

# IITTM



परमं विद्या  
संस्कृतिं यतः

**INDIAN INSTITUTE OF TOURISM  
AND TRAVEL MANAGEMENT**

An Autonomous Body under Ministry of Tourism,  
Government of India

[www.iittm.ac.in](http://www.iittm.ac.in)

IITTM Require Project Assistant to be engaged on temporary basis for assisting IITTM Resource Centre.

## **Project Assistant -01**

**Essential Qualification & Experience :** Masters in International Relations or equivalent degree with minimum of 2 years of experience in International Relations or similar domains.

**Remuneration :** Rs. 25,000/- PM(Negotiable)

**Age Limit :** Not more than 45 Years (As on date of release of Advertisement)

**Location :** IITTM, Gwalior

The candidates may apply online through following form available on institute website from 27.11.2023 by 5:00 PM and email the same to [jobsiittm@gmail.com](mailto:jobsiittm@gmail.com). Along with application fees of Rs.500/- in the form of demand draft in favour of 'Director -IITTM' payable at Gwalior. Please visit for more details : [www.iittm.ac.in](http://www.iittm.ac.in). Last date to apply **01.12.2023**.

**Director - IITTM**

**Notification for engagement of Project Assistant  
for IITTM Resource Centre  
Dated 27.11.2023**

**Positions to be filled:**

- Project Assistant No. of position (01)

**Profile Description:**

<b>Designation</b>	<b>Project Assistant</b>
<b>No. of posts</b>	01
<b>Location</b>	IITTM Gwalior- 01
<b>Qualification &amp; Experience</b>	Masters in International Relations or equivalent degree with minimum of 2 years of experience in International Relations or similar domains.
<b>Nationality</b>	Indian
<b>Age Limit</b>	Not more than 45 years (As on release of the advertisement)
<b>Nature of Engagement</b>	Contractual
<b>Period of Engagement</b>	1 year
<b>Remuneration</b>	Rs 25,000 (Negotiable)
<b>Selection Procedure</b>	Multiple rounds of Interview by IITTM as well as MOT

## **Project Assistant - 01**

### **Educational Qualification and Experience:**

- Minimum MBA (Tourism) or equivalent degree in tourism with 2 years of experience in tourism/ environment/ sustainable tourism or related sector. Candidates with experience in digital tourism operation shall be given preference.
- Excellent creative and copywriting skills.
- Strong verbal and written communication skills.
- Professional Experience/ Education in Tourism.
- Knowledge of digital marketing strategies, email marketing and social media management.
- International Exposure for outreach, public relations and networking.
- Experience with Graphic designing with special attention to detailing.
- Comprehensive understanding of all social media platforms.
- Must be able to juggle multiple projects at the same time.

### **Job Description:**

- Stay abreast of global developments, geopolitical trends, and international relations theories and conduct in-depth research on specific regions, countries, or issues to provide up-to-date and accurate information.
- Develop and deliver training programs on international relations topics for diverse audiences.
- Provide expert advice to internal teams, government bodies, or organizations on matters related to international relations and offer insights into diplomatic processes, international law, and geopolitical risk assessment.
- Create educational materials, including articles, reports, and multimedia content, to disseminate information on international relations. Develop and update curriculum materials for educational programs. Build and maintain relationships with academic institutions, think tanks, governmental agencies, and international organizations.
- Facilitate collaborations and partnerships to enhance the organization's presence in the international relations sphere.
- Organize conferences, forums, and events related to international relations. Coordinate guest speakers, panel discussions, and other activities to promote dialogue and knowledge exchange.
- Analyze international policies, treaties, and agreements, and provide insights into their implications. Stay informed about emerging issues that may impact global relations.
- Mapping of outbound tourism potential of respective tourism active countries and regularly updates the same.
- Prepare country briefs for all tourism active countries and regularly update the same.
- Identify the important events drawing large crowd in which Incredible India could either participate or undertaker promotional activities.
- To study best tourism practices of other countries and prepare proposals to be replicated or implemented in India.
- To study countries with outbound tourism potential and preparing concept note for furthering cooperation and tourism field. Prepare background notes, presentations agenda points, highlighting issues for bi-lateral meetings.
- To study the agenda of various meetings convened and prepare and provide inputs and make presentation.

**Location:** IITTM, Gwalior

**Starting Date:** Immediate Joining

**Remuneration:** Rs 25,000/- (Negotiable)

**Leave Policy:** Project Assistant shall be entitled for leave at the rate of 01 days of each completed month with no accumulation of leave beyond a calendar year on a pro-rata basis. Further, the absence up to one month may be considered without remuneration.

**Code of Conduct:** The Project Assistant shall be expected to follow all the rules and regulations of the IITTM/Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties.

**Police Verification:** Police verification shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of the Manager shall cease to exist with immediate effect without any notice.

**Application Fee:** Eligible applicants has to remit a non-refundable application fee of Rs.500/- (Rupees Five Hundred Only) in IITTM's bank account No 034422010000053 IFS CODE UBIN0903442 of Union Bank of India, Phalka Bazar, Gwalior (MP) through NEFT/RTGS and fill up the transaction Reference Details in the application form before submitting the form.

The interested candidates may apply online through following form available on institute website by 28.12.2023 by 5:00 PM and last date for applying 01.12.2023 email the same to [jobsiitm@gmail.com](mailto:jobsiitm@gmail.com). Please visit for more details: [www.iitm.ac.in](http://www.iitm.ac.in).



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

**APPLICATION FORM- IRC**

**\*Tick in the appropriate box**

<b>Project Assistant *</b>	<input type="checkbox"/>
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Please affix a recent  
passport size photograph

1. Full name


Married

Single

Male

Female Prefer not to say



2. Father's/Husband's name (Strike out whichever is not applicable)


3. Present address:


4. Permanent address:


Office:

Residence:

Fax:		
E-Mail:		
Telephone:		

5. Date of birth  
(in figures)

Day	Month	Year

6. Academic Record starting with matriculation: (Please attach self-attested photo copies of certificates/Mark Sheets)

S. No.	Certificate/Degree	Board/ Institution	Division	% of marks	Specialization

7. Employment (Particulars of your past position(s))

Employer	Position held	Exact Date to be given		Pay level	Nature of Duties performed
		From	To		

8. Details of last drawn: (supporting certificate-LPC to be attached)

Pay level	Basic	Allowances	Total
		DA+HRA+TA+others	

9. Any other information which you may like to mention:

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10. Details of enclosures:

S. No.	Particulars of enclosures
1	
2	
3	
4	
5	
6	
7	
8	

11. Application Fee: In the shape of NEFT/RTGS in the following bank account details

Application Fee	Bank and Branch	Account No	IFS CODE
		<b>03442201000053</b>	
<b>Rs.500</b>	<b>Union Bank of India, Phalka Bazar, Gwalior</b>	<b>Beneficiary Name: Director IITTM</b>	<b>UBIN0903442</b>
<b>Transaction Reference Details</b>			
Please fill-up the transaction details in the below mentioned table			

12. I, hereby, declare that all entries in this form as well as attached sheets are true to the best of my knowledge and belief.

(Signature of the Candidate)

Place:

Date