

APPOINTMENTS

Ministry of Tourism, Government of India is hiring 02 **contractual staff** for Program Monitoring Unit Skill Development (PMUSD) one each for the post of Project Associate and Executive Assistant.

S. No	Name of the Post	No of Position	Requisite Qualifications and Experience
1	Project Associate	01	a) <u>Required Skills and Qualification:</u> Graduate and One Year Diploma in Computers. b) <u>Desirable Qualification:</u> Full time MBA/ Master Degree in any discipline preferably in Tourism and Travel and Management / Diploma in computers. c) <u>Experience:</u> Minimum 3 Years in management consulting, project management, or a similar role, with a focus on data-driven decision-making. Proficiency in tools like Excel, PowerPoint, data visualization software and AI skills. Excellent interpersonal and communication skills, with the ability to influence stakeholders. Solid time management skills with proven ability to manage multiple projects and meet tight deadlines. Experience with strategic planning and business transformation projects. A client-focused approach with excellent interpersonal skills. d) <u>Typing Speed:</u> A minimum typing speed of 30 wpm e) <u>Age Limit:</u> 30 yrs-45 yrs (As on 30.06.2026) f) <u>Remuneration:</u> Rs.45,000/-PM.
2	Executive Assistant	01	a) <u>Qualification:</u> Graduate and One Year Diploma in Computers. b) <u>Experience:</u> Minimum 2 years' experience of working in any Sector preferably in project management or a similar role. Strong analytical and problem-solving skills, with a focus on data-driven decision-making. Proficiency in tools like Excel, PowerPoint, data visualization software and AI skills. Excellent interpersonal and communication skills,

		with the ability to influence stakeholders. Solid time management skills with proven ability to manage multiple projects and meet tight deadlines. Experience with strategic planning and business transformation projects. A client-focused approach with excellent interpersonal skills. c) Typing Speed: A minimum typing speed of 30 wpm. d) Age Limit: 21 yrs-35 yrs (As on 30.06.2026) e) Remuneration: Rs.35,000/-PM.
General nature of Duty of Project Associate & Executive Assistant would include. • Data Record keeping in excel, Google sheet, etc. Communicate, • receiving of documents, keeping record and processing of reimbursement cases. • Filling of data in various Government Portals. • Providing inputs, making folders, making presentations for consumption of Sr. Officers. • Conducting in-depth analyses of correspondences and reports received in division and processing them. • Developing data-driven strategies to optimize processes, reduce costs, and increase efficiency. • Assisting the division in Coordinating with Intra Ministry, Inter Ministry and other stakeholder for designing and implementing assignments related to hospitality & tourism related short term training courses. • Leading workshops and training sessions and ensuring them successful. • Managing project timelines, deadlines, budgets, and deliverables to ensure satisfaction and on time completion. • Building and fostering relationships through trust, value delivery, and strategic insights. • Meet / Call State/ Local Administration/ Institutes/ Stakeholders/Parties/Candidates for information and analyse data Facilitate • Meetings, brainstorming sessions, workshops, etc. Monitor project progress, • implementation of recommendations, and adjust strategies to ensure successful outcomes. • Stay informed about competitive insights and trends to provide a strategic edge.		

There is 'NO' fee involved in applying to these two posts. Interested candidates may apply with by filling application form along with testimonials in the prescribed format available on www.iittm.ac.in and send it **by post to Director, IITTM, Govindpuri, Gwalior-474011 or by email on or before 31.07.2026 by 5:00 PM at: director@iittm.ac.in.**

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