

Updha
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ITDC invites applications for the following post :-

Post Code	Name of the Post	Nos of Post	Age as on 30.09.2016	Proposed criteria
Legal/3/16	GM (Legal) Rs. 32900-58000 (IDA)	01(UR)	45 Years	<p>Qualification: Full time regular Bachelor's Degree in Law from recognized university.</p> <p>Experience : 15 years of post Qualification experience.</p> <p>(i)Executives presently working in Government/Semi Govt/ PSU should have experience of 2 years in one scale below i.e. in the pay scale of Rs 29100-54500 (IDA) or equivalent (CDA) pay scale Rs 15600-39100+7600(GP).</p> <p>OR</p> <p>(ii)Executives presently working in private sector should have at least 3 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 presently be drawing minimum Annual CTC of Rs. 11 Lakhs. per annum.</p> <p>The candidate should be well conversant in drafting and have knowledge of various Acts and statutes and judicial pronouncements. Should be able to brief and instruct Counsels in legal matters pertaining to the Company. Working knowledge / conversant in computer applications such as MS Office.</p>
ATT/4/16	GM(ATT) 32900-58000(IDA)	01(UR)	45 Years	<p>Qualification: Full time MBA/ 2 years PG Diploma in management</p> <p>OR</p> <p>Master in Tours / Travels/Tourism</p> <p>Experience : Minimum 15 years of experience out of which 10 years experience in Tours & Travels.</p> <p>(i)Executives presently working in Govt/ Semi Govt/ PSU should have experience of 2 years in one scale below i.e. in the pay scale of Rs 29100-54500 (IDA) or Equivalent CDA Pay scale of Rs 15600-39100+GP 7600,</p> <p>OR</p> <p>(ii)Executives presently working in Private sector should be drawing minimum Annual CTC of Rs. 11 Lakhs. Per annum.</p>

Post Code	Name of the Post	Nos of Post	Age as on 30.09.2016	Proposed criteria
MMD/5/16	GM(MMD) Rs.32900-58000(IDA)	01(UR)	45 Years	<p><u>Qualification:</u> Full time (MBA)/ 2 years PG Diploma in management OR Degree in Engineering In any discipline.</p> <p><u>Experience:</u> 15 years of experience out of which 10 years should be in store & purchase/ material management/ supply chain management.</p> <p>(i) Executives presently working in Government/Semi Govt/ PSU should have experience of 2 years in one scale below i.e. In the pay scale of Rs 29100-54500 (IDA) or equivalent CDA Pay scale of Rs 15600-39100, GP 7600.</p> <p style="text-align: center;">OR</p> <p>(ii) Executives presently working in private sector should be drawing minimum Annual CTC of Rs. 11 Lakhs per annum.</p>
Legal/6/16	DGM(Legal) RS.29100-54500(IDA)	01(UR)	45 Years	<p><u>Qualification:</u> Full time Bachelor's Degree in Law from recognized university.</p> <p><u>Experience:</u> 12 years post qualification experience.</p> <p>(i) Executives presently working in Govt./Semi Govt/ PSU should have experience of 2 years in one scale below i.e. in the pay scale of Rs 24900-50500(IDA) or equivalent CDA Pay scale of Rs 15600-39100+ 6600(GP),</p> <p style="text-align: center;">OR</p> <p>(ii) Executives presently working in private sector should have at least 2 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 presently be drawing minimum Annual CTC of Rs. 9 Lakhs. per annum.</p> <p>The candidate should be well conversant in drafting and have knowledge of various Acts and statutes and judicial pronouncements should be able to brief and instruct Counsels in legal matters pertaining to the Company. Working knowledge / conversant in computer applications such as MS Office.</p>

Post Code	Name of the Post	Nos of Post	Age as on 30.09.2016	Proposed criteria
F&A/7/16	DGM(F&A) Rs. 29100-54500 (IDA)	02(UR)	45 Years	<p>Qualification: CA/ICWA/ Full time MBA (Finance)</p> <p>Experience: 12 years post qualification experience.</p> <p>(i) Executives working in Govt./Semi Govt/ PSU should have experience of 2 years in one scale below i.e. in the pay scale of Rs 24900-50500(IDA) or equivalent. CDA Pay scale of Rs 15600-39100+ 6600(GP)</p> <p>OR</p> <p>(ii) Executives presently working in private sector should have at least 2 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 presently drawing minimum Annual CTC of Rs. 9 Lakhs. per annum</p> <p>Candidate should have working knowledge/ conversant in computer applications such as MS Office.</p>
ATT/8/16	Manager (ATT) Rs.20600-46500 (IDA)	02(UR)	35 Years	<p>Qualification: Full time MBA/2 years PG Diploma in management</p> <p>OR</p> <p>Masters in Tours / Travels/Tourism.</p> <p>Experience: Having 5 years of post qualification experience in the relevant field.</p> <p>(i) Executives working in Government/Semi Govt/ PSU should have experience of 2 years in one scale below i.e. 16400- 40500(IDA). CDA Pay scale of Rs 15600-39100+ 5400(GP)..</p> <p>OR</p> <p>(ii) Executives presently working in private sector should be drawing minimum Annual CTC of Rs. 7 Lakhs. per annum.</p>
MMD/9/16	Manager (MMD) 20600-46500 (IDA)	01(UR)	35 Years	<p>Qualification: Full time (MBA)/ 2 years PG Diploma in management</p> <p>OR</p> <p>Degree in Engineering in any discipline.</p> <p>Experience: Having 5 years of post qualification experience in Store & Purchase/Material Mgmt/Supply Chain Mgmt.</p> <p>(i) Executives presently working in Government/Semi Govt/ PSU should have experience of 2 years in one scale below i.e. 16400- 40500(IDA)/CDA pay scale of Rs 15600-39100+ 5400(GP)</p> <p>OR</p> <p>(ii) Executives presently working in private sector should be drawing minimum Annual CTC of Rs. 7 Lakhs. per annum.</p>

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**. No online applications would be entertained.
- (ii) Application should be sent in a cover superscribing the code along with the post and discipline applied for with Demand Draft (DD) of Rs. 500/- (candidates belonging to SC/ST & PH are exempted from this payment) In favour of India Tourism Development Corporation Ltd., payable at New Delhi and may be sent latest by 2.11.2016 In the Office of GM (HR-L), India Tourism Development Corporation Ltd., SCOPE Complex, Core-8, 4th Floor, Room No. 418, 7 Lodi Road, New Delhi – 110 003.
- (iii) **Incomplete / unsigned applications and application received without photograph, demand draft, application fee (if applicable), attested copies of required certificates and applications received after the last date (2.11.2016) will summarily be rejected without any communication to the candidate.**
- (iv) Self attestation copies of the following documents for proof of age, qualification etc. should be enclosed alongwith prescribed application format:
 - a. 10th Pass Certificate, as a proof of age, alongwith Marksheet
 - b. 12th Pass certificate with marksheet
 - c. Relevant Degree/Diploma/Associate Membership Certificate (if applicable) with marksheets of all years/semesters.
 - d. All the above posts require (Full time qualification), duly signed undertaking that Regular Degree has been attained as a Full-time Course and not through Correspondence, Distance Education, Part time etc.
 - e. Experience Certificate with specific mention of joining date and relieving date(whenever applicable). Offer of appointment without Joining and relieving certificate will not be considered as proof of experience. Those working in Govt./Semi-govt, PSU etc should also enclose proof of present IDA/CDA pay scale and the date from which they have been placed in the said scale.
 - f. For those working in Govt/ Semi-govt should also enclose the office order stating that the candidate is working in the next below scale then the post applied for.
 - g. The candidate working in Govt/ Semi- govt should also enclose last drawn salary slip.
 - h. For those working in private should enclose proof of the annual CTC and also last drawn salary slip.
- (v) Those working with Government and Public Sector Undertakings must apply through proper channel or produce "NO OBJECTION CERTIFICATE" from their employers at the time of interview.
- (vi) Age relaxation for SC/ST/OBC/PH etc. shall be as per the Govt. directives.
- (vii) Mere eligibility will not vest any right on any candidate for being called for the Interview. The 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) Canvassing in any manner would entail disqualification of candidature
- (ix) Suitable instructions, modifications, corrigendum or additional instructions (if any) shall only be published on ITDC's website and candidate should comply with the same.
- (x) ITDC reserves the right to cancel/restrict/enlarge/modify/alter/scrap the recruitment process for all /any of the post, if need so arises.

NOTE : The last date of receiving the applications is 2.11.2016

with
signature
without
attestation

with
signature
without
attestation

- [illegible]

- [illegible]

- Name : _____
- Address : _____
- District : _____ State : _____
- Pin Code : _____
- Email ID : _____

Contact Details : STD Code	Tel. No.	Mb. No.
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14. Educational qualifications (starting from Graduation level)

Name of Examination passed	Name of College / Institute	Name of University	Year of passing	Division	% age of marks

15. Particulars of Demand Draft (if applicable) :-

DD No.	Date	Drawn On	DD issuing Bank / Branch Address	Amount (Rs.)

16. Professional Qualification

Name of Examination passed	Name of College / Institute	Name of University /	Year of passing	Division	% age of marks

17. Experience : _____ Years (No. of Years of working experience as mentioned in Advertisement.)

Name of Organization	Post Held	Scale of Pay	Period of Service	No. of Completed years and months	Nature of Duties
			From To		

Details of working knowledge / certificate course in Computer Applications :-

Name of Examination passed	Name of College / Institute	Year of passing	Division	% age of marks

DECLARATION

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or not satisfying the prescribed eligibility for the post applied for my candidature is liable to be cancelled / rejected at any stage of selection without any notice to me.

Signature of Candidate

Place :

Date :