

**Kerala Institute of Tourism and Travel Studies (KITTS)**  
**Residency Compound, Thycaud, Trivandrum – 14**  
**Phone: +91-471-2329468, +91-471-2339178**  
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**Website: [www.kittsedu.org](http://www.kittsedu.org)**

2439/KITTS/HSR-III/2014-2015

8.04.2014

**Application for the Post of District Coordinator for HSR Programme**

KITTS invites application from eligible candidates those who have passed out from KITTS holding MBA Travel and Tourism / One year short term courses in Travel and Tourism and Hospitality to coordinate Hunar Se Rozgar Programme (HSR) programme of Ministry of Tourism, Government of India for the year 2014-15 in the 14 districts of Kerala. The conditions are given below;

**A. Academic Qualifications & Experience**

1. The candidates must be the student of KITTS holding certificate in MBA Travel and Tourism / One year short term courses in Travel & Tourism and Hospitality conducted by KITTS.
2. The candidate must be having at least 55% of marks.
3. The candidates must be having at least of one year experience in the relevant field.
4. The age limit for the candidates is 18 – 35 years.

**B. Terms and Conditions**

1. The tenure is short term period and on contract basis for the period of the training programme and as per requirement only.
2. Preference shall be given to the MBA (Travel and Tourism) holders.
3. Preference shall be given to those candidates who are the native of the district and KITTS shall make use of the service of candidates for other districts only if KITTS receive more applications.
4. The selected candidates shall be given a consolidated amount of Rs.12,000/- per month for the conduct of the programme in the district and for the period of programme.
5. The service of the candidates would be retained to coordinate further HSR programme for the concerned district if KITTS receives required number of applications.
6. KITTS shall provide travel allowance for the conduct of the meeting and discussions in connection with the conduct of the programme only after the submission of original bills and vouchers to KITTS.

7. No DA will be provided to candidates by KITTS and the remuneration shall be made only through bank / NIFT.

### **C. Roles and Responsibilities**

1. The candidates are expected to collect and verify the application forms and related documents.
2. The candidates are expected to make field visit, conduct meeting with local authority / representatives and make local arrangements for the conduct of the course.
3. The candidates should maintain all related documents under safe custody and submit the same to KITTS as and when required and on completion of the course.
4. The candidates should visit all centers where the programme is conducted to ensure the successful conduct of the HSR programme.
5. The candidates are expected to submit weekly report in the prescribed format and submit the course report on completion of the programme to KITTS.
6. Conduct discussions with hoteliers to ensure placements to the interested trainees on successful completion of the course.
7. Coordinate with trainers / resource persons for the successful conduct of the programme.
8. The Coordinator shall make arrangements for hall, class room facilities and lunch arrangements to the trainees during the entire working days of the programme.

Interested candidates may submit their Bio-data and attested copies of certificates to KITTS (either by post or by email to [babu@kittsedu.org](mailto:babu@kittsedu.org)) along with the application form given in the annexure I one or before 21.05.2014.

**\*Note:** *The decision of KITTS is final related to all the procedures, terms and conditions*

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**Application Form for District Coordinator for HSR Programme**

1. Name :
2. Gender : Male / Female
3. Age & Date of Birth :
4. Educational Qualification :
5. Native district :
6. Contact Address & Mobile No :
  
7. Course studied at KITTS :  
& Year of Study :
8. Experience, if any :
9. Details of Bank Account :  
Name of Bank :  
Name of Branch :  
Account No :  
IFSC Code :



**Declaration**

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

Name & Signature

Place & Date: