

Annexure I

Name of the Post, No. of Posts and Remuneration:

S.No	Name of the Post	No. of Posts	Remuneration (with Increment)
i.	Project Associate	01	Rs.45,000/- Per Month with 5% annual increment
ii.	Executive Assistants	02	Rs.35000/- with 5% annual increment

Requisite qualifications, experience, age criteria:

S. No.	Name of the Post	Age	Requisite Qualifications	Requisite Experience
1	Project Associate	30 - 45 years	Full time MBA in any stream and One Year Diploma in computers	5 Years combined experience of:- (i) Handling Government projects related to Service or Social Sectors including health, education, tourism and culture. (ii) Teaching (including in a contractual capacity) in IHMs affiliated to AICTE and / or National Institute of Hotel Management for Catering Technology and / or IITTM. (iii) Knowledge of Handling MS Word, MS Power Point and MS Excel, social media, portal based MIS and ability to handle email communication. (iv) A minimum typing speed of 30 words per minute.
2	Executive Assistant	21- 35 years	Graduate and One Year Diploma in Computers.	(i) Minimum 2 years' experience of work in any sector. (ii) Knowledge of Handling MS Word, MS Power Point and MS Excel, social media, portal based MIS and ability to handle email communication. (iii) A minimum typing speed of 30 words per minute.

TERMS AND CONDITIONS FOR ENGAGEMENT ON CONTRACTUAL BASIS

1. No. of proposed positions: 3

Name of the proposed posts: Project Associate (01) and Executive Assistant (02)

2. Nature of position: Purely on contractual basis initially for a period of 1 year.

3. 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. Ministry of Tourism or the employee. The continuance beyond the period of initial engagement will depend on the continuance of the PMUSD itself and on the performance of the individual being considered satisfactory. The Ministry of Tourism reserves the right to terminate the engagement at any time without assigning any reason.

4. Leave Policy: Project Associate and Executive Assistant shall be entitled for 8 days' leave in a calendar year on a pro-rata basis. No other leave will be admissible and days of absence will be reckoned for a pro-rata reduction in the consolidated monthly remuneration. During the contractual engagement with the Ministry of Tourism in PMUSD, the individual will not take up any other assignment.

5. Profile Description:

Designation	Project Associate	Executive Assistant
No. of posts	01	02
Location	New Delhi	New Delhi
Qualification & Experience	Full time MBA in any stream and One Year Diploma in computers	Graduate and One Year Diploma in Computers.
Nationality	Indian	Indian
Age Limit	30 – 45 years	21- 35 years
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.45,000/- Per Month with 5% annual increment	Rs.35000/- with 5% annual increment

6. **Job Description:**

- Academic audit of the training programmes sanctioned for skill development including Hunar se Rozgar Tak (HSRT) initiative and orientation courses conducted under the National Skill Testing and Certification Programme;
- Maintenance of a computer-aided information separately for the HSRT Initiative and the National Skill Testing and Certification Programme;
- Direct or third party inspection of projects;
- Training of trainers;
- Development of a Management Information System in collaboration with the NIC;
- Processing of requests for financial assistance;
- Review of implementation of programmes;
- Launch of new need-based programmes;
- Conducting sensitization programmes;
- Preparation of reports; and
- Any other work that may be assigned, whether connected directly or indirectly with the skill efforts of the MoT.

7. **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.

8. **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.

9. **Application Fee:** Applicants have to furnish a non-refundable application fee of Rs.500/- (Rupees FiveHundred Only). Interested candidates may apply with their resume along with testimonials in the prescribed format to Director-IITTM, Govindpuri, Gwalior- 474011 or at director@iittm.ac.in on or before the prescribed date.