



An Autonomous body Under
Ministry of Tourism
Government of India

IITTM

**INDIAN INSTITUTE OF
TOURISM AND TRAVEL
MANAGEMENT**



Govindpuri, Gwalior - 474 011 (M.P.)
Website: www.iittm.ac.in

VACANCY

IITTM requires Managers and Assistant Managers to be engaged on temporary basis for assisting Central Nodal Agency in Adventure Tourism, Sustainable Tourism and Eco Tourism. IITTM in effective implementation of the National Strategy for Adventure Tourism, Sustainable Tourism and Eco Tourism launched by the Ministry of Tourism, Government of India.

Central Nodal Agency – Adventure Tourism.

Assistant Manager- 02

- **Essential Qualification & Experience:** MBA (Tourism) or equivalent degree in tourism from recognized university/institute, with minimum of 2 years of experience in Tourism/ Adventure or similar domain.
- **Desirable:** Candidates with higher qualification and suitable experience shall be given preference.
- **Age Limit:** Not more than 35 Year (As on 16.10.2024)
- **Remuneration:** Rs.50,000/- PM

Central Nodal Agency – Sustainable Tourism

Manager-01

- **Essential Qualification & Experience:** Relevant Master's Degree in Tourism with 5 years of experience in environment/sustainability management/tourism or similar.
- **Desirable:** Candidates with higher qualification and suitable experience shall be given preference.
- **Age Limit:** Not more than 40 Year (As on 16.10.2024).
- **Remuneration:** Rs 70,000/- per month

Assistant Manager-02

- **Essential Qualification & Experience:** Relevant Master's Degree in Tourism with 2 years of experience in environment/sustainability management/tourism or similar.
- **Desirable:** Candidates with higher qualification and suitable experience shall be given preference.
- **Age limit:** Not more than 35 Year (As on 16.10.2024).
- **Remuneration:** Rs. 50,000/- per month

Central Nodal Agency – Eco Tourism

Manager:01

- **Essential Qualification & Experience:** Minimum MBA(Tourism) or equivalent degree in tourism with minimum of 5 years of experience in Tourism /Eco Tourism or similar domain.
- **Desirable:** Candidates with higher qualification and suitable experience shall be given preference.
- **Age Limit:** Not more than 40 Year (As on 16.10.2024)
- **Remuneration:** Rs 70,000/- per month

Assistant Manager: 01

- **Essential Qualification & Experience:** Minimum MBA(Tourism) or equivalent degree in tourism with minimum of 2 years of experience in Tourism /Eco Tourism or similar domain.
- **Desirable:** Candidates with higher qualification and suitable experience shall be given preference.
- **Age Limit:** Not more than 35 Year (As on 16.10.2024)
- **Remuneration:** Rs.50,000/- PM

The candidates may apply online through application form available on institute website from 17.10.2024, 5:00 PM onwards and email the same to director@iittm.ac.in, 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 to apply is 27.10.2024.

Director

**Notification for engagement of Manager & Assistant Manager
for Central Nodal Agency – Adventure Tourism
Dated 17.10.2024**

Positions to be filled:

- Assistant Managers No. of position (02)

Profile Description:

| | |
|---------------------------------------|---|
| Designation | Assistant Manager |
| No. of posts | 02 |
| Location | IITTM Centre - 02 |
| Qualification & Experience | Minimum MBA (Tourism) or equivalent degree in tourism with minimum of 2 years of experience in Tourism/ adventure/ sustainable tourism or similar domains. Candidates with higher qualification and experience shall be given preference. |
| Nationality | Indian |
| Age Limit | Not more than 35 years (As on 16.10.2024) |
| Nature of Engagement | Contractual |
| Period of Engagement | 1 year |
| Remuneration | Rs 50,000 (Fixed) (includes out-of-pocket expenditure and statutory deductions) |
| Selection Procedure | Multiple rounds of Interview by IITTM as well as MOT |

Assistant Manager (Research & Digital Contents) - 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:

- Regular follow-up and report preparations on implementation of various policies, schemes, initiatives, strategies and roadmaps of the Ministry of Tourism at the state level.
- Undertake in-depth research and analysis of adventure sector 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 and management frameworks for 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.
- Assistance in carrying out overall marketing of all initiatives of CNA-AT and maintain a digital presence.
- Actively involvement in creation of awareness about Adventure Tourism and National Strategy.
- Coordination with all the stakeholders i.e. the states, NGOs, industry for effective collaborations and partnership.
- Assist in content creation of the website (Adventure Tourism India) and optimization/ marketing/ promotion of the website.
- Involvement 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.

Location: IITTM, Centre

Starting Date: Immediate Joining

Remuneration: Rs 50,000

Assistant Manager Adventure Tourism Specialization -01

Educational Qualification and Experience:

- Minimum MBA (Tourism) or equivalent degree in tourism with 2 years of experience in adventure tourism or similar.
- Experience in working with adventure tourism or related organization.
- Excellent creative and copywriting skills.
- Strong verbal and written communication skills.
- Strong passion for adventure with relevant experience in implementing sustainability related policies/certification and environmental planning projects.

Job Description:

- Conduct research and analysis on trends, best practices and regulations in adventure sector and to assist in the implementation of the National Strategy for Adventure Tourism.
- Applied research and engagement to develop adventure tourism development models.
- Work with tourism stakeholders to develop, enhance and improve sustainability of adventure tourism.
- 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.
- Extending support for skill development and entrepreneurship development activities.
- Working effectively for stakeholder engagement and sensitization on mainstreaming of adventure tourism.

Location: IITTM, Goa

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 17.10.2024, 5:00 PM onwards and email the same to director@iittm.ac.in , 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 27.10 .2024



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

APPLICATION FORM

***Tick in the appropriate box**

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

1. Full name

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| Married | Single | Male | Female | Prefer not to say |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

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3. Present address:

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4. Permanent address:

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Office: Residence:

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| Fax: | | |
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| Telephone: | | |

5. Date of birth
(in figures)

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

| Employer | Position held | Exact Date to be given | | Pay level | Nature of Duties performed |
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8. Details of last drawn: (supporting certificate-LPC to be attached)

| Pay level | Basic | Allowances | Total |
|-----------|-------|------------------|-------|
| | | DA+HRA+TA+others | |
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9. Any other information which you may like to mention:

10. Details of enclosures:

| S. No. | Particulars of enclosures |
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11. Application Fee: In the shape of NEFT/RTGS in the following bank account details

| Application Fee | Bank and Branch | Account No | IFS CODE |
|---|---|-------------------------------------|-------------|
| | | 03442201000053 | |
| 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 | | | |

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

**Notification for engagement of Manager & Assistant Manager
for Central Nodal Agency – Adventure Tourism
Dated 17.10.2024**

Positions to be filled:

- Assistant Managers No. of position (02)

Profile Description:

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Last date for applying 27.10 .2024



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Govindpuri, Gwalior- 474 011 (MP)**

APPLICATION FORM

***Tick in the appropriate box**

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

1. Full name

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| Married | Single | Male | Female | Prefer not to say |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

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Residence:

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| Telephone: | | |

5. Date of birth
(in figures)

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| Day | Month | Year |

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| Employer | Position held | Exact Date to be given | | Pay level | Nature of Duties performed |
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(Signature of the Candidate)

Place:

Date