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 etc. The Ashok Institute of Hospitality & Tourism Management of the Corporation imparts training and education in the field of tourism and hospitality.

ITDC invites applications for the below mentioned posts on Direct Contract basis initially for a period of one year:-

Post Code	Name of the post	Remuneration	No. of vacancies	Max. age as on 01.02.2024
HO/CONT/01/24	Asstt. Mgr (HO)	CTC : Rs. 6.00 Lakhs per annum approx. (inclusive of all allowances)	06 (05-UR) (01-OBC)	30 Years
CHEF/CONT/02/24	Chef		03 (03-UR)	
EVENTS/CONT/03/24	Asstt. Mgr (Events)		02 (02-UR)	
CIVIL/CONT /04/24	Asstt. Mgr (Civil)		03 (03-UR)	
E&M/CONT/05/24	Asstt. Mgr (E&M)		03 (03-UR)	
Legal/Cont/06/24	Asstt Manager (Legal)		01 (01-UR)	32 Years

Asstt Lecturers/Cont/07/24	Asstt. Lecturers	CTC: Rs.4.90 Lakhs per annum approx. (inclusive of all allowances)	04 (03 –UR) (01-OBC) 01 Front Office 01 Housekeeping 01 F&B Production 01 F&B Service	30 Years

Age Relaxation as per Govt. of India directives will be applicable.

UR – Unreserved, OBC - Other Backward Classes.

Eligibility Criteria

Post	Assistant Manager (HO)
Post Code	HO/CONT/01/24
Qualification	Degree / 3-year Diploma in Hotel Management with 3 years of relevant experience.
Post	Chef
Post Code	CHEF/CONT/02/24
Qualification	Degree / 3-year Diploma in Hotel Management with 3 years of relevant experience in food production. Education qualification could be considered for relaxation in case of highly skilled Chefs. Trade test to be made part of selection procedure.

Post	Asstt. Mgr (Events)
Post Code	EVENTS/CONT/03/24
Qualification	Degree/3 years Diploma in Hotel Management with 3 years' experience in Events Management. OR Graduate in any discipline with 3 years' experience in Events Management. OR Post graduate diploma/ degree in management with at least one year of experience in Events Management.
Post	Asstt. Manager (Civil)
Post Code	CIVIL/CONT/04/24
Qualification	Bachelor Degree in Civil Engg. From Govt. Recognized University / Institute with 02 years post qualification experience in relevant field.
Desirable	Working knowledge / conversant in Computer Applications such as MS-Office.
Post	Asstt. Manager (E&M)
Post Code	E&M/CONT/05/24

Qualification	Bachelor's Degree in Electrical/Mechanical Engineering from recognized university / Institute with two years post qualification experience in relevant field OR Diploma in Electrical/Mechanical Engineer from a recognized University / Institute with 5 years post qualification experience in the relevant field.
Desirable	Working knowledge /conversant in computer applications such as MS-Office.
Post	Asstt. Manager (Legal)
Post Code	Legal/Cont/06/24
Qualification	**Minimum Essential Qualification –** Full Time Degree in Law (3 Years/ 5 Years) from recognized Indian University / Institute/Law School with minimum 55% marks.
Desirable	Master's degree in Law will be added advantage. Experience in dealing with court cases of (a) Labour Laws/Service Matters/Company Law; (b) /Commercial/Business Law/Arbitration; (c) Criminal Laws/Civil Laws and (d) Estate matters/RTI Laws; (e) drafting replies to court cases/ Liaison with Advocates.
Minimum Required Post Qualification Experience –	Atleast 5 years of post-qualification experience as a Law Executive/officer including those working on contract in Central/State Governments/PSUs/Semi-Government/Autonomous Bodies/Private Companies etc.
Post	Asstt. Lecturers
Post Code	Asstt Lecturers/Cont/07/24
Qualification	NHTET Qualified Full time Bachelor's Degree in Hospitality and Hotel Administration / Management after 10 +2 from the recognized University and full time Master's degree in Hospitality & Hotel Administration / Hotel Management securing not less than 60% marks in aggregate either in Bachelor's or Master degree. Or Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10 +2 from a recognized University securing not less than 60% marks in aggregate with at least 02 years industry experience.

	Trade test to be made part of selection procedure.

How to apply:

1. 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 21.02.2024 to 23:59 Hrs on 14.03.2024.

2. 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:

(i) Valid email ID and mobile no.

(ii) 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).

(iii) 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.

(iv) Candidates are NOT required to submit hard copy of application form to ITDC at this stage.

(v) 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.

(vi) Request for change of Mailing address/ email ID/ category/ posts as declared in the online application will not be entertained.

(vii) Candidate needs to upload all supporting documents (mark sheets, proof of age, qualification, experience).

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.

3. 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 and PwD categories are exempted from the payment of the application fee.

General Information and Instructions:

1. The above engagement is purely temporarily and contractual in nature on specific requirement for a period of one year which is extendable as per requirement and performance of the candidate maximum upto 4 years.
2. Before applying, candidates are advised to go through the requirements of 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.
3. Candidates are advised to carefully read the full advertisement for details of eligibility criteria before submission of application.
4. The candidates meeting the eligibility criteria may 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.
5. 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.
6. 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.
7. 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.
8. All communications will be made through email id provided by the candidate.
9. 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.
10. Age relaxation for SC/ST/OBC/PwD etc. will be applicable as per Govt. directives. Name of the 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. Only those OBCs belonging to non-creamy layer of OBC, which are included in the central lists of OBC are eligible for the post reserved for OBCs and age relaxation.

The OBC (NCL) certificate should have been issued in FY 2022-2023 in the latest format prescribed by Government of India.

11. The OBC Category candidates who belong to "Creamy Layer" are not entitled for OBC (NCL) concession/reservation and such candidates shall have to apply as "General" category candidate.

12. 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.

13. ITDC reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.

14. 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.

15. Any queries related to the advertisement may be addressed specifically at hr@itdc.co.in

Checklist for enclosures/Documents to be uploaded:

1. Birth Certificate/Matriculation Certificate in proof of Date of Birth.
2. Academic, Technical & Professional Degrees/Certificates (Class 10th onwards).
3. Experience certificates of all previous employers containing specific date of joining and relieving.
4. Caste/Disability Certificate, if applicable, as per the prescribed format of Govt of India/Issued by Competent Authority.
5. Present employment proof, if applicable

Important Dates:

Sl. No.	Activity	Date
1.	Commencement of On-Line registration of application by candidates.	**21.02.2024** **(From 11:00 Hrs onwards)**
2.	Last date for on-line registration & Submission of application by candidates.	**14.03.24** **(Till 23:59 Hrs)**

Important Instructions

1. The Online Application shall be deemed to be submitted only upon receipt of system generated Application Form in candidate's email id. Incomplete

application and without requisite documents will be summarily rejected without any communication to the candidate.

2. Candidates are advised to go through all instructions before applying and ensure all columns are filled properly.

3. Candidates are advised in their own interest to complete the registration process, pay application fee online (as applicable) and final submission of online application sufficiently in advance before the last date so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.

4. All supporting documents (for qualification, age, others) to be uploaded as one PDF file under the heading Document Details in Documents column. Maximum file size is 10 MB.

5. Photo to be uploaded in JPG/JPEG format under Document Details in Photo column. Size of the photo should be 450 pixels (H) x 350 pixels (W).

6. Scanned signature should be uploaded in JPG/JPEG format under Document Details in Signature column. Size of signature file should be 200 pixels (H) x 600 pixels (W).

7. Qualification and Experiences can be added and removed.

8. Experiences to be filled up in the reverse chronological order starting from the current job.

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