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# Notification for inviting applications for Associate at STDC, C-DAC, Trivandrum

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**CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING**  
**A Scientific Society of Ministry of Electronics and Information Technology (MeitY), Government**  
**of India**

**P.B NO.6520, Vellayambalam, Thiruvananthapuram- 695 033, Kerala, INDIA**  
**Tel: 0471-2723333 (Ext. 453)**

**Notification for inviting applications for Associate at STDC, C-DAC, Trivandrum**

**1. Objective:**

C-DAC (T) requires the services of a 'Associate' (full time) for marketing C-DAC training programs and bringing in reputed software companies for students placement and hence wishes to invite application from qualified professionals (individuals) who have expertise in the relevant area.

**2. Minimum Eligibility Criteria:**

**Qualification:**

- Any graduation (3 years) from a recognized university, with 55% marks or above.
- Desirable: Two years full time MBA / Post-Graduation in Business Management / Business Administration / Marketing or equivalent relevant professional qualification.



**Experience:**

Minimum three years (or above) experience in the placement activities related to ICT domain,

**Required Skill Sets:**

1. Excellent written & verbal communication and interpersonal skills.
2. High level of organizational and planning skills.
3. Proficiency in Word, Excel, Power Point etc.
4. Ability to develop sound, credible reciprocal relations with industry.
5. Positive attitude, proactive nature and strong optimism.
6. Flexibility to adapt to changing job market conditions and industry needs.
7. Good understanding in social media communication strategy, brand building and digital marketing campaigns.
8. In-depth knowledge of marketing techniques and social media platforms.
9. Good understanding of the latest marketing trends and techniques.

**Age Limit**

The maximum age limit of the applicant for applying against this requirement is fixed as 40 years as on 01.01.2025.

Place of Posting:



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Initial posting is at Mumbai.

### **3. Tenure**

The tenure of the selected candidate shall be contracted for a period of 12 months from the date of appointment/commencement or completion of the project whichever is earlier. However, the contract can be terminated by C-DAC (T) at any time with one month notice. Further extension of the contract, if any, will be at the discretion of C-DAC (T)

### **4. Terms of Reference (ToR)**

1. To have close liaison with industry for placement of students.
2. Marketing activities and conducting placement drives of students of PG Diploma courses of C-DAC.
3. Identifying and reaching the companies in Job portal (Naukri, Indeed, Shine, LinkedIn, Timesjobs & etc).
4. To work in consultation with Training Coordinators, Industry - Institute Interaction for organizing Lectures from the professionals of Industry.
5. Arrange Training programs for soft skills and interview facing skills for the students using institutional and external expertise.
6. Promoting course highlights on social media (posters/ brochure/blogs/ articles/ PPTs etc.)
7. Planning and hosting of marketing campaigns / events.
8. Design and present new social media campaigns.



9. Prepare detailed promotional presentations, innovative ways of promoting C-DAC's training PG Diploma courses.

### **5. Remuneration and other benefits**

Monthly remuneration shall be fixed appropriately within the range of Rs.35,000 to Rs.55,000 by the Consultancy Evaluation Committee based on the evaluation and performance in the interview.

Attendance will be recorded on a monthly basis and there will be proportionate deduction in remuneration w.r.t. attendance of that particular month. TDS and other taxes shall be deducted as applicable from time to time. In case of any official tour, expenses will be paid as per rules of C-DAC (T). The selected candidate is eligible for eight days leave during the tenure of one year, which will be calculated on prorata basis.

### **6. Submission of Application**

Prospective candidates are required to submit their application along with necessary documentary proofs in support of their eligibility criteria. The format for submitting application is provided in the link. Duly filled and

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### **7. Evaluation process**

Only those Applicants who qualify all Pre-Qualification/Minimum Eligibility Criteria requirements shall be considered for evaluation process. Any application found to be non-compliant to the requirements, shall be rejected and shall not be considered for further evaluation.



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Applicants are required to submit all the supporting documents (self attested) to prove their qualification, experience etc along with the duly filled and signed application. However, C-DAC reserves the right to summarily reject any application which does not contain all the mandatory supporting documents or may ask the applicant to resubmit documents, if found necessary. The decision of C-DAC shall be final and binding in this regard.

C-DAC reserves the right to adopt the criteria for evaluation process and disqualify any applicant based on criteria fixed, and its decision shall be final.

Only those applicants who qualify the evaluation process shall be called for interview (offline/online).

The Applicant who scores the highest score in the overall evaluation shall be selected for the position and engagement order will be issued accordingly.

Download :

Application form

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**All communications w.r.t. this selection process shall be send through email only.**

**For Centre for Development of Advanced Computing (C-DAC)**

**Consultancy Evaluation Committee (CEC)**

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