

Notification for engagement of Project Associate for Research Project to Study on "Quality analysis of social media promotions being undertaken by the ministry of tourism

Dated 22.02.2023

**TERMS AND CONDITIONS**

- No. of position - Project Associates (02) & Project Assistant (02)

- Profile Description:

<b>Designation</b>	<b>Project Associate / Project Assistant</b>
<b>No. of posts</b>	02 + 02
<b>Location</b>	IITTM Gwalior/Nellore/ Noida
<b>Qualification &amp; Experience</b>	Master's Degree in any discipline with well-defined experience in Research projects related to Tourism/social media/IT and allied sectors with a minimum experience of six months / Teaching
<b>Nationality</b>	Indian
<b>Age Limit</b>	Not more than 40 years (As of 13.02.2023)
<b>Nature of Engagement</b>	Contractual
<b>Period of Engagement</b>	03 Months*
<b>Remuneration</b>	₹ 30,000 (Fixed) / ₹ 25,000/- (Fixed)
<b>Selection Procedure</b>	Multiple rounds of Interviews by IITTM

\*Subject to change

**Qualification:**

- Master's Degree in Tourism/Management/IT
- Experience in working on research projects related to tourism and allied sectors.
- Excellent copywriting and creative writing skills.
- Strong verbal and written communication skills.

**Job Description:**

## Responsibilities:

- Assist in researching social media promotions related to the tourism industry
- Help draft reports based on research findings
- Conduct fundamental analysis of data collected through survey methods and present results to stakeholders
- Work collaboratively with other team members to achieve project goals
- Maintain records of project activities and keep project management updated on progress

**Location:** IITTM

Gwalior/Noida/Nellore

**Starting Date:** Immediate Joining

**Remuneration:** ₹ 30,000/- P.M / ₹ 25,000/- P.M

**Leave Policy:** The project Associate shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulated leave beyond a calendar year on a pro-rata basis. Further, the absence of up to one month may be considered without remuneration.

**Code of Conduct:** The Project Associate shall be expected to follow all the rules and regulations of the IITTM/Government of India which are in force. He/she will be expected to display utmost honesty, official secrecy, and sincerity while discharging his/her duties.

**Police Verification:** Police verification shall be done per the latest instructions by MHA. In case the police verification is received as unfavourable, the contract of the Project Associate shall cease to exist with immediate effect without any notice.

**Application Fee:** Eligible applicants have to remit a non-refundable application fee of Rs.500/- (Rupees Five Hundred Only) in IITTM's bank account No 034422010000053 IFS CODE UBIN0903442 of Union Bank of India, Phalka Bazar, Gwalior (MP) through NEFT/RTGS and fill up the transaction Reference Details in the application form before submitting the form.

Interested candidates may apply online through the form available on the Institute website by 16<sup>th</sup> February 2023 and email the same to [jobsiitm@gmail.com](mailto:jobsiitm@gmail.com). For details, please visit: [www.iitm.ac.in](http://www.iitm.ac.in)



**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**

<b><i>Project Associate</i></b>	<input type="checkbox"/>
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<b><i>Project Assistant</i></b>	<input type="checkbox"/>
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Please affix a recent  
passport size photograph

1. Full name


Married	Single	Male	Female	Prefer not to say
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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


3. Present address:


4. Permanent address:


Office:                      Residence:

Fax:		
Email:		
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:

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10. Details of enclosures:

S. No.	Particulars of enclosures
1	
2	
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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
Rs.500	Union Bank of India, Phalka Bazar, Gwalior	034422010000053	UBIN0903442
Transaction Reference Details		Beneficiary Name: Director IITTM	
Please fill-up the transaction details in the below mentioned table			

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