Engineering/Information Technology from a recognized University/Educational Institution.
<b>Essential Experience</b>	<b>Minimum 5 years (6 years for Diploma Holders)</b> in developing front-end development or related experience in developing front end applications using any framework.
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Experience with version control tools like Git</li> <li>• Basic understanding of UI/UX design principles.</li> <li>• Familiarity with CSS pre-processors like Sass, LESS.</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of cross-browser compatibility and debugging tools.</li> <li>• Experience in API integration and working with backend teams.</li> </ul>
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Strong proficiency in HTML, CSS, and JavaScript.</li> <li>• Experience with React or Next.js for building modern web applications.</li> <li>• Ability to convert Figma designs or rough paper sketches into HTML/CSS/JavaScript or</li> <li>• React components.</li> <li>• Familiarity with design systems like Bootstrap, MUI, or Tailwind.</li> <li>• Knowledge of web accessibility standards (WCAG).</li> <li>• Understanding of responsive web design principles.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<p>We are looking for a skilled Senior Front-End Developer who can efficiently convert Figma designs or rough paper sketches into responsive, interactive web pages using HTML, CSS, JavaScript, and React/Next.js.</p> <p><b>Job Responsibilities</b></p> <p><b>Front-End Architecture :</b> Design and implement scalable, maintainable, and high-performance front-end architectures using React and other modern JavaScript frameworks.</p> <p><b>UI/UX Collaboration :</b> Collaborate closely with UX/UI designers to ensure seamless and intuitive user experiences, translating designs into pixel-perfect, functional web applications.</p> <p><b>Code Quality &amp; Best Practices :</b> Write clean, efficient, and maintainable code, following best practices for front-end development. Implement code reviews, unit testing, and CI/CD pipelines to maintain high-quality standards.</p> <p><b>Component Development :</b> Build reusable UI components and libraries that are modular, efficient, and adaptable for future scaling.</p> <p><b>Performance Optimization :</b> Optimize front-end performance by applying lazy loading, code splitting, and</p>

	<p>other techniques to ensure fast load times and responsiveness.</p> <p><b>Cross-Functional Collaboration :</b> Work closely with back-end developers to integrate front-end functionality with server-side logic, ensuring smooth data flow and communication between the client and server.</p> <p><b>Mobile Optimization :</b> Ensure the platform is fully responsive and optimized for a variety of devices, including desktops, tablets, and mobile phones.</p> <p><b>Troubleshooting &amp; Bug Fixing :</b> Identify and resolve front-end issues and bugs, ensuring the platform runs smoothly across different browsers and environments.</p>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl No</b>	<b>11</b>
<b>Post</b>	<b>Front End Developer</b>
<b>Job Code</b>	CDIPD/FED/11/2025
<b>Number of Vacancies</b>	<b>06 (Six)</b>
<b>Remuneration</b>	Rs. 40000-50000 per month
<b>Age</b>	Should not exceed 35 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/BCA/MCA /M.Sc (CS/IT) OR Three-year Engineering Diploma in Information Technology/Computer Science/Computer Engineering from a recognized University/Educational Institution.
<b>Essential Experience</b>	Minimum 3 years (4 years for diploma holders) of professional experience in front-end development or a related role and experience in developing front-end applications using framework.
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Experience with version control tools like Git</li> <li>• Basic understanding of UI/UX design principles.</li> <li>• Familiarity with CSS pre-processors like Sass, LESS.</li> <li>• Knowledge of cross-browser compatibility and debugging tools.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in API integration and working with backend teams.</li> </ul>
<b>Required Skills:</b>	<p><b>Front-End Architecture:</b> Design and implement scalable, maintainable, and high-performance front-end architectures using React and other modern JavaScript frameworks.</p> <p><b>UI/UX Collaboration:</b> Collaborate closely with UX/UI designers to ensure seamless and intuitive user experiences, translating designs into pixel-perfect, functional web applications.</p> <p><b>Code Quality &amp; Best Practices:</b> Write clean, efficient, and maintainable code, following best practices for front-end development. Implement code reviews, unit testing, and CI/CD pipelines to maintain high-quality standards.</p> <p><b>Component Development:</b> Build reusable UI components and libraries that are modular, efficient, and adaptable for future scaling.</p> <p><b>Performance Optimization:</b> Optimize front-end performance by applying lazy loading, code splitting, and other techniques to ensure fast load times and responsiveness.</p> <p><b>Cross-Functional Collaboration:</b> Work closely with back-end developers to integrate front-end functionality with server-side logic, ensuring smooth data flow and communication between the client and server.</p> <p><b>Mobile Optimization:</b> Ensure the platform is fully responsive and optimized for a variety of devices, including desktops, tablets, and mobile phones.</p> <p><b>Continuous Learning &amp; Mentorship:</b> Stay updated with the latest front-end development trends, technologies, and best practices. Provide mentorship to junior developers and lead by example.</p> <p><b>Troubleshooting &amp; Bug Fixing:</b> Identify and resolve front-</p>

	end issues and bugs, ensuring the platform runs smoothly across different browsers and environments.
<b>Job Description , Roles &amp; Responsibilities</b>	<p>We are looking for a skilled Front-End Developer who can efficiently convert Figma designs or rough paper sketches into responsive, interactive web pages using HTML, CSS, JavaScript, and React/Next.js.</p> <p><b>Job Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Convert Figma designs or rough paper sketches into clean, maintainable</li> <li>• HTML/CSS/JavaScript or React components.</li> <li>• Ensure that web applications are accessible, responsive, and compliant with web</li> <li>• standards.</li> <li>• Create or utilize design systems for consistent development.</li> <li>• Collaborate with back-end teams to integrate APIs and dynamic content.</li> <li>• Maintain and optimize front-end codebases for performance and scalability.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl. No</b>	<b>12</b>
<b>Post</b>	<b>React JS Developer</b>
<b>Job Code</b>	<b>CDIPD/RJSD/12/2025</b>
<b>Number of Vacancies</b>	<b>03 (Three)</b>
<b>Remuneration</b>	<b>Rs. 30000-40000 per month</b>
<b>Age</b>	Should not exceed 35 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/BCA/MCA /M.Sc (CS/IT) OR Three-year Engineering Diploma in Information Technology/Computer Science/Computer Engineering from a recognized University/Educational Institution.
<b>Essential Experience</b>	Minimum 2 Years of professional experience(3 years for Diploma holders) in frontend development, with a focus on React/Node Js

<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Experience in maintaining applications in a production environment, with a strong understanding of deployment and monitoring.</li> <li>• Proficiency in Next.js for building server-rendered React applications.</li> <li>• Strong familiarity with Material-UI (MUI) for creating visually appealing and responsive UI components.</li> <li>• Knowledge of security-related aspects when deploying applications to public-facing environments.</li> <li>• Experience accessing RESTful APIs and working with backend developers to ensure smooth integration.</li> <li>• Excellent problem-solving skills and the ability to diagnose and resolve production issues effectively.</li> <li>• Good understanding of UX principles and the ability to work closely with UX designers to implement user-friendly interfaces.</li> <li>• Strong communication skills and the ability to collaborate effectively with cross-functional teams.</li> <li>• Adaptability to evolving technologies and eagerness to learn new tools and frameworks.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Design, develop and maintain React applications in a production environment, ensuring high availability and optimal performance.</li> <li>• Apply best practices for security when deploying applications to public-facing environments, including authentication, authorization, and data protection.</li> <li>• Collaborate with backend developers to access RESTful APIs, ensuring seamless communication between frontend and backend systems.</li> <li>• Review and refactor code to ensure code quality, maintainability, and scalability.</li> <li>• Work closely with UX designers to implement intuitive and user-friendly interfaces, focusing on improving the overall user experience.</li> <li>• Stay updated with the latest frontend technologies, security trends, and industry best practices.</li> </ul>
<b>Nature of Appointment</b>	<p>On contract (initially for one year, which will likely be extended based on performance and further requirement.)</p>

<b>Sl No</b>	<b>13</b>
<b>Post</b>	<b>Junior UX Designer</b>
<b>Job Code</b>	<b>CDIPD/JUXD/13/2025</b>
<b>Number of Vacancies</b>	<b>03 (Three)</b>
<b>Remuneration</b>	<b>Rs. 25000-35000 per month</b>
<b>Age</b>	Should not exceed 35 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/BCA/MCA /M.Sc (CS/IT) OR Bachelor & Degree in Design, HCI, Multimedia, Interaction Design, Graphic Design, or a relevant field. OR 3-year diploma in CS/IT /Multimedia from a recognized institution by state or central government.
<b>Essential Experience</b>	Minimum 1-2 years of professional experience in UX design or a related role.
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Solid grasp of the UX design process and user-centered principles.</li> <li>• Experience in creating visuals using graphic design or AI-generation tools.</li> <li>• Proficient in HTML/CSS; basic JavaScript for prototyping and UI support.</li> <li>• Familiar with responsive design and cross-browser compatibility.</li> <li>• Skilled in Figma, Adobe XD, or Photoshop for UI/UX design.</li> <li>• Knowledge of accessibility standards (WCAG) and inclusive design practices.</li> <li>• Able to collaborate with frontend/backend teams and understand API-driven design constraints.</li> </ul>
<b>Required Skills:</b>	<p>Proficiency in Figma for wireframing, prototyping, and UI design.</p> <p>Strong knowledge of design thinking principles.</p> <p>Experience in creating UX documentation such as wireframes, research reports, and usability testing reports.</p> <p>Basic understanding of user research techniques and usability testing.</p> <p>Strong communication and collaboration skills.</p>

<b>Job Description , Roles &amp; Responsibilities</b>	<p>The Junior UX designer is expected to work in the following conduct user research and apply design thinking principles to solve real-world challenges.</p> <ul style="list-style-type: none"> <li>• Create wireframes, prototypes, and user flows that align with business goals.</li> <li>• Draft clear UX documentation including research insights, personas, and usability testing results.</li> <li>• Collaborate with front-end developers to ensure designs are implemented accurately.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>SI No</b>	<b>14</b>
<b>Post</b>	<b>Business Analyst</b>
<b>Job Code</b>	<b>CDIPD/BA/14/2025</b>
<b>Number of Vacancies</b>	<b>02 (Two)</b>
<b>Remuneration</b>	<b>Rs. 35000 - 40000 per month</b>
<b>Age</b>	Should not exceed 40 years on the date of notification.
<b>Essential Qualification</b>	BE/B.Tech /MCA/ M.Sc (CS/IT) OR MBA from a recognized University/Educational Institution.
<b>Desirable Qualification</b>	ITIL/PRINCE2/TOGAF/CAPM Certification
<b>Essential Experience</b>	<b>Minimum of 3 (Three) years of relevant experience</b> as a Business Analyst or Customer Requirement analysis
<b>Desirable Experience</b>	<p>In depth experience in speaking to the client requirements and preparing statement of work to the offshore or in housed development team.</p> <ul style="list-style-type: none"> <li>• Strong Agile experience in both web and mobile projects.</li> <li>• Ability to attend project closure meetings with leads.</li> <li>• Ability to prepare specification document based on client requirements.</li> <li>• Ability to create proposals and case studies.</li> <li>• Experience managing projects from start to finish, across multiple technical systems and platforms.</li> <li>• Previous experience managing developers, both in-house and offshore.</li> <li>• Producing and supporting detailed, key project deliverables, including complex business requirements, throughout the project life cycle.</li> </ul>



	<ul style="list-style-type: none"> <li>• Strong analytical and project costing skills.</li> <li>• Familiar with Agile methodologies.</li> <li>• Excellent communication and interpersonal abilities.</li> </ul> <p>Real time experience in creating BRD, FRD, SRS, SOW, NDA, MSA, Capability</p> <ul style="list-style-type: none"> <li>• Documentation, Case studies, Proposals, RFP, RFQ, RFT etc.</li> <li>• Exposure to an effective change management process.</li> </ul>
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills – Should be able to interface with the client, and discuss business requirements with different stakeholders of the projects.</li> <li>• Excellent client-handling capacity, written and verbal communication skills.</li> <li>• Analysis Skills – Exceptional analytical and problem-solving skills. Should be able to analyze business problems faced by the client and suggest solutions for the problem. Ability to go into details and extract specific details regarding functional requirements.</li> <li>• Determine operational objectives by studying business functions; gathering information; evaluating output requirements and formats.</li> <li>• Design new business workflows by analyzing requirements; constructing workflow charts and diagrams; studying system capabilities; writing specifications.</li> <li>• Recommend control measures by identifying problems, writing improved procedures.</li> <li>• Documentation Skill – Should be an expert in documenting the requirements gathered from the client in a detailed manner. Essential to have knowledge in preparing business process flowcharts using tools such as visio. Knowledge in preparing Functional, Business, and System Requirement Specification documentation.</li> <li>• Experience in developing user documentation, providing business support, and training users. Should have good presentation skills.</li> <li>• Understanding of the latest technologies such as AI, Business Intelligence, Block chain etc. and their use cases will be an added advantage.</li> <li>• Experience in using project management and version control tools is preferred.</li> </ul>

<b>Job Description, Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Gather business requirement; Create BRD and bring out clarity about the customer requirements</li> <li>• Construct work flow charts and diagrams; Understand the customer requirements and provide insights about complex business problems through workflows, wireframes and diagrams</li> <li>• Elicit business requirements and functional requirements, conceptualize business processes, workflows and document them.</li> <li>• Coordinate between product team, development team, testing team and customer to deliver the right solution</li> <li>• Conduct Client meetings, brainstorming, and focus group discussion sessions.</li> <li>• Scope Detailing, and preparation of FRS documents.</li> <li>• Analyze research papers and publications in the national and international industrial domain, study best practices, and apply in the business processes.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl No</b>	<b>15</b>
<b>Name of Post</b>	<b>Junior Engineer – DevOps and Cloud</b>
<b>Jobcode</b>	<b>CDIPD/JECDOP/15/2025</b>
<b>Number of Vacancies</b>	<b>01 (One)</b>
<b>Remuneration</b>	<b>Rs. 40000 – Rs. 45000</b>
<b>Age</b>	<b>Should not exceed 35 years on the date of notification.</b>
<b>Essential Qualification</b>	BE/BTech/BCA/MCA /M.Sc (CS/IT) OR Three-year Engineering Diploma in Information Technology/Computer Science/Computer Engineering from a recognized University/Educational Institution.
<b>Desirable Qualification</b>	Certification in Linux system administration/Redhat certification  Certification in AWS/GCP/Azure or DevOps tools (e.g., Docker, Kubernetes, Jenkins).
<b>Essential Experience</b>	Minimum 4-5 years of hands-on experience in Linux based server administration, Virtualisation, cloud infrastructure

	support, or DevOps operations in a software development environment.
<b>Desirable Experience</b>	Experience working with CI/CD pipelines, version control systems (Git), container orchestration (Docker/Kubernetes).
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Proficiency in Linux/Unix system administration.</li> <li>• Understanding of cloud platforms such as AWS, Azure, or GCP.</li> <li>• Experience with DevOps tools (CI/CD, Jenkins, GitLab CI, Docker, Kubernetes).</li> <li>• Basic knowledge of networking, security, and server monitoring tools.</li> <li>• Ability to work collaboratively in an Agile team environment.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist Project Lead in configuring, maintaining, and monitoring cloud infrastructure and development environments.</li> <li>• Support development and deployment pipelines in DevOps workflows.</li> <li>• Manage CI/CD integrations and ensure system uptime and security compliance.</li> <li>• Troubleshoot infrastructure, deployment, and performance issues.</li> <li>• Automate routine system tasks and support infrastructure provisioning.</li> <li>• Work closely with developers and QA teams to ensure smooth operations.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

## CATEGORY D : Data Science/ AI/ML Team

<b>Sl. No</b>	<b>16</b>
<b>Job Code</b>	<b>CDIPD/LDSL2/16/2025</b>
<b>Name of Post</b>	<b>Lead Data Scientist - Level 2</b>
<b>Number of Vacancies</b>	<b>01 (One)</b>
<b>Remuneration</b>	<b>Rs. 1,00,000-1,10,000 per month</b>
<b>Age</b>	Should not exceed 40 years on the date of notification.
<b>Essential Qualification</b>	MSc/MTech in Information Technology /Computational Science/ Computer Science (Specialization in Data Analytics) from a recognised University/Educational Institution.
<b>Desirable Qualification</b>	Candidates with strong academic background exclusively on Data Analytics, AI, Machine Learning, Deep Learning, NLP related areas.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years of relevant experience (Out of which a minimum 4 years mandatory experience in Machine Learning/Deep Learning and NLP related projects with Python/R). Detailed Project profiles and roles have to be submitted. <b>(Mandatory)</b></li> <li>• Must have expertise in handling GenAI and deep learning projects with hands on experience in SQL and NoSQL DB's such as Postgres, MySQL &amp;,, Elasticsearch. <b>(Mandatory)</b></li> <li>• Candidate should have hands-on experience with AWS cloud and should be able to handle Amazon Bedrocks, S3, ECS, and EC2 independently.</li> <li>• Experience in shell scripting and managing linux servers.</li> </ul>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience leading complex data analysis projects and delivering actionable insights.</li> <li>• Expertise in designing and managing end-to-end data pipelines, including ingestion, pre-processing, and machine learning model deployment.</li> <li>• Advanced proficiency with big data tools such as Apache Spark, Hive,HBase, and cloud platforms (AWS, Azure, GCP).</li> <li>• Hands-on experience with Logstash, and Kibana for data indexing and visualization.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience with advanced machine learning and deep learning techniques, with a track record of successful implementations.</li> <li>• Skills in designing sophisticated data models and algorithms for complex business problems.</li> <li>• Proficiency in creating effective data visualizations and reports using tools like Kibana or Tableau.</li> <li>• Demonstrated ability to manage large-scale data projects and collaborate with cross-functional teams.</li> <li>• Engagement in research, contributing to advancements in data science and machine learning.</li> </ul>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Advanced programming proficiency in Python, with extensive experience in data science libraries and frameworks (Mandatory)</li> <li>• Knowledge of SQL and NoSQL platforms (such as MySQL/PostgreSQL,elasticSearch/MongoDB/CouchBase knowledge in key-value stores, graph databases (Mandatory)</li> <li>• Hands-on experience with the ELK stack (e.g.,ElasticSearch,Logstash,Kibana).</li> <li>• Ability to design, implement, and optimise data pipelines and workflows for large-scale data processing and analysis Experience in applying advanced analytics techniques to solve complex business problems and drive data-informed decision-making</li> <li>• Proven experience leading and contributing to data science projects with a strong background in scrum practices</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead complex data analysis projects, collaborating with cross-functional teams and stakeholders to translate business requirements into advanced data-driven solutions and actionable insights.</li> <li>• Expertise in end-to-end data pipeline development, including data ingestion, pre-processing, feature engineering, and deployment of machine learning models at scale.</li> <li>• Design and implement sophisticated data models and algorithms to solve complex business problems, with a focus on scalability and performance.</li> </ul>

	<ul style="list-style-type: none"> <li>Advanced proficiency in big data technologies (e.g., Spark, Hive,HBase) and cloud-based data platforms (e.g., AWS, Azure, GCP).</li> <li>Demonstrate thought leadership in applying cutting-edge machine learning and deep learning techniques to real-world problems, with a track record of successful implementations.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl. No</b>	<b>17</b>
<b>Job Code</b>	<b>CDIPD/LDSL1/17/2025</b>
<b>Name of Post</b>	<b>Lead Data Scientist – Level 1</b>
<b>Number of Vacancies</b>	<b>01 (One)</b>
<b>Remuneration</b>	<b>Rs. 90,000 – 1,00,000/- per month</b>
<b>Age</b>	Should not exceed 35 years on the date of notification.
<b>Essential Qualification</b>	MSc/MTech in Computational Science/ Computer Science (Specialization in AI/Data Analytics)/Data Analytics from a recognized University/Educational Institution.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>Minimum 4 years of relevant experience and out of which 3 years of experience in in Machine Learning/Deep Learning and NLP related projects with Python/R. Detailed project profiles needs to be submitted. (Mandatory)</li> <li>At least one year research related experience in Machine learning /Deep learning and AI related work (Mandatory)</li> <li>Must have expertise in handling GenAI and deep learning projects with hands on experience in SQL and NoSQL db's such as Postgres, MySQL &amp;, ElasticSearch.</li> <li>Candidate should have hands-on experience with AWS cloud and should be able to handle Amazon Bedrocks, S3, ECS, and EC2 independently.</li> <li>Experience in shell scripting and managing Linux servers.</li> </ul>

<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience leading complex data analysis projects and delivering actionable insights.</li> <li>• Expertise in designing and managing end-to-end data pipelines, including ingestion, preprocessing, and machine learning model deployment.</li> <li>• Advanced proficiency with big data tools such as Apache Spark, Hive, HBase, and cloud platforms (AWS, Azure, GCP).</li> <li>• Hands-on experience with Logstash, and Kibana for data indexing and visualization.</li> <li>• Experience with advanced machine learning and deep learning techniques, with a track record of successful implementations.</li> <li>• Skills in designing sophisticated data models and algorithms for complex business problems.</li> <li>• Proficiency in creating effective data visualizations and reports using tools like Kibana or Tableau.</li> <li>• Demonstrated ability to manage large-scale data projects and collaborate with cross-functional teams.</li> <li>• Engagement in research, contributing to advancements in data science and machine learning.</li> </ul>
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Advanced programming proficiency in Python, with extensive experience in data science libraries and frameworks (Mandatory)</li> <li>• Knowledge of SQL and NoSQL platforms (such as MySQL/PostgreSQL, elasticSearch/MongoDB/CouchBase knowledge in key-value stores, graph databases (Mandatory)</li> <li>• Hands-on experience with the ELK stack (e.g.,ElasticSearch,Logstash,Kibana).</li> <li>• Ability to design, implement, and optimise data pipelines and workflows for large-scale data processing and analysis</li> <li>• Experience in applying advanced analytics techniques to solve complex business problems and drive data-informed decision-making</li> <li>• Proven experience leading and contributing to data science projects with a strong background in scrum practices</li> </ul>

<b>Job Description , Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead complex data analysis projects, collaborating with cross-functional teams and stakeholders to translate business requirements into advanced data-driven solutions and actionable insights.</li> <li>• Expertise in end-to-end data pipeline development, including data ingestion, preprocessing, feature engineering, and deployment of machine learning models at scale.</li> <li>• Design and implement sophisticated data models and algorithms to solve complex business problems, with a focus on scalability and performance.</li> <li>• Advanced proficiency in big data technologies (e.g., Spark, Hive, HBase) and cloud-based data platforms (e.g., AWS, Azure, GCP).</li> <li>• Demonstrate thought leadership in applying cutting-edge machine learning and deep learning techniques to real-world problems, with a track record of successful implementations.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)



<b>Sl. No</b>	<b>18</b>
<b>Job Code</b>	<b>Data Scientist - Level I</b>
<b>Name of Post</b>	<b>CDIPD/DSL1/18/2025</b>
<b>Number of Vacancies</b>	<b>01 (One) Nos</b>
<b>Remuneration</b>	<b>Rs. 45,000 to 55,000/- per month</b>
<b>Age</b>	Should not exceed 35 years on the date of notification.
<b>Essential Qualification</b>	MTech/MSc in Computational Science/ Computer Science (Specialization in AI/Data Analytics)/Data Analytics from a recognized University Educational Institution.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• <b>4+ years</b> of experience in Front-end development and web development for data analytics projects, Expertise in Python</li> <li>• Hands-on experience with front-end technologies such as UI, Typescript, Java, NextJS and Java frameworks such as Spring Boot, J2EE</li> <li>• Experience in building data visualizations with libraries like D3.js, Chart.js, or Plotly.</li> <li>• Familiarity with APIs, RESTful services, and integrating front-end components with back-end systems.</li> </ul>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience leading complex data analysis projects and delivering actionable insights.</li> <li>• Expertise in designing and managing end-to-end data pipelines, including ingestion, preprocessing, and machine learning model deployment.</li> <li>• Experience with advanced machine learning and deep learning techniques</li> <li>• Skills in designing sophisticated data models and algorithms for complex business problems.</li> <li>• Proficiency in creating effective data visualizations and reports using tools like Kibana or Tableau.</li> <li>• Demonstrated ability to manage large-scale data projects and collaborate with cross-functional teams.</li> <li>• Engagement in research, contributing to advancements in data science and machine learning.</li> </ul>

<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Advanced programming proficiency in Python, with extensive experience in data science libraries and frameworks <b>(Mandatory)</b></li> <li>• Knowledge of SQL and NoSQL platforms (such as MySQL/PostgreSQL, ElasticSearch/MongoDB/CouchBase knowledge in key-value stores, graph databases (Mandatory)</li> <li>• Hands-on experience with the ELK stack (e.g.,ElasticSearch,Logstash,Kibana).</li> <li>• Ability to design, implement, and optimise data pipelines and workflows for large-scale data processing and analysis</li> <li>• Experience in applying advanced analytics techniques to solve complex business problems and drive data-informed decision-making</li> <li>• Proven experience leading and contributing to data science projects with a strong background in scrum practices</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordinate complex data analysis projects, collaborating with cross-functional teams and stakeholders to translate business requirements into advanced data-driven solutions and actionable insights.</li> <li>• Expertise in end-to-end data pipeline development, including data ingestion, preprocessing, feature engineering, and deployment of machine learning models at scale.</li> <li>• Develop necessary front-end for data analytics project and API integration</li> <li>• Design and implement sophisticated data models and algorithms to solve complex business problems, with a focus on scalability and performance.</li> </ul> <p>Demonstrate thought leadership in applying cutting-edge machine learning and deep learning techniques to real-world problems, with a track record of successful implementations.</p>

<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)
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### **CATEGORY E : Quality Assurance and Testing Team**

<b>SI No</b>	<b>19</b>
<b>POST</b>	<b>Associate - Process Quality Assurance</b>
<b>Job Code</b>	CDIPD/APQA/19/2025
<b>Number of Vacancies</b>	<b>2 (Two)</b>
<b>Remuneration</b>	Rs. 35,000 – Rs. 45,000
<b>Age</b>	Should not exceed 35 years on the date of notification.
<b>Essential Qualification</b>	BE/BTech/BCA/MCA /M.Sc (CS/IT) / MBA OR Three-year Engineering Diploma in Computer Science/Computer Engineering/Information Technology from a recognized University/Educational Institution.
<b>Desirable Qualification</b>	Attended training or coursework in CMMI or ISO 9001
<b>Essential Experience</b>	Minimum 3 plus years of experience in QA, process documentation, or compliance-related role.
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Basic understanding of Software Development Lifecycle</li> <li>• Basic understanding of JIRA or any QA tools.</li> <li>• Exposure to CMMI internal audits and internal assessments</li> </ul>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Good analytical and problem-solving skills.</li> <li>• Strong attention to detail and ability to document processes.</li> <li>• Basic knowledge of MS Office tools (Excel, Word, PowerPoint) for reporting and documentation.</li> <li>• Strong written and verbal communication skills in English</li> <li>• Effective communication and interpersonal skills, with the ability to work collaboratively in a team-oriented environment.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	We are seeking a Quality Assurance Associate to support our CMMI implementation and ensure compliance with quality standards in software development processes. The ideal candidate will assist in process documentation, compliance

	<p>audits, and quality control measures to enhance software quality and organizational efficiency.</p> <p><b>Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assist in the implementation of CMMI Level 3 and other quality frameworks.</li> <li>• Support the documentation of processes, policies, and standard operating procedures (SOPs) for quality management.</li> <li>• Participate in internal audits and ensure adherence to established quality standards.</li> <li>• Work closely with QA teams and development teams to track process improvements.</li> <li>• Collect and analyze quality metrics for continuous process improvement.</li> <li>• Help in organizing and conducting process training sessions for teams.</li> <li>• Identify and report process gaps and recommend corrective actions.</li> <li>• Collaborate with cross-functional teams to ensure compliance.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl. No</b>	<b>20</b>
<b>Name of Post</b>	<b>Software Engineer – QA &amp; Testing</b>
<b>Job Code</b>	CDIPD/SEQA/20/2025
<b>Number of Vacancies</b>	<b>2 (Two)</b>
<b>Remuneration</b>	Rs. 40,000 – Rs. 50,000
<b>Age</b>	Should not exceed 35 years on the date of notification.
<b>Essential Qualification</b>	BTech/BE/MCA/BSc CS/MSc CS/MSc-IT OR Three-year Engineering Diploma in Computer Science/Computer Engineering/Information Technology from a recognized University/Educational Institution.
<b>Desirable Qualification</b>	Certifications in Testing
<b>Essential Experience</b>	<b>Should have minimum 4 years</b> of experience in software testing and Quality process in manual and automation testing tools like selenium, Jmeter etc

<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Basic understanding of Software Development Lifecycle</li> <li>• Basic understanding of JIRA or any Test Management tools.</li> </ul>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Good analytical and problem-solving skills.</li> <li>• Strong attention to detail</li> <li>• Java/Python automation scripting, Selenium, JMeter etc</li> <li>• Effective communication and interpersonal skills, with the ability to work collaboratively in a team-oriented environment.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ability to analyse defects and provide root-cause analysis.</li> <li>• Experience in Creation and execution of Test Scenarios, Test Cases and Test Data</li> <li>• An excellent knowledge of software test practices, especially for Web and Mobile based Applications.</li> <li>• Ability to extract &amp; design test plans from user requirements.</li> <li>• Familiarity with software version control, bug tracking software and document management systems (GitHub, Jira, SharePoint etc.).</li> <li>• Design and implementation of automated and manual tests, as appropriate, to cover: Module, sub-system and system level testing.</li> <li>• Develop the automated tests, API tests, load tests using tools such as Selenium Web driver, JMeter etc.</li> <li>• Understand Requirements and identify features to be tested.</li> <li>• Create and execute Test cases</li> <li>• Must have experience on Manual Testing</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl No</b>	<b>21</b>
<b>Name of Post</b>	<b>Junior Software Engineer – QA &amp; Testing</b>
<b>Job Code</b>	<b>CDIPD/JSEQA/21/2025</b>
<b>Number of Vacancies</b>	<b>6 (Six)</b>
<b>Remuneration</b>	<b>Rs. 25,000 – Rs. 30,000</b>
<b>Age</b>	Maximum 35 Years on the last date fixed for the submission of application.
<b>Essential Qualification</b>	BTech/BE/MCA/BSc CS/BSC-IT/MSc CS/MSc-IT from a recognized University/Educational Institution
<b>Desirable Qualification</b>	Certifications in Testing
<b>Essential Experience</b>	<b>Should have minimum 2 years</b> of experience in software testing and Quality process
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Automation testing tools</li> <li>• Basic understanding of Software Development Lifecycle</li> <li>• Basic understanding of JIRA or any Test Management tools.</li> </ul>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Good analytical and problem-solving skills.</li> <li>• Strong attention to detail</li> <li>• Java/Python automation scripting, Selenium, JMeter etc</li> <li>• Effective communication and interpersonal skills, with the ability to work collaboratively in a team-oriented environment.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ability to analyse defects and provide root-cause analysis.</li> <li>• Experience in Creation and execution of Test Scenarios, Test Cases and Test Data</li> <li>• An excellent knowledge of software test practices, especially for Web and Mobile based Applications.</li> <li>• Ability to extract &amp; design test plans from user requirements.</li> <li>• Familiarity with software version control, bug tracking software and document management systems (GitHub, Jira, SharePoint etc.).</li> <li>• Design and implementation of automated and manual tests, as appropriate, to cover: Module, sub-system and system level testing.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop the automated tests, API tests, load tests using tools such as Selenium Web driver, JMeter etc.</li> <li>• Understand Requirements and identify features to be tested.</li> <li>• Create and execute Test cases</li> <li>• Must have experience on Manual Testing</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

#### **CATEGORY F : Operations, HR and Supporting Team.**

<b>Sl.No</b>	<b>22</b>
<b>Name of Post</b>	<b>Manager - HR</b>
<b>Job Code</b>	<b>CDIPD/HRM/22/2025</b>
<b>Number of Vacancies</b>	<b>01 (One)</b>
<b>Remuneration</b>	<b>Rs. 70000-80000 per month</b>
<b>Age</b>	<b>Should not exceed 45 years on the date of notification.</b>
<b>Essential Qualification</b>	Graduation and Full time MBA OR PGDBM with Specialization in Human Resources from a recognized University/Institute
<b>Desirable Qualification</b>	MBA holders with specialization in HR operations
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 7 (Seven) years of progressive experience in managing exclusive HR functions within an IT/ITES industry/organization in the level of Manager/ Asst Manager/Senior Executive role</li> <li>• Proven track record in handling end-to-end HR processes, including recruitment, workforce planning, talent acquisition, onboarding, employee induction, performance appraisal management, training &amp; development, and compliance.</li> <li>• Expertise in designing and implementing HR policies in alignment with industry best practices and regulatory requirements.</li> </ul>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Familiarity with CMMI HR practices, employee capability management, and competency development frameworks.</li> <li>• Strong understanding of employment laws, statutory compliance, and labor regulations.</li> </ul>

	<ul style="list-style-type: none"> <li>Strong experience in managing HR automation and HRMS software, ensuring seamless integration with organizational goals</li> </ul>
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>Deep understanding of HR policies, labor laws, and statutory requirements.</li> <li>Expertise in HR analytics and reporting, leveraging data-driven decision-making.</li> <li>Experience with CMMI + HR process implementation.</li> <li>Proficiency in HRMS, ERP, and Microsoft sharepoint Suite.</li> <li>Strong leadership, communication, and stakeholder management skills.</li> <li>Problem-solving and conflict-resolution abilities.</li> <li>High ethical standards, discretion, and ability to handle confidential information.</li> <li>Adaptability to a fast-paced, evolving organizational environment.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<p><b>Job Description</b> The Manager - HR will play a pivotal role in establishing and optimizing HR operations in a CMMI Level 3 process-oriented environment. The incumbent will be responsible for developing, implementing, and continuously improving HR frameworks in compliance with global HR standards and best practices.</p> <p><b>Roles &amp; Responsibilities:</b></p> <p><b>1. Talent Acquisition &amp; Workforce Planning</b></p> <ul style="list-style-type: none"> <li>Design and execute structured hiring processes aligned with CMMI talent acquisition models.</li> <li>Develop workforce planning strategies, ensuring alignment with business goals.</li> <li>Manage recruitment lifecycle from sourcing to onboarding, ensuring quality hires and cultural fit.</li> </ul> <p><b>2. Performance Management &amp; Competency Development</b></p> <ul style="list-style-type: none"> <li>Oversee implementation of competency-based performance management systems.</li> <li>Establish goal-setting frameworks (OKRs/KPIs) to drive employee productivity.</li> <li>Implement 180 degree feedback systems and career progression frameworks.</li> </ul> <p><b>3. Training, Learning &amp; Development</b></p> <ul style="list-style-type: none"> <li>Identify skill gaps and design upskilling programs in alignment with CMMI HR practices.</li> </ul>



	<ul style="list-style-type: none"> <li>• Manage leadership development initiatives to enhance employee capabilities.</li> <li>• Partner with business units to drive continuous learning and knowledge-sharing.</li> </ul> <p><b>4. Policy Development, Compliance &amp; HR Governance:</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with labor laws, statutory regulations, and industry standards.</li> <li>• Develop, implement, and regularly update HR policies, SOPs, and employee handbooks.</li> <li>• Conduct HR audits and ensure adherence to CMMI process documentation standards.</li> </ul> <p><b>5. Employee Engagement &amp; Retention Strategies</b></p> <ul style="list-style-type: none"> <li>• Develop and execute engagement programs to boost employee morale and retention.</li> <li>• Foster a culture of diversity, equity, and inclusion (DEI).</li> <li>• Implement employee wellness programs and structured grievance redressal mechanisms.</li> </ul> <p><b>6. HR Digital Transformation &amp; Process Automation</b></p> <ul style="list-style-type: none"> <li>• Drive HR digitalization initiatives, ensuring efficient and scalable HR processes.</li> <li>• Leverage HR analytics and AI-based tools for decision-making and workforce optimization.</li> <li>• Optimize HR service delivery through self-service portals and HR chatbots.</li> <li>• Highly collaborative, requiring stakeholder engagement across multiple functions.</li> <li>• Candidates with a strong background in HR process optimization, automation, and compliance in CMMI Level 3+ organizations will be given preference.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl.No</b>	<b>23</b>
<b>Post</b>	<b>Executive – Admin</b>
<b>Job Code</b>	<b>CDIPD/EADM/23/2025</b>
<b>Number of Vacancies</b>	<b>01 (One)</b>
<b>Remuneration</b>	<b>Rs. 30000-40000/- per month</b>
<b>Age</b>	Should not exceed <b>35 years</b> as of the last date for submission of application
<b>Essential Qualification</b>	MBA (Full Time) Program preferably with specialization in Operations/HR or General Management) from a recognized University or Institution.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 4 years of post-qualification experience in administrative/operations roles with industry or similar organizations.</li> <li>• Proven ability in handling day-to-day administrative operations, and internal coordination.</li> <li>• Hands-on experience in managing office documentation,</li> <li>• Familiarity with ERP systems and digital file management systems</li> <li>• Experience in organizing official meetings, events, and travel arrangements.</li> <li>• Experience in scheduling clients meetings, coordination with Director and Project Managers</li> </ul>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Experience in office administration of a head of the Institution like EXO/CEO level in an industry or similar organisations</li> <li>• Familiarity with budgeting, service contracts, agreements, project management support, and project-based administrative coordination.</li> <li>• Exposure to quality certification-related administrative compliance.</li> </ul>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Strong organizational, planning, and multitasking skills.</li> <li>• Ability to manage correspondence, reports, and confidential records efficiently.</li> <li>• Organisation and management scheduling of meetings, events,</li> <li>• Coordination of meetings with clients, communication management, travel and logistics management etc.</li> <li>• Strong drafting skills on letters and communications</li> </ul>

	<ul style="list-style-type: none"> <li>• Proficiency in MS Office, office automation systems and meeting management systems.</li> <li>• Excellent verbal and written communication in English and Malayalam.</li> <li>• Good interpersonal and problem-solving skills, with a collaborative mindset.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide high-level executive support to the Director, functioning as an Executive Assistant</li> <li>• Manage the Director's calendar, schedule internal and external meetings, and coordinate appointments with clients, partners, and stakeholders.</li> <li>• Draft official correspondence, preparation of internal notes, preparation of MOM, manage communications, and maintain records of sensitive discussions and decisions.</li> <li>• Prepare meeting agendas, record, prepare and circulate minutes of meetings, and ensure timely follow-ups on assigned action items.</li> <li>• Liaise with external clients, collaborators, and vendors for meetings, communications, and project coordination.</li> <li>• Organize and support events, workshops, and high-level visits involving government, academic, or industry partners.</li> <li>• Ensure smooth day-to-day administrative functioning and implement best practices in executive support.</li> <li>• Ensure adherence to institutional administrative policies, timelines, and reporting requirements.</li> <li>• Support the smooth execution of project-related administrative functions and maintain confidentiality in all matters.</li> <li>• Oversee digital file management, document tracking, and archiving in compliance with DUK administrative protocols.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl No</b>	<b>24</b>
<b>Name of Post</b>	<b>Digital Content Creator</b>
<b>Jobcode</b>	<b>CDIPD/DCW/24/2025</b>
<b>Number of Vacancies</b>	<b>01(One)</b>
<b>Remuneration</b>	<b>Rs. 25,000 – Rs. 30,000</b>
<b>Age</b>	Should not exceed 35 years on the date of notification.
<b>Essential Qualification</b>	Master's degree in English Literature from a recognized University/Institute.
<b>Desirable Qualification</b>	Certification in digital content creation g, Business Communication, or Content Management is a plus.
<b>Essential Experience</b>	<p>Minimum 6 (Six) months of experience in technical writing, content development, or documentation management.</p> <ul style="list-style-type: none"> <li>• Strong skills in preparing project user guides, customer stories, media reports, blogs and reports.</li> <li>• Ability to structure the digital content for projects in a clear and concise manner.</li> <li>• Familiarity with document management systems, version control, and collaboration tools.</li> </ul>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Experience in working with IT/ITES organizations, research institutions, or government projects.</li> <li>• Knowledge of software documentation, and content management systems (CMS).</li> <li>• Experience in working with writing of blogs, social media handles</li> </ul>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills in English</li> <li>• Proficiency in MS Office, Google Docs, and documentation tools such as sharepoint</li> <li>• Ability to collaborate with technical teams, developers, and subject matter experts to create precise and user-friendly documentation.</li> <li>• Strong editing, proofreading, and content structuring skills.</li> <li>• Basic knowledge of graphic design and visualization tools (Canva, Visio, or Adobe Illustrator) for document enhancement.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	The Digital Content writer will be responsible for creating, organizing, and managing digital content for the projects including manuals, reports, and other written materials to ensure clarity and accessibility for various stakeholders.

	<p><i>1. Technical Documentation &amp; Content Development:</i></p> <ul style="list-style-type: none"> <li>• Prepare user manuals, training materials, reports.</li> <li>• Preparation of project user guides.</li> <li>• Preparation of marketing materials, blogs and social media contents</li> <li>• Preparation of digital content support for project managers.</li> <li>• Preparation of blogs, social media content, and other promotional materials.</li> </ul> <p><i>2. Collaboration &amp; Review</i></p> <ul style="list-style-type: none"> <li>• Work closely with project managers, developers, managers to extract and structure complex information.</li> <li>• Review and updation process of documents.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

<b>Sl No</b>	<b>25</b>
<b>Name of Post</b>	<b>Technical Writer</b>
<b>Jobcode</b>	<b>CDIPD/TW/25/2025</b>
<b>Number of Vacancies</b>	<b>01 (One)</b>
<b>Remuneration</b>	<b>Rs. 25,000 – Rs. 30,000</b>
<b>Age</b>	Should not exceed 35 years on the date of notification.
<b>Essential Qualification</b>	Master's degree in English Literature or Masters in Journalism from a recognized University/Institute.
<b>Desirable Qualification</b>	Certification in Technical Writing, Business Communication, or Content Management is a plus.
<b>Essential Experience</b>	<p>Minimum 6 (Six) months of experience in technical writing, content development, or documentation management.</p> <ul style="list-style-type: none"> <li>• Strong skills in preparing technical manuals, user guides, process documentation, and reports.</li> <li>• Ability to structure complex technical information in a clear and concise manner.</li> <li>• Familiarity with document management systems, version control, and collaboration tools.</li> </ul>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Experience in working with IT/ITES organizations, research institutions, or government projects.</li> <li>• Knowledge of software documentation, API documentation, and content management systems (CMS).</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in working with writing of blogs, social media handles</li> </ul>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills in English</li> <li>• Strong knowledge of technical writing principles, style guides (Chicago, APA, IEEE, etc.), and documentation standards.</li> <li>• Proficiency in MS Office, Google Docs, and documentation tools such as sharepoint</li> <li>• Ability to collaborate with technical teams, developers, and subject matter experts to create precise and user-friendly documentation.</li> <li>• Strong editing, proofreading, and content structuring skills.</li> <li>• Basic knowledge of graphic design and visualization tools (Canva, Visio, or Adobe Illustrator) for document enhancement.</li> </ul>
<b>Job Description , Roles &amp; Responsibilities</b>	<p>The Digital Content Creator will be responsible for creating, organizing, and managing technical documentation, Requirement documentation, manuals, reports, and other written materials to ensure clarity and accessibility for various stakeholders.</p> <p><i>1. Technical Documentation &amp; Content Development</i></p> <ul style="list-style-type: none"> <li>• Prepare user manuals, training materials, and technical documentation.</li> <li>• Write and edit content for software applications, research projects, and process workflows.</li> <li>• Ensure compliance with industry standards, documentation guidelines, and best practices.</li> <li>• Preparation of project user guides.</li> <li>• Preparation of technical documentation support for project managers.</li> </ul> <p><i>2. Collaboration &amp; Review</i></p> <ul style="list-style-type: none"> <li>• Work closely with technical teams, developers, and project managers to extract and structure complex information.</li> <li>• Review and updation process of documents.</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for one year, which will likely be extended based on performance and further requirement.)

**Age relaxation for submission of application:**

5 years for candidates belonging to SC/ ST and 3 years for OBC candidates and highly experienced candidates.

**Mode of Selection:**

The selection will be based on Skill test/written test/Interview.

**Venue of Test/Interview**

The test /Interview will be conducted in Thiruvananthapuram district only.

**Job Location :** Thiruvananthapuram

**General Instructions**

1. **All Applications will be accepted only through CDIPD Career portal. (<https://cdipd/duk.ac.in/career>). No other means of applications will be accepted.**
2. Candidates are requested to read the detailed notification thoroughly and ensure that they possess eligibility criteria, Age and experience/Skill as per notification before they submit the application against various category/posts.
3. Applications submitted without fulfilling the eligibility and other norms mentioned in this Notification as well as the instructions published in the DUK-CDIPD Career portal will be summarily rejected.
4. Document verification and Scrutiny: All the relevant documents will be physically verified to check the eligibility criteria of the candidates at the time of test/interview and only those candidates meet the eligibility criteria as per the notification only be allowed to attend the selection process.
5. Candidates should ensure that the particulars furnished by him/her in the **CDIPD career portal** are correct in all respects. Anything not specifically claimed in the application against the appropriate field will not be considered at a later stage. No deviation whatsoever from the filled in data in the career portal will be entertained. In case it is detected at any stage of the recruitment that a candidate does not fulfill the eligibility norms and /or that he/she furnished any incorrect/false information or has suppressed any material fact, his/her candidature will stand cancelled. If suppression of material facts or furnishing of any incorrect/false information is detected even after appointment, his/her service is liable to be terminated.

6. Consequent up on adoption of self- certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of the information / documents provided with the application. The appointment will be provisional and subject to physical verification of the documents.
7. In case any discrepancy / ambiguity in the process of selection, the decision of the DUK/CDIPD shall be final and binding.

#### **How to Apply:**

1. **Applications shall be submitted only through CDIPD Career portal (<https://cdipd.duk.ac.in/career>) on or before 22-09-2025. No other means of applications will be accepted.**
2. **There is no application fee.**
3. **The applications received after the last date fixed or the incomplete applications or the applications without filling the relevant field will be summarily rejected.**
4. **No interim queries after the submission of the application will be entertained. The candidates will be intimated the schedule of the Test/ Interview through their registered email only.**
5. **The candidates are advised to check their registered e-mails regularly**
6. **The DUK/CDIPD has the right to cancel the notification, or the entire selection process for any specific post at any stage without assigning reason thereof and the decision of the DUK/CDIPD Authorities shall be final.**

**Sd/  
Director  
CDIPD  
Digital University Kerala  
Date : 08-09-2025**