



**Gwalior**

**Bhubaneswar**

**New-Delhi**

**Goa**

**Nellore**

## **INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT**

**Notification No.09/2012**

**Dated 15<sup>th</sup> June 2012**

### **EMPLOYMENT NOTICE**

#### **Recruitment for Non-teaching positions in IITM**

Indian Institute of Tourism and Travel Management (IITM) is a premier national institute of tourism education, training and research. It operates from five campuses located at Gwalior (Head Quarter), Bhubaneswar, New Delhi, Goa and Nellore. Its profile of activities include running post graduate diploma courses (AICTE approved) and conducting training programmes for Ministry of Tourism, Govt. of India and many state governments. It actively engages in research and consultancy activities.

The work at IITM provides the best possible experience of working in complex and diverse environments as well as the opportunity to work on live projects is continuous and unmatched.

The institute invites applications from outstanding persons for the following non-teaching positions:

<b>Recruitment for Non-teaching positions</b>						
<b>S.N.</b>	<b>Name of post</b>	<b>No. of post</b>	<b>Category</b>	<b>Pay scale</b>	<b>Place</b>	<b>Mode of Recruitment</b>
1	Accounts Assistant	02	UR-01 OBC-01	PB-2-9300-34800 + GP-4200	Delhi & Nellore	Direct recruitment
2	Library Assistant	02	UR-01 OBC-01	PB-2-9300-34800 + GP-4200	Delhi & Nellore	Direct recruitment
3	Senior Stenographer /PA	01	UR-01	PB-2-9300-34800 + GP-4200	Gwalior	Direct recruitment

- Note:**
1. One post is reserved for physically disabled persons (OH/VH).
  2. Relaxation in age for SC/ST/OBC/PH/Ex-service man as per Central Govt. rules.
  3. SC/ST/Physically disabled applicants are fully exempted from application fee.
  4. The place of posting as indicated above is temporary and incumbents are liable to be Transferred within different centers of IITM.

**1. Accounts Assistant      02 posts (UR & OBC) (By direct recruitment)**  
**PB-2- 9300-34800 + GP-4200**

***Essential Qualifications:***

- (i) Graduate of a recognized University with at least 5 years experience in Establishment/ Accounts.

***Desirable Qualifications:***

- i) Post graduate degree / Diploma in computer application.
- ii) Post graduate degree in Commerce/ Business Administration.

**Age Limit:** Not exceeding 30 years on the prescribed last date of submission of applications.

**2. Library Assistant      02 posts (UR & OBC) (By direct recruitment)**  
**PB-2- 9300-34800 + GP-4200**

***Essential Qualifications:***

- i) A degree of a recognized University.
- ii) Degree in Library Science from a recognized university/ institute.

***Desirable Qualifications:***

- i) PG Degree in Library Science/ Tourism Management.

**Age Limit:** Not exceeding 30 years on the prescribed last date of submission of applications.

**3. Senior Stenographer/PA      01 post (UR)      (By Direct Recruitment)**  
**PB-2- 9300-34800 + GP-4200**

***Essential Qualifications:***

- i) Graduation from a recognized University.
- ii) Shorthand speed 100 w.p.m. and typing speed 40 w.p.m.
- iii) Working knowledge in Computer
- iv) Junior Stenographer with 5 years experience.

***Desirable Qualifications:***

- i) Experience in educational institutions.

**Age Limit:** Not exceeding 35 years on the prescribed last date of submission of applications.

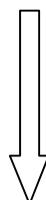
## **GENERAL TERMS AND CONDITIONS**

- i) Complete application as per the prescribed format along with application fee of **Rs.500.00 in the form of Bank Draft** drawn in favour of **the Director, IITTM** and payable at **Gwalior**, may be submitted to the **Administrative Officer, Indian Institute of Tourism and Travel Management, Govindpuri, Gwalior (MP)- 474011** latest by **27<sup>th</sup> July 2012**. **SC/ST/Physically Handicapped applicants are fully exempted from payment of the prescribed fees.**
- ii) Application should be **supported by copies of duly attested relevant documents**, failing which the application will be summarily rejected.
- iii) Application for the posts reserved for Physically Handicapped should be supported by an appropriate Medical Certificate duly issued by the authorized Medical Board. Applicants for the reserved post of OBC are required to submit a certificate regarding his/her 'OBC status and **non-creamy layer status**' in a prescribed format duly issued by the competent authority. **Relaxations and concession will apply as per GOI regulation on reservation in direct recruitment.**
- iv) Candidates already in service should submit their applications through proper channel. An advance copy could be sent directly before the prescribed last date of submission of applications, and in that case a No Objection Certificate (NOC) must be produced at the time of interview.
- v) The last date for receiving of completed applications is **27<sup>th</sup> July 2012**.
- vi) IITTM reserves the right not to fill any of the post(s). There could be an increase or decrease in the number of posts.
- vii) No TA/DA shall be paid to the candidates for attending the interview.
- viii) Certificate in support of experience should be in a proper format i.e. it should be on a organization's letter-head, based the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
- ix) IITTM will not be responsible for any postal delay in the matters of correspondence with the applicants/candidates or call letters etc.
- x) Application received after the closing date, incomplete in any manner or without required papers/enclosures as prescribed shall not be considered.

- xi) IITTM can verify the antecedents as well as documents submitted by a candidate, before the time of appointment or during the tenure of service. In case of any fake document, clandestine antecedents or suppression of material information, services of the incumbent in the IITTM shall be terminated forthwith.
- xii) In case of any inadvertent mistake detected in the process of selection after the issue of appointment, IITTM reserves the right to modify/withdraw/cancel any offer of appointment made to the candidate in case of selection.
- xiii) Candidates are advised to satisfy themselves before applying for the post that they possess at least the minimum essential qualifications as mentioned in the advertisement/IITTM website.
- xiv) No correspondence or telephonic/electronic query will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview. Canvassing directly or indirectly at any stage of the recruitment process will lead to disqualification.
- xv) Applications should be sent/submitted by super-scribing the name of the post applied for on the envelope.
- xvi) In the institutions where grading system is followed, applicants are required to convert the grade obtained by them into its equivalent percentage giving the standard conversion formula.
- xvii) Mere fulfilling of qualification/ experience prescribed for non-teaching posts in IITTM will not entitle the applicant to be called for interview/ Selection. IITTM reserves the right and no claim in this regard will be entertained.
- xx) The Application form as per the prescribed format may be created or downloaded in **A-4** size paper from our website- [www.iittm.org](http://www.iittm.org) .

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## **Prescribed Application format:**





**6. Permanent Address:**

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

**5. Date of birth**

(in figures)

Day	

Month	

Year			

**6. Present Employment:**

Designation:	
Whether Permanent/ Temporary/Contract	
Organization	
Date of Joining:	
Pay Band & Grade Pay	
Basic Pay (Rs.)	
Total Emoluments (Per month) (Rs.)	

1. Basic pay expected (Rs.) \_\_\_\_\_

2. Total years of experience after attaining essential qualification:

**7. Academic Record starting with secondary education:**

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

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

**8. Employment (Particulars of your past position(s))**

Employer	Position held	Period		Scale of Pay	Nature of Duties
		From	To		

(Please attach attested copy of experience certificates)

**9. Special Awards/Honors received, if any**

Year	Name of award / honor	Name of organization

**10. Name & Address of two Referees (should be familiar with your recent work)**

	I	II
Name		
Designation		
Address		
Fax (if any)		
E-Mail		
Phone No. (with STD Code)		

**11. Statement of objectives (To be filled up in Candidate's own hand writing):**

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**12. Any other information which you may like to mention :**

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**Details of enclosures**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Declaration**

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

**(Signature of the Candidate)**

**Place :**

**Date :**

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**To be filled in by the forwarding authority**

The applicant has been working in this office/organization as ..... since .....and is still in service. We have no objection to his candidature being considered for the post he is applying.

Date: .....

Place : .....

Signature : .....

Designation : .....

Seal