



Advertisement No.:- 01/2018

Dated 30th January, 2018

Gwalior

Bhubaneswar

Noida

Goa

Nellore

INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT
(An Autonomous Body under Ministry of Tourism, Govt. of India)

EMPLOYMENT NOTICE

For the post of "Accounts Officer" in IITTM, Gwalior on deputation basis

Indian Institute of Tourism and Travel Management (IITTM) invites applications from eligible Officers of Central/State Governments or Public Sector/Autonomous Organizations/Colleges/Universities/Educational Institutions for the post of "Account Officer" at Gwalior in the pay scale of Level- 7 (VII CPC) on standard terms & conditions of deputation.

Name of post	No. of post	Category	Place	Pay scale	Recruitment procedure
Accounts Officer	01	--	GWALIOR	Level- 07 (7 th CPC)	On deputation

Age limit: The maximum age limit is 56 years as on closing date of receipt of application.

Essential Qualification:

- (1) Holding analogous posts.
OR
Holding posts in the pay scale of Level-06 (VII CPC) with 06 years regular service in the grade.
- (2) Having at-least 05 years of experience in Administration/Accounts.

GENERAL TERMS AND CONDITIONS

- i) Completed application as per the prescribed format duly forwarded through proper channel should reach the **Director, Indian Institute of Tourism and Travel Management, Govindpuri, Gwalior (MP)- 474 011** latest by 28th February 2018.
- ii) The tenure for the post of Accounts Officer will be one year initially.
- iii) Applications should be **supported by relevant documents (attested)** in all respects. Applications not supported by documents will be summarily rejected.
- iv) Candidates should submit their applications through proper channel along with their APAR certified by a Concerned Officer for the last 05 years, Cadre clearance certificate and Vigilance clearance.
- v) The last date for receiving the completed applications is **28th February 2018**.
- vi) No TA/DA shall be paid to the candidates for attending the interview.
- vii) IITTM will not be responsible for any postal delay.
- viii) Application received after the closing date or incomplete in any manner shall not be entertained.
- ix) Candidates are advised to satisfy themselves before applying for the post that they possess at least the required minimum essential qualifications mentioned in the advertisement/IITTM website.
- x) Applications should be sent/submitted by super-scribing the name of the post applied for on the envelope.
- xi) The Application form as per the prescribed format may be created or downloaded in **A-4** size paper.



Indian Institute of Tourism and Travel Management
 (An Autonomous Body under Ministry of Tourism, Govt. of India)
 Govindpuri, Gwalior- 474 011 (MP)

Application form for the Post of "Accounts Officer"
 (On deputation basis)

Advertisement No.

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Please affix a recent
 passport size
 photograph

1. Full Name:

2. i) **Marital Status:** Single Married ii) **Gender** Male Female

iii) **Nationality:** _____

3. Father's/Husband's Name (Strike out whichever is not applicable)

4. Category: Gen. OBC* SC* ST* PH*

* (Please attach attested certificate)

5. Mailing Address:

E-Mail:																			
Mobile No.:																			
Telephone with STD code					Office:					Residence:									

6. Permanent Address:

E-Mail:																			
Mobile No.:																			
Telephone with STD code					Office:					Residence:									

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7. **Date of birth**
(in figures)

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Day

--	--

Month

--	--	--	--

Year

8. **Details of employment in chronological order. Enclose a separate sheet, duly authenticated under your signature, if required: -**

Name of the organization where employed	Posts held on regular basis	From	To	Scale of Pay	Nature of Duties

9. **Educational Qualification:**

(Please attach attested photo copies of certificates/Mark Sheets)

Examination	Branch / Specialization	College / Univ./Inst.	Year of Passing	%age of marks	Division / Grade

10. **Training/ Courses attended:** _____

11. **Additional details about your present employment. Please state whether working under:-**

Central Government State Government Autonomous body (central/state funded)

12. **Additional Information, if any, which applicant may like to mention in support of his/her suitability for the post. Enclose a separate sheet if required:-**

(Signature of the Candidate)

DECLARATION BY APPLICANT

1. I, hereby declare that my posting on deputation as Accounts Officer in Indian Institute of Tourism and Travel Management shall not bestow any right to me to claim either seniority in the said post in respect of the services rendered by me on deputation.
2. I will not claim absorption in IITTM in the post of Accounts Officer.
3. I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above for contravention of any provisions in the rules/order governing the deputation.
4. I solemnly affirm that information submitted above is true to the best of my knowledge and belief. I also undertake that in event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

(Signature of the Candidate)

Place :

Date :

**CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE/OFFICER
WHILE FORWARDING THE APPLICATION**

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested copies of ACR/APAR for the last 05 years are enclosed.
4. Integrity is certified as
5. No disciplinary/vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post applied for. No major or minor penalty is in force or current against the officials.
6. Recommendations

Date:

Place :

Signature of the Head of Office :

Designation :

Seal