



India Tourism Development Corporation Ltd.
(A Government of India Undertaking)

INDIA TOURISM DEVELOPMENT CORPORATION Ltd., a miniratna PSU, is engaged in the task of helping the development of tourism infrastructure and promoting India as tourist destination. ITDC's core activities include managing and operating Hotels, providing transport facilities, entertainment, event management and duty free shopping facilities. Apart from this ITDC also imparts training and education in the field of tourism and hospitality.

ITDC invites applications for the following regular posts on Direct Recruitment basis:-

Post Code	Designation and Grade	Pay Scale (IDA)	Max. Age limit as on 01.02.2024	No. of Vacancies
AM (IT)/01/24	Assistant Manager (Information Technology), E-1	Rs. 40,000- 1,40,000/-	30 years	02 (01-UR and 01-OBC)
AM (Civil)/02/24	Assistant Manager (Civil), E-1	Rs. 40,000- 1,40,000/-	30 years	02 (01-UR and 01-ST)
AM (Events)/03/24	Assistant Manager (Events), E-1	Rs. 40,000- 1,40,000/-	30 years	03 (02-OBC and 01-ST)
AM (HO)/04/24	Assistant Manager (Hotel Operation), E-1	Rs. 40,000- 1,40,000/-	30 years	03 (01-OBC, 01-SC and 01-ST)
AM (AITD)/05/24	Assistant Manager (AITD), E-1	Rs. 40,000- 1,40,000/-	30 years	04 (03-UR and 01-OBC)
AM (Corp. Mktg-I)/06/24	Assistant Manager (Corporate Marketing), E-1	Rs. 40,000- 1,40,000/-	30 years	02 (01-UR and 01-SC)
AM (Corp. Mktg-II)/07/24	Assistant Manager (Corporate Marketing), E-1	Rs. 40,000- 1,40,000/-	30 years	
Chef/08/24	Chef, E-1	Rs. 40,000- 1,40,000/-	30 years	03 (02-OBC and 01-ST)

**Age relaxation for SC/ST/OBC/PwD/Ex-Servicemen will be as per Govt. of India directives*

UR – Unreserved, OBC - Other Backward Classes, SC – Scheduled Caste, ST- Scheduled Tribe, PwD- Persons with Disability

Eligibility Criteria

Post	Assistant Manager (Information Technology)
Post Code	AM (IT)/01/24
Qualification	Full time B.Tech in Computer Science from a Govt. recognized University/Institute with minimum 60% marks. OR Full time Master in Computer Application (MCA) from a recognized University/Institute with minimum 60% marks.
Experience	Minimum 02 years post qualification experience in relevant field in a govt. department/PSU/Private firm of repute with CTC not less than Rs. 5 Lakhs per annum.
Post	Assistant Manager (Civil)
Post Code	AM (Civil)/02/24
Qualification	Full time Bachelor's Degree in the field of Civil Engineering from Govt. recognized University/Institute with minimum 60% marks.
Experience	Minimum 02 years post qualification experience in relevant field in a govt. department/PSU/Private firm of repute with CTC not less than Rs. 5 Lakhs per annum. Candidates should have good knowledge of computer applications such as MS office
Desirable :-	<ol style="list-style-type: none">1. Experience in planning and construction of multi- storeyed RCC buildings, specialized foundations, water-supply and sanitary engineering works, sophisticated finishing's and interior works etc.2. Knowledge of PERT/CPM techniques, specifications, quality control procedures, cost control etc.
Post	Assistant Manager (Events)
Post Code	AM (Events)/03/24
Qualification	(a) Full time Degree in Hotel Management /Management with minimum 60% marks. OR (b) Full time MBA or PGDBA/PGDBM/PGDM of equivalent duration i.e of 02 years in Event Management with minimum 60% marks. The above degrees in both the criteria should be obtained from Govt. recognized University/Institute.
Experience	For (a) Minimum 03 years post qualification experience in Event Management in a govt. department/PSU/Private firm of repute with CTC not less than Rs. 5 Lakhs per annum.

	And for (b) Minimum 2 years' experience in Event Management in a govt. department/PSU/Private firm of repute with CTC not less than Rs. 5 Lakhs per annum.
Post	Assistant Manager (Hotel Operation)
<u>Post Code</u>	AM (HO)/04/24
<u>Qualification</u>	Full time Degree in Hospitality Management & Hotel Administration with minimum 60% marks from a Govt. recognized University/Institute in India or equivalent Degree from abroad approved by Govt. of India with minimum 60% marks.
<u>Experience</u>	Minimum 03 years post qualification experience in relevant field in a govt. department/PSU/Private firm of repute with CTC not less than Rs. 5 Lakhs per annum.
Post	Assistant Manager (Ashok International Trade Division)
<u>Post Code</u>	AM (AITD)/05/24
<u>Qualification</u>	Full time MBA or PGDBA/PGDBM/PGDM of equivalent duration i.e 02 years in Marketing / Foreign trade/ Retail Management/Tourism from an AICTE approved college/institute with minimum 60% marks.
<u>Experience</u>	Minimum 02 years' experience in relevant field in a govt. department/PSU/Private firm of repute with CTC not less than Rs. 5 Lakhs per annum.
Post	Assistant Manager (Corporate Marketing-I)
<u>Post Code</u>	AM (Corp. Mktg-I)/06/24
<u>Qualification</u>	Full time MBA or equivalent in Marketing from a Govt. recognized University/Institute with minimum 60% marks.
<u>Experience</u>	Minimum 02 years' experience in relevant field in a govt. department/PSU/Private firm of repute with CTC not less than Rs. 5 Lakhs per annum.
Post	Assistant Manager (Corporate Marketing-II)
<u>Post Code</u>	AM (Corp. Mktg-II)/07/24
<u>Qualification</u>	Graduate and above with minimum 6 months Diploma/Certificate course in Digital Marketing from government recognized tier-I reputed University/Institute with minimum 70% marks in graduation.
<u>Experience</u>	Minimum 03 years' work experience in Digital Marketing-SMO,SEO,SMM etc in a govt. department/PSU/Private firm of repute with CTC not less than Rs. 5 Lakhs per annum.

	Preference will be given to candidates who have relevant work experience of Digital Marketing in the Tourism/Hospitality sector.
Post	Chef
Post Code	Chef/08/24
Qualification	Full time Degree in Hospitality Management & Hotel Administration with minimum 60% marks from a Govt. recognized University/Institute in India or equivalent Degree from abroad approved by Govt. of India with minimum 60% marks.
Experience	Minimum 03 years post qualification experience in relevant field in a govt. department/PSU/Private firm of repute with CTC not less than Rs. 5 Lakhs per annum. Trade Test will be a part of Selection Procedure.

How to apply:

- Candidates will be required to apply online through ITDC website: <https://itdc.co.in/careers> No other means / mode of application shall be accepted. Applications will be accepted from **11:00 Hrs on 28.02.2024 to 23:59 Hrs on 27.03.2024**.
- Before registering/applying online, candidates are advised to go through detailed instructions related to the application process. The candidate should possess the following and keep the same handy while applying online:
 - Valid email ID and mobile no.
 - The candidate should have scanned copy of Latest passport photograph and signature in JPG/JPEG format (**size not exceeding 1 MB**) ready for uploading before applying on-line. Size of the photo should be 450 pixels (H) x 350 pixels (W). Size of signature file should be 200 pixels (H) x 600 pixels (W).
 - After submitting online application, application form generated by the system with unique registration number will be sent to candidate's email id. Candidate should keep the form with him/ her for future reference.
 - Candidates are NOT required to submit hard copy of application form to ITDC at any stage.
 - ITDC shall not be responsible for non-receipt of online applications or where the application is rejected due to wrong information filled up by the candidate.
 - Request for change of Mailing address/ email ID/ category/ posts as declared in the online application will not be entertained.
 - Candidate needs to upload all supporting documents (age, qualification, experience, NOC, Caste certificate etc.)

Note: Eligible candidates are advised to submit only one application through online. If more than one application is received from a candidate, most recent (current) application will be considered.

- At the time of submission of online application, candidates are required to pay a non-refundable application fee of **Rs. 500/- (Rupees Five Hundred only) (excluding applicable Convenience Fee and Taxes)**. Further candidates belonging to SC/ST & PwD category are exempted from payment of application fee.

General Information and Instructions:

1. The candidates meeting the eligibility criteria can only apply. The candidates will be required to produce the original documents in support of qualification, experience and age at the time of interview. Mere submission of application or fulfilling the eligibility criteria does not confer any right on the individual for selection or short listing for the purpose of interview.
2. Candidates are advised to carefully read the full advertisement for details of eligibility criteria before submission of application.
3. Before applying, candidates are advised to go through the requirements of essential qualification, requisite experience, age etc and satisfy themselves that they are eligible for the posts. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and decision of ITDC shall be final.
4. Wherever CGPA/OGPA/DGPA or Letter Grade is awarded, its equivalent percentage of marks must be indicated in the online application as per norms adopted by University/Institute. Candidate are advised to upload CGPA/OGPA/DGPA conversion methodology to percentage as applicable in the university/institute.
5. In case the University/Institution does not have any scheme for converting CGPA in to equivalent percentage, the equivalence would be established by dividing the candidates CGPA by maximum possible CGPA and multiplying the result with 100.
6. If any certificate etc. is issued in a language other than Hindi/English, candidates are advised to submit a certified translation of the same in either Hindi or English language.
7. The candidates working with Govt. Departments, Public Sector Enterprises etc shall either forward their application through proper channel or must produce No Objection Certificate (NOC) from their present employer at the time of interview. Candidates unable to produce NOC before interview will not be allowed to appear in the interview.
8. Age relaxation for SC/ST/OBC/PwD etc. shall be as per the Govt. directives. Name of caste to which candidate belongs must appear in the Central list of OBC/SC/ST of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under GOI and Central Govt. Public Sector Undertakings. Only those OBC's belonging to non-creamy layer of OBC which are included in the Central lists of OBC are eligible for the posts reserved for OBC's and age relaxation. The OBC (NCL) certificate should have been issued in the FY 2022-23 in the latest format prescribed by Government of India.
9. Exact percentage of the marks should be mentioned in the qualification percentage of marks column and no rounding off of marks should be done e.g 59.99% should NOT be rounded off to 60%.
10. Mere eligibility will not vest any right on any candidate for being called for the interview. Management's decision on all matter will be final. No correspondence will be entertained from the candidates in connection with the process of selection/interview.
11. Applicants should give clear and complete postal address, email id, and phone number for correspondence. E-Mail ID so provided must be valid for at least two years after issuance of this advertisement. ITDC shall not be responsible for any postal delay/wrong delivery/non-delivery of any communication at any stage of the recruitment process. ITDC will exercise due care to avoid error in all stages of the

recruitment process, however, it shall not take any liability for any error as may inadvertently occur in the process.

12. Misrepresentation or falsification of facts detected at any stage of the recruitment process or instances of misconduct/misbehavior at any stage shall result in cancellation of candidature without any notice and no correspondence in this regard shall be entertained. Canvassing in any manner would entail disqualification of Candidature.
13. The candidates not shortlisted / not selected shall not be communicated regarding the status of their candidature. No correspondence will be entertained about the outcome of the application, at any stage.
14. ITDC reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.
15. Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on "Careers" section of ITDC website: <https://itdc.co.in/careers> only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.
16. Any queries related to the advertisement may be addressed specifically at hr@itdc.co.in

Note: Additional/ Desirable qualification relevant to the field and higher experience in the relevant field would have an added advantage; therefore it is advisable to upload all related documents

Checklist for enclosures/Documents to be uploaded:

1. Birth Certificate/Matriculation Certificate for proof of Date of Birth.
2. Educational & Professional Degrees/Certificates (Class 10th onwards).
3. Experience certificates of all previous employers containing specific date of joining and relieving.
4. Present employment documents / Appointment letter with joining details from the current employer
5. Latest pay slip from current employer.
6. A proof of having worked with the desired CTC as prescribed in the experience of the post applied for.
7. Caste/Disability certificate if applicable as per prescribed format of Govt. of India/issued by Competent Authority.
8. Additional/Desirable qualification & experiences relevant to the field mentioned in the table.
9. NOC as per point 7 of General Information & Instructions.

Important Dates:

Sl. No.	Activity	Date
1.	Commencement of On-Line registration of application by candidates	28.02.2024 (From 11:00 Hrs onwards)
2.	Last date for on-line registration & Submission of application by candidates	27.03.2024 (Till 23:59 Hrs)

