



पर्यटन शिक्षा
संस्कृति रक्षा

IITTM

(An Autonomous Body under Ministry of Tourism, Government of India)

Indian Institute of Tourism & Travel Management

CENTRES: GWALIOR • BHUBANESWAR • NOIDA • GOA • NELLORE

Website : www.iittm.ac.in

ADMISSION OPEN

BBA TOURISM & TRAVEL

MBA TOURISM & TRAVEL MANAGEMENT

APPOINTMENTS

Ministry of Tourism, Government of India is hiring contractual staff for **Program Monitoring Unit Skill Development (PMUSD)** for the post of **Project Associate and Executive Assistant**.

S.No	Name of Post	No. of Positions	Requisite Qualifications and Experience
1	Project Associate	01	Qualification: Full time MBA in any discipline preferably in Tourism and Travel and Management. Experience: Minimum 5 Years. Typing Speed: A minimum typing speed of 30 words per minute. Age Limit: 30yrs-45yrs. Remuneration: Rs.45,000/- PM.
2	Executive Assistant	01	Qualification: Graduate and One Year Diploma in Computers. Experience: Minimum 2 years' experience of working in any Sector preferably in public sector. Typing Speed: A minimum typing speed of 30 words per minute. Age Limit: 21yrs -35 yrs Remuneration: Rs.35,000/- PM.

Applicants have to furnish a non-refundable application fee of Rs.500/- (Rupees Five Hundred Only). Interested candidates may apply with by filling application form along with testimonials in the prescribed format available on www.iittm.ac.in and send it by post to Director-IITTM, Govindpuri, Gwalior-474011 or by email at director@iittm.ac.in on or before **05.08.2024** by **5:00 PM**

ADMISSION OPEN IN IITTM FOR BBA/MBA/TOURISM Degree from the JNU New Delhi

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	01	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 discipline preferably in Tourism and Travel and Management	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:** 2

2. **Name of the proposed posts:** Project Associate (01) and Executive Assistant (01)

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

4. **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.

5. **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.

6. **Profile Description:**

Designation	Project Associate	Executive Assistant
No. of posts	01	01
Location	New Delhi	New Delhi
Qualification & Experience	Full time MBA in any discipline preferably in Tourism and Travel and Management	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 IITM and MOT	Multiple rounds of Interview by IITM and MOT
Remuneration	Rs.45,000/- Per Month with 5% annual increment	Rs.35000/- with 5% annual increment

7. **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.

8. **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.

9. **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.

10. **Application Fee:** Applicants have 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 the prescribed format to Director-IITTM, Govindpuri, Gwalior- 474011 or email at director@iittm.ac.in on or before the prescribed date.

APPLICATION FORM

*Tick in the appropriate box

<i>Project Associate*</i>		<i>Executive Assistant*</i>	
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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. Mother's/Father's/Spouse name (Strike out whichever is not applicable)

3. Present address:

4. Permanent address:

E-Mail:	
Residential Telephone (with area Code):	
Mobile Number	
Alternate mobile number	

5. Date of birth
(in figures)

Day	Month	Year

6. Academic Record starting with Higher Secondary: (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		Emoluments drawn	Nature of Duties performed
		From	To		

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

Remuneration type (consolidated or pay scale)	Basic	Allowances DA + HRA + TA + others	Total

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

10. Details of enclosures:

S. No.	Particulars of enclosures
1	
2	
3	
4	
5	

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

Application Fee	Bank and Branch	Account No	IFS CODE
		03442201000005 3	
Rs. 500	Union Bank of India, Phalka Bazar, Gwalior	Beneficiary Name: Director IITTM	UBIN0903442
Transaction Reference Details			
Please fill-up the transaction details in the below mentioned table			

SELF-DECLARATION

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 and furnishing of false information or hiding of information will make my candidature liable for rejection.

(Signatures of the Candidate)

Place:

Date: