

**Notification for engagement of Managers & Assistant Manager
for Central Nodal Agency – Sustainable Tourism
Dated 14.09.2024**

TERMS AND CONDITIONS

Need for engaging Skilled Tourism workforce

- Enhanced synergy through liaison between Central and State Government for effective Implementation of projects, schemes and initiatives of the Ministry of Tourism.
 - Creation of a healthy competitive work environment at the State level
 - Maximization of Productivity and Improvement of the Quality of Work
 - Enhancement of the growth of the tourism sector especially in the government sector
 - Industry Expertise for improved efficiency on specialized projects
 - Organized Time Management for meeting deadlines
 - Increased Innovation and Creativity for niche project areas
- Proposed engagement of Managers and Assistant Managers:

- Managers No. of position (01)
- Assistant Managers No. of position (01)

Profile Description:

Designation	Manager	Assistant Manager
No. of posts	01	02
Location	IITTM Noida	IITTM Noida
Qualification & Experience	Relevant Master's Degree in Tourism with 5 years of experience in environment / sustainability management/ tourism or similar.	Relevant Master's Degree in Tourism with 2 years of experience in environment / sustainability management/ tourism or similar.
Nationality	Indian	Indian
Age Limit	Not more than 40 years (As on 14.09.2024)	Not more than 35 years (As on 14.09.2024)
Nature of Engagement	Contractual	Contractual
Period of Engagement	1 year	1 year
Remuneration	Rs 70,000 (Fixed) (includes out-of-pocket expenditure and statutory deductions)	Rs 50,000 (Fixed) (includes out-of-pocket expenditure and statutory deductions)
Selection Procedure	Multiple rounds of Interview by IITTM as well as MOT	Multiple rounds of Interview by IITTM as well as MOT

Tourism Manager - 01

Qualification:

- Relevant Master's Degree in Tourism with 5 years of experience in environment / sustainability management/ tourism or similar
- Relevant experience in handling Central/State Government Funded Tourism Destination Development Projects pertaining to sustainable tourism sector covering formulation, execution, implementation, research, monitoring and evaluation of tourism and hospitality projects
- Experience of undertaking projects in India pertaining to tourism, hospitality industry, infrastructure development for State/ Central Governments
- Experience in working on projects related to sustainable development (Desired qualification)
- Excellent copywriting and creative writing skills
- Strong verbal and written communication skills

Job Description:

- Enhanced synergy through liaison between Central and State Government for effective implementation of the National Strategy for Sustainable Tourism
- Assistance in mainstreaming sustainability in the Indian tourism sector through coordination for effective implementation of the policy, strategies and roadmaps related to sustainable tourism
- Assistance in research and preparation of Tourism Development Plans, Project Proposals and Concept Presentations and Pitch Presentations for various projects of the Ministry of Tourism pertaining to sustainable tourism
- Assistance in monitoring and evaluation to review progress in effective implementation of various schemes, initiatives and projects under the National Strategy for Sustainable Tourism published by the Ministry of Tourism
- Coordination with state govts and leading industry players for seeking expert guidance for improved efficiency on sustainable tourism specialized projects
- Assistance in identifying national and global best practice and prepare tool kits for their replication by the States
- Undertake qualitative and quantitative research for benchmarking policies and standards and preparation of model policies and standards
- Assistance in capacity building measures including setting up of Resource Centres and Centres of Excellence, conduct of workshops, visits and training programmes
- Suggest policy measures, guidelines, strategic interventions and initiatives to promote growth and development of sustainable tourism sector in the country
- Facilitating adoption of digital technologies for sustainable tourism
- Formulation of a dedicated scheme to support development of sustainable tourism in the Country
- Organize and coordinate with stakeholders for meetings and presentations.
- Any other support, which can facilitate the development of sustainable tourism in the country

Location: IITTM, Noida

Starting Date: Immediate Joining

Remuneration: Rs 70,000

Assistant Manager - 01

Qualification:

- Relevant Master's Degree in Tourism with 2 years of experience in environment / sustainability management/ tourism or similar
- Excellent creative and copywriting skills
- Strong verbal and written communication skills
- Professional Experience/ Education in Tourism
- Knowledge of digital marketing tactics, email marketing and social media management
- International Exposure for outreach, public relations and networking
- Experience with Graphic designing with special attention to detail
- Full understanding of all social media platforms
- Must be able to juggle multiple projects at the same time

Job Description:

- Ensure effective implementation of various policies, schemes, initiatives, strategies and roadmaps of the Ministry of Tourism at the state level.
- Undertake in-depth research and analysis to provide valuable inputs for preparation of Concept Notes, Concept Presentations, Pitch Presentations, Perspective Plans and other relevant reports for promotion and development of tourism.
- Provide support for developing regulatory frameworks and managing tourism programmes and projects to facilitate improvement of infrastructure, creation of tourism products and services for destination development, marketing and investment promotion.
- Coordination for organizing stakeholders' consultations, capacity building workshops and other meetings for conceptualization, implementation and monitoring of tourism projects.
- Preparation and follow up for meetings, presentations and projects.
- Assist in carrying out overall marketing of all the initiatives of CNA-ST and maintain a digital presence.
- Actively involved in creation of awareness about Sustainable Tourism and National Strategy.
- Coordination with all the stakeholders i.e. the states, NGOs, industry for collaborations PR.
- Assist in content creation of a website (Sustainable Tourism India) and optimization/marketing/promotion of the website.
- Involved in creation of a detailed Social Media Strategy and content creation, edit, proofread and improve content and post analyzing traffic response metrics.
- Analyze current trends and curate ideas for improving engagement on social media accounts. Responsible for analyzing the overall digital performance periodically and recommending changes to improve performance.
- Assist in graphic design for making presentations and other promotional materials.
- Conduct research and analysis on sustainability trends, best practices and regulations to assist in the implementation of the National Strategy for Sustainable Tourism
- Applied research and engagement to develop sustainable tourism models
- Work with tourism stakeholders to develop, enhance and improve their sustainability management systems, waste management, water management and GHG emissions
- Undertake studies to identify and suggest measures to stakeholders for improving their sustainability performance and reduce environmental impact

- Identifying national and global best practice and prepare tool kits for their replication by the States
- Benchmarking State policies and standards and prepare model policies and standards
- Assistance in implementation, marketing and promotion of STCI Certification
- Conceptualize, coordinate and implement projects and initiatives that promote sustainability practices
- Provision of handholding support in various skill development and entrepreneurship development activities
- Working effectively for stakeholder engagement and sensitization on mainstreaming of sustainable tourism

Location: IITTM, Noida

Starting Date: Immediate Joining

Remuneration: Rs 50,000

Leave Policy: Manager & Assistant Manager shall be entitled for leave at the rate of 1.5 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 Manager & Assistant Manager 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 candidates may apply online through application form available on institute website from 14.09.2024, 5:00 PM onwards and email the same to jobsiitm@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 Last date for applying 24.09 .2024

APPLICATION FORM

*Tick in the appropriate box

Manager*		Assistant Manager*	
-----------------	--	-------------------------------	--

Please affix a recent
passport size photograph

1. Full name

Married

say

Single

Male

Female Prefer not to

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

3. Present address:

4. Permanent address:

E-Mail:	
Residential Telephone (with area Code):	
Mobile Number	
Alternate mobile number	

5. Date of birth
(in figures)

Day	Month	Year

6. Academic Record starting with Higher Secondary: (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		Emoluments drawn	Nature of Duties performed
		From	To		

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

Remuneration type (consolidated or pay scale)	Basic	Allowances DA + HRA + TA + others	Total

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

10. Details of enclosures:

S. No.	Particulars of enclosures
1	
2	
3	
4	
5	

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

Application Fee	Bank and Branch	Account No	IFS CODE
		03442201000005 3	
Rs. 500	Union Bank of India, Phalka Bazar, Gwalior	Beneficiary Name: Director IITTM	UBIN0903442
Transaction Reference Details			
Please fill-up the transaction details in the below mentioned table			

SELF-DECLARATION

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 and furnishing of false information or hiding of information will make my candidature liable for rejection.

(Signatures of the Candidate)

Place:

Date: