



# India Tourism Development Corporation Limited

(A Government of India Undertaking)

SCOPE Complex, Core 8, 6<sup>th</sup> Floor, 7 - Lodi Road, New Delhi - 110003

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 the applications for the following posts on Direct Recruitment basis:-

Post Code	Designation and Grade	Pay Scale (IDA)	Max. Age limit* as on 01.02.2020	No. of Vacancies
GM(F&A)/01/20	GM(Finance and Accounts), E-5	Rs.80,000-2,20,000/-	45 years	01(OBC)
DGM(F&A)/02/20	DGM(Finance and Accounts), E-4	Rs.70,000-2,00,000/-	42 years	04(02-UR,01-OBC and 01-SC)
Mgr(F&A)/03/20	Manager(Finance and Accounts), E-2	Rs.50,000-1,60,000/-	35 years	01(SC)
AM(HR)/04/20	Asst. Manager (HR), E-1	Rs.40,000-1,40,000/-	30 years	03(02-UR, 01-OBC)
AM(ATT)/05/20	Asst. Manager (ATT), E-1	Rs.40,000-1,40,000/-	30 years	03(02-UR, 01-SC)

\*Relaxation for SC/ST/OBC/PwD/Ex-Servicemen will be as per Govt. of India directives  
**UR – Unreserved, OBC – Other Backward Classes, SC – Schedule Caste, PwD- Persons with Disability**

## Eligibility Criteria:

<b>GM(F&amp;A)/01/20</b>	CA / ICWA or Post Graduate Diploma in Management (with specialization in finance) / MBA (Finance) (in 1st Div. or Ä" Grade) from any recognized University/Institute in India.  <b>Experience:</b> Minimum 15 years post qualification executive experience in the relevant field.  Executive who are working / worked in Govt., PSU etc. should have experience of two years in one scale below i.e. 70,000-2,00,000(IDA)(E-4) or Rs. 78,800-2,09,200(CDA) on regular basis.  <b>OR</b> Executive who are working / worked in Private Sector / Banking / Insurance / Financial Sector should have at least 02 years of experience in companies listed on NSE or BSE ( in Group A or B) out of prescribed total minimum 15 years post qualification experience and should have drawn minimum Annual CTC of Rs. 16 lakhs per annum for last two years.  <b>Desirable:-</b> 1. Company Secretary 2. Candidate should have working knowledge / conversant in computer applications such as MS Office
<b>DGM(F&amp;A)/02/20</b>	CA / ICWA or Post Graduate Diploma in Management (with specialization in finance) / MBA (Finance) (in 1st Div. or Ä" Grade) from any recognized University/Institute in India.  <b>Experience:</b> Minimum 12 years post qualification executive experience in the relevant field.  Executives who are working / worked in Govt., PSU etc. should have experience of two years in one scale below i.e. 60,000-180,000/-(IDA)(E-3) or Rs. 67,700-2,08,700/- (CDA) on regular basis.  <b>OR</b> Executives who are working / worked in Private Sector / Banking / Insurance / Financial Sector should have at least 02 years of experience in companies listed on NSE or BSE ( in Group A or B) out of prescribed total minimum 12 years post qualification experience and should have drawn minimum Annual CTC of Rs. 14 lakhs per annum for last two years.  <b>Desirable:-</b> 1. Company Secretary 2. Candidate should have working knowledge / conversant in computer applications such as MS Office
<b>Mgr(F&amp;A)/03/20</b>	CA / ICWA or Post Graduate Diploma in Management (with specialization in finance) / MBA (Finance) ( in 1st Div. or Ä" Grade) from any recognized University/Institute in India.  <b>Experience:</b> Minimum 5 years post qualification executive experience in the relevant field.  Executives who are working / worked in Govt. PSU etc. should have experience of two years in one scale below i.e 40,000-1,40,000/-(IDA)(E-1) or Rs. 56,100-1,77,500(CDA) on regular basis.  <b>OR</b> Executives who are working / worked in Private Sector / Banking / Insurance / Financial sector should have at least 02 years of experience in companies listed on NSE or BSE ( in Group A or B) out of prescribed total minimum 5 years post qualification

experience and should have drawn minimum Annual CTC of Rs. 9 lakhs per annum for last two years.

## Desirable:-

1. Company Secretary
2. Candidate should have working knowledge / conversant in computer applications such as MS Office

AM(HR)/04/20 MBA or PG Degree/Diploma in Management of minimum 2 years duration with specialization (major subject) in HR/Personnel Management/IR/Labour Welfare from a recognized University/Institute with minimum 60% marks.

Degree in Law is desirable.

## Experience:

Post qualification experience of 02 years or above in the relevant field with annual CTC not less than 6 lakhs per annum

AM(ATT)/05/20 Full time 02 year PG Degree/Diploma in any discipline from any Govt. recognized University/Institute in India.

## Experience:

Having 03 years of full time work experience in Tours/ Transport/Travel/Air Ticketing. Candidates having IATA qualification will be added advantage for Airline Ticketing. Present/ Last drawn Annual CTC should not be less than Rs. 6 lakhs per annum

## How to apply:

- i. Application should be submitted through **OFFLINE mode only** in the **prescribed Application Form**. Application form is available in **downloadable form annexed with this advertisement** on www.itdc.co.in. No online applications would be entertained.
- ii. Application should be sent in a cover super scribing the code along with the post and discipline applied for with Demand Draft (DD) of Rs. 500/- (candidates belonging to SC/ST & PwD are exempted from this payment) in favor of **India Tourism Development Corporation Ltd., payable at New Delhi** and may be sent latest by 13.03.2020 in the Office of GM (HR), India Tourism Development Corporation Ltd., SCOPE Complex, Core-8, 4th Floor, Room No. 407, 7-Lodi Road, New Delhi – 110 003.
- iii. **Incomplete / unsigned applications or application received without photograph, demand draft, application fee (if applicable), self-attested copies of required certificates such as Educational Qualifications, experience, age, caste/community certificate or applications received after the last date (13.03.2020) will summarily be rejected without any communication to the candidate.**
- iv. The candidates having work experience in Govt. / Semi Govt. / PSU should also enclose last drawn salary slip. For those with experience in Private sector should enclose proof of the annual CTC and also last drawn salary slip.
- v. Those working with government and Public sector undertakings/Banks etc must apply through proper channel or produce "NO OBJECTION CERTIFICATE" from their employer at the time of interview.
- vi. Age relaxation for SC/ST/OBC/PwD etc., shall be as per the govt. directives. Only those OBCs belonging to non-creamy layer of OBC, which are included in the central lists of OBC are eligible for the posts reserved for OBCs.
- vii. Mere eligibility will not vest any right on any candidate for being called for the interview. Management's decision in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/interview.
- viii. Applicants should give clear and complete postal address, email id and phone number for correspondence and the same shall be valid for at least two years after issuance of this advertisement. ITDC will not be responsible for any postal delay / wrong delivery / non-delivery of any communication at any stage of the recruitment process. While ITDC will exercise due care to avoid errors in the conduct in all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.
- ix. Canvassing in any manner would entail disqualification of Candidature.
- x. ITDC reserves the right to cancel this advertisement and / or the selection process for the above post without assigning any reason.
- xi. Any corrigendum / addendum in respect of above advertisement shall be made available only on our official website www.itdc.co.in. No further press advertisement will be given. Hence prospective applicants are advised to visit ITDC website regularly for above purpose.
- xii. The cutoff date for considering the age & experience of candidate will be taken as 01.02.2020.
- xiii. For more details, refer to our website www.itdc.co.in.

## CHECKLIST OF ENCLOSURES

1. Filled in applications strictly in conformity with the applicable format (available on ITDC's website www.itdc.co.in) signed by the candidate and duly affixed with latest passport size photograph along with relevant self attested attachments. Applications not in the prescribed format / Incomplete / without signature and photograph can be rejected.
2. Self attested photocopies of all certificates/enclosures are to be provided with the application form being sent by post and shall include:-
  - (a) Certificate in proof of Date of Birth
  - (b) Educational / Professional Degrees / Certificates (Class 10th onwards)
  - (c) Experience Certificates (including Appointment & Relieving Letters of all previous employers) with specific mention of joining and relieving dates.
  - (d) For the post of GM(F&A), DGM(F&A) and Mgr(F&A)- Proof of annual CTC is to be furnished for last two years in respect of applicants working in Private Sector / Banking / Insurance / Financial Sector.
  - (e) For the post of AM(HR) and AM(ATT)- Proof of last drawn annual CTC.

**NOTE:** In case of (d) & (e) above, where salary certificate are being produced as proof, the same should be duly certified / stamped by the employer.

  - (f) Caste/Disability Certificate, if applicable, as per prescribed format of Govt. of India / issued by Competent Authority.

**NOTE:** Additional / Desirable qualification relevant to the field and higher experience in relevant field would have an added advantage, therefore it is advisable to enclose all related documents.

**NOTE:** The last date of receiving the applications is 13.03.2020