

Kerala Institute of Tourism and Travel Studies (KITTS)
Residency Compound, Thycaud, Trivandrum – 14
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2439/KITTS/HSR-III/2014-2015

08.04.2014

**TRAINERS REQUIRED FOR
HUNAR SE ROZGAR PROGRAMME OF MINISTRY OF TOURISM, GOVERNMENT OF INDIA**

Kerala Institute of Tourism and Travel studies (KITTS) established in 1988 under Ministry of Tourism, Government of Kerala invites application from qualified and experienced trainers in *food production, food and beverage services and housekeeping* on temporary basis for its Hunar Se Rozgar initiative of Ministry of Tourism, Government of India implemented by KITTS during 2014 – 15.

SI No	Name of Courses	Duration	Educational Qualification	Minimum teaching / industry Experience
1	Food Production	8 weeks (48 days)	BHM, Bsc Hotel Management, Diploma	2 years
2	Food & Beverage Services	6 weeks (36 days)	BHM, Bsc Hotel Management, Diploma	2 years
3	Housekeeping	6 weeks (30 days)	BHM, Bsc Hotel Management, Diploma	2 years

* Applicants must hold the certificate from a recognized University/ Institution

The eligible trainers in the above said areas may apply indicating their native district. Interested candidates are directed to forward their resume along with the attested copies of educational qualification certificate and experience certificates etc to the Director, KITTS, Residency, Thycaud, Trivandrum 695014 either by post or email to babu@kittsedu.org on or before 20.5.2014. The terms and conditions are given below;

A. Terms and Conditions

1. The tenure is short term period and on contract basis only for the period of the training programme and as per requirement only.
2. Preference shall be given to those trainers applying from their native district.
3. The trainers must be the native of the district and can apply for the concerned district only.
4. KITTS shall intimate the selected trainers for other districts as per the requirements and the decision taken by KITTS shall be the final.

5. The trainers can apply for only one course at a time as per their area of expertise.
6. The selected trainers shall be given a consolidated amount of Rs.1,500/- per day (Rs.500 per session for 3 sessions) for the entire working days of the aforesaid courses.
7. The selected trainers are expected to take 3 sessions of 2 hours each per day totalling to 6 hours per day including the theory as well as the practical part of the programme.
8. The trainers are expected to follow and cover the syllabus given by Ministry of Tourism, Government of India and ensure that the practical component of the training programme is imparted as per the instruction given by KITTS and coordinate with the District Coordinators.
9. The service of the trainers would be taken into account for running further HSR programmes for the concerned district if KITTS receives required number of applications and KITTS shall strictly assess the performance of the trainer based on the feedback of the trainees enrolled for the HSR programme.
10. The service of trainers who do not satisfy the expected level of performance shall not be considered for engaging of further classes.
11. KITTS shall conduct performance evaluation of trainers during the mid of Course and if the service of trainer shall be terminated if their performance is not up to the mark.
12. KITTS shall not make any advance payment to trainers and the remuneration shall be made only through NIFT once in every three weeks and based on to the report submitted by District Coordinators.
13. After the receipt of application along with the required documents, KITTS shall evaluate the application, bio-data, certificates and experience and thereafter KITTS will conduct a telephonic interview for the final selection.
14. **The decision of KITTS, shall be final**

B. Roles and Responsibilities

1. The trainers are expected to take daily attendance of trainees enrolled for the programme and submit the same to District Coordinator at the end of the week duly signed by the trainer.
2. The trainers are expected to take the trainees for hotel visits for making them aware of the hospitality industry as part of the course
3. The trainers should maintain all related documents under safe custody and submit the same to the District Coordinator as and when required and on completion of the course.
4. The trainers should conduct Viva voce as per the instruction from KITTS to ensure the successful conduct of the HSR programme and submit the evaluation sheet duly signed to KITTS through District Coordinator.
5. The trainers are expected to visit other centers as and when required to examine the knowhow and skills of trainees enrolled for the programme and for required certification therein.
6. The trainers are expected to submit the report of Skill Test of each trainee once in every three weeks to KITTS through District Coordinator.
7. The trainers should conduct discussions with hoteliers to ensure placements to the interested trainees on successful completion of the course

Interested persons may submit their Bio-data and attested copies of certificates to KITTS (either by post or by email to babu@kittsedu.org) along with the application form given in the annexure I one or before

20.05.2014.

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Application Form for Trainers for HSR Programme



1. Name : _____
2. Gender : Male / Female
3. Age & Date of Birth : _____
4. Educational Qualification : _____
5. Native district : _____
- Area of Expertise and Experience : Subject:.....
Experience (years): Teaching.....
Industry.....
6. Contact Address & Mobile No : _____
7. Experience, if any : _____
8. Details of Bank Account : Name of Bank : _____
Name of Branch : _____
Account No : _____
IFSC Code : _____
9. Details of Enclosures : _____

Declaration

I hereby declare that I am interested in applying for the post of trainers for the HSR programme of Ministry of Tourism, Government of India implemented by KITTS and agree the terms and condition of KITTS.

Name & Signature

Place & Date:

Note: Those who are applying for the post of trainers should attach their bio-data along with the attested copies of the all relevant certificates.