TERMS AND CONDITIONS FOR ENGAGEMENT FOR TENURE/CONTRACT POST

1.0 Need for engaging Skilled Tourism workforce for MOT:
- ➔ Enhanced synergy through liasioning between Central and State Government for effective implementation of projects, schemes and initiatives of the Ministry of Tourism
- ➔ Creation of a healthy competitive work environment at the State level
- ➔ Maximization of Productivity and Improvement of the Quality of Work
- ➔ Enhancement of the growth of the tourism sector especially in the government sector
- ➔ Industry Expertise for improved efficiency on specialized projects
- ➔ Organized Time Management for meeting deadlines
- ➔ Increased Innovation and Creativity for niche project areas

2.0 No. of proposed positions: 31
    2.1 Proposed engagement of Managers and Assistant Managers:
        i. **Tourism Managers** (12)
        ii. **Assistant Managers** (19)

3.0 Profile Description:

Designation	Manager	Assistant Manager
No. of posts	12	19
Location	**Pan India**	**Pan India**
Qualification & Experience	MBA (Tourism) or equivalent degree in tourism with experience of 5 years in Projects of Central / State Govt. or Tourism sector	MBA (Tourism) or equivalent degree in tourism with experience of 2 years in Projects of Central / State Govt. or Tourism sector
Nationality	Indian	Indian
Age Limit	**Not more than 40 years (As on 5th August 2022)**	**Not more than 35 years (As on 5th August 2022)**
Nature of Engagement	Contractual	Contractual
Period of Engagement	1 year	1 year
Selection Procedure	Multiple rounds of Interview by IITTM and MOT	Multiple rounds of Interview by IITTM and MOT
Remuneration	Rs 75,000 (includes out-of-pocket expenditure and statutory deductions)	Rs 50,000 (includes out-of-pocket expenditure and statutory deductions)

4.0 Designation 1: Manager

- No. of posts: 12
- Location: Pan India
- Nationality: Indian
- Age Limit: Not more than 40 years (As on 5th August 2022)
- Nature of engagement: Contractual
- Period of Engagement: The initial engagement may be valid for one year and may be renewed on successful completion of service rendered and as per requirement. The contract can be terminated by giving a 30 days' Notice period by either party, i.e. IITTM or the employee.
- Selection Procedure: Interview
- Fixed Remuneration: Rs 75,000 (includes out of pocket expenditure and statutory deductions)
- Tax Deduction: TDS Certificate will be issued by IITTM for Income Tax or any other tax deducted at source before effecting the payment as per the prevailing rules. Goods and Service Tax, as applicable shall be admissible to the Manager. IITTM shall not be responsible for any liability for taxes or other contributions payable by the Manager on payments made under this contract.
- Leave Policy: Manager shall be entitled for leave at the rate of 2 days of each completed month with no accumulation of leave beyond a calendar year on a pro-rata basis. Further, the absence up to one month may be considered without remuneration.
- **Educational Qualification**: Master's Degree (MBA) in Travel and Tourism or equivalent degree in tourism from recognized University/ Institute approved by AICTE/UGC

4.1 Essential Experience:

A total of 5 years of experience in tourism sector or tourism projects of Central/ State Governments

4.2 Desirable Experience:

I. Relevant experience in tourism sector in formulation, execution, implementation, research, monitoring and evaluation of tourism and hospitality projects for State/ Central Governments
II. Relevant experience in National/State/UT level project management in destination development, tourism infrastructure development and implementation in India
III. Experience in providing assistance for undertaking DPR preparation/ feasibility studies / carrying capacity/ gap assessment studies/ Master Planning/ Development Plans or Strategy pertinent to projects in tourism, hospitality industry, infrastructure development for State/ Central Governments

4.3 Job Description:

- Suggest policy measures, guidelines, strategic interventions and initiatives to attract enhanced tourist arrivals, increase foreign exchange earnings and promote growth and development of tourism
- Undertake in-depth research and analysis to provide valuable inputs for preparation of Concept Notes, Concept Presentations, Pitch Presentations, Perspective Plans and other relevant reports for promotion and development of tourism
- Provide support and insights to the Ministry of Tourism on innovative techniques and best practices for tourism

- Provide support for developing regulatory frameworks and managing tourism programmes and projects to facilitate improvement of infrastructure, creation of tourism products and services for destination development, marketing and investment promotion
- Assist in capacity building through workshops, visits and training programme
- Suggest policy measures, guidelines, strategic interventions and initiatives to attract enhanced tourist arrivals, increase foreign exchange earnings and promote growth and development of tourism
- Undertake in-depth research and analysis to provide valuable inputs for preparation of Concept Notes, Concept Presentations, Pitch Presentations, Perspective Plans and other relevant reports for promotion and development of tourism
- Provide support and insights to the Ministry of Tourism on innovative techniques and best practices for tourism
- Provide support for developing regulatory frameworks and managing tourism programmes and projects to facilitate improvement of infrastructure, creation of tourism products and services for destination development, marketing and investment promotion
- Assist in capacity building through workshops, visits and training programme
- **Code of Conduct**: The Manager shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties.
- **Police Verification**: Police verification shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of the Manager shall cease to exist with immediate effect without any notice.

4.4 Designation 2: Assistant Manager

- **No. of posts**: 19
- **Location:** To be Advised
- **Nationality**: Indian
- **Age Limit:** Not more than 35 years (As on 5th August 2022)
- **Nature of engagement**: Contractual
- **Period of Engagement**: The initial engagement may be valid for one year and may be renewed on successful completion of service rendered and as per requirement. The contract can be terminated by giving a 30 days' Notice period by either party, i.e. IITTM or the employee.
- **Selection Procedure**: Interview
- **Fixed Remuneration: Rs. 50,000** (includes out of pocket expenditure and statutory deductions)
- **Tax Deduction**: TDS Certificate will be issued by IITTM for Income Tax or any other tax deducted at source before effecting the payment as per the prevailing rules. Goods and Service Tax, as applicable shall be admissible to the Assistant Manager. IITTM shall not be responsible for any liability for taxes or other contributions payable by the Assistant Manager on payments made under this contract.
- **Leave Policy**: Assistant Manager shall be entitled for leave at the rate of 1 day of each completed month with no accumulation of leave beyond a calendar year on a pro-rata basis. Further, the absence up to one month may be considered without remuneration.
- **Educational Qualification**: Master's Degree (MBA) in Travel and Tourism or equivalent degree in tourism from recognized University/ Institute approved by AICTE/UGC.

4.5   Essential Experience:

A total of 2 years of experience in tourism sector or tourism projects of Central/ State Governments.

4.6   Desirable Experience:
I. Relevant experience in tourism sector in formulation, execution, implementation, research, monitoring and evaluation of tourism and hospitality projects for State/ Central Governments
II. Relevant experience in National/State/UT level project management in destination development, tourism infrastructure development and implementation in India
III. Experience in providing assistance for undertaking DPR preparation/ feasibility studies / carrying capacity/ gap assessment studies/ Master Planning/ Development Plans or Strategy pertinent to projects in tourism, hospitality industry, infrastructure development for State/ Central Governments

4.7   Job Description:
I. Provide ground support for effective implementation of various policies, schemes, initiatives, strategies and roadmaps of Ministry of Tourism at the state level
II. Provide assistance in carrying out site visits and preparation of Detailed Perspective Plans, Detailed Project Reports, Master Plans, Feasibility Reports etc. for various projects undertaken by the Ministry of Tourism
III. Data collection and submission of reports for facilitating monitoring and evaluation of sanctioning of projects, disbursement of funds, progress of works, project closure and all other aspects of the various schemes, initiatives and projects of the Ministry of Tourism
IV. Coordination for organizing stakeholders consultations, capacity building workshops and other meetings for conceptualization, implementation and monitoring of tourism projects
V. Preparation and follow up for meetings, presentations and projects
VI. Undertake in-depth research and analysis for preparation of Conceptual Notes and Preliminary Site Assessment Reports
VII. Provide support and valuable insights for creation of tourism products and services for destination development, marketing and investment promotion
VIII. **Code of Conduct**: The Assistant Manager shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties.
IX. **Police Verification**: Police verification shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of the Assistant Manager shall cease to exist with immediate effect without any notice.

4.8   Application Fee:

Eligible applicants has to furnish a non-refundable application fee of Rs.500/-(Rupees Five Hundred Only)

(Interested candidates may apply with their resume along with testimonials in a prescribed format to Director-IITTM, Govindpuri, Gwalior- 474011 or at director@iittm.ac.in on or before 5th August 2022.)

Indian Institute of Tourism and Travel Management
(An Autonomous body under Ministry of Tourism, Govt. of India)
Govindpuri, Gwalior– 474 011 (MP)

APPLICATION FORM

*Tick in the appropriate box

Managers*		*Assistant Managers**	

Please affix a recent passport size photograph

1. Full name

Married	Single		Male	Female	Prefer not to say
☐	☐		☐	☐	☐

2. Father's/Husband's name (Strike out whichever is not applicable)

3. Present address:

4. Permanent address:

	Office:	Residence:
Fax:		
E-Mail:		
Telephone:		

5. Date of birth
   (in figures)

Day	Month	Year

6. Academic Record starting with matriculation: (Please attach self-attested photo copies of certificates/Mark Sheets)

S. No.	Certificate/Degree	Board/ Institution	Division	% of marks	Specialization

7. Employment (Particulars of your past position(s))

Employer	Position held	Exact Date to be given		Pay level	Nature of Duties performed
		From	To		

8. Details of last drawn: (supporting certificate-LPC to be attached)

Pay level	Basic	Allowances	Total
		DA+HRA+TA+others	

9. Any other information which you may like to mention:

_____
_____
_____
_____
_____
_____
_____

10. Details of enclosures:

S. No.	Particulars of enclosures
1	
2	
3	
4	
5	
6	
7	
8	

11. Application Fee: In the shape of NEFT/RTGS in the following bank account details

Application Fee	Bank and Branch	Account No	IFS CODE
		034422010000053	
Rs.500	Union Bank of India, Phalka Bazar, Gwalior	Beneficiary Name: Director IITTM	UBIN0903442

Please fill-up the transaction details in the below mentioned table

Transaction Reference Details	

12. I, hereby, declare that all entries in this form as well as attached sheets are true to the best of my knowledge and belief.

(Signature of the Candidate)

Place :

Date