



Notification No.:- 02/2018

Dated 23rd February, 2018

INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT
(An Autonomous Body under Ministry of Tourism, Govt. of India)

EMPLOYMENT NOTICE

Indian Institute of Tourism and Travel Management (IITTM) is a autonomous body under Ministry of Tourism, Government India, and is a premier national institute engaged in tourism education, research and training. It operates from five campuses located at Gwalior (Head Quarter), Bhubaneswar, Noida, Goa and Nellore. Its profile of activities include running of tourism related graduate and post graduate management courses and conducting of training programmes for Ministry of Tourism, Govt. of India and many State Governments. This institute also actively engages itself in research and consultancy activities. IITTM provides the best possible atmosphere and experience of working in complex and diverse environments as well as opportunity to work on live projects is continuous and unmatched.

IITTM invites applications for the following non-teaching positions:

| Recruitment for Non-teaching Positions | | | | | |
|--|-------------|----------|--|------------------------------|-----------------------|
| Name of post | No. of post | Category | Place of posting | Pay Matrix Level | Recruitment procedure |
| Assistant Administrative Officer | 02 | UR | One each at Noida & Nellore respectively | Level-6, Rs. 35400-112400 | Direct Recruitment |
| Accounts Assistant | 01 | UR | Nellore | Level-6, Rs. 35400-112400 | Direct Recruitment |
| Junior Stenographer | 01 | UR | Gwalior | Level-4, Rs. 25500-81100 | Direct Recruitment |

1- Assistant Administrative Officer No. of Post: 02 (UR) (By Direct Recruitment)
Pay Matrix Level-6, Rs. 35400-112400 (PB-2, Rs. 9300-34800 with GP- Rs. 4200/- Pre-revised)

Essential Qualifications:

- (i) Bachelor's Degree from a recognized University with minimum 50% marks.
- (ii) Five years experience of Administration/Accounts work in Central Government/ State Government/Autonomous Body/ Public Sector Undertaking/ Private Organization.

Desirable Qualifications:

- a) Working knowledge on computers.

Age Limit: The maximum age limit is 35 years as on closing date of receipt of application (Relaxation up to 5 years in respect of IITTM regular staff and Central Government Employees as per DoPT instructions issued from time to time)

2- Accounts Assistant **No. of Post: 01 (UR)** **(By Direct Recruitment)**
Pay Matrix Level-6, Rs. 35400-112400 (PB-2, Rs. 9300-34800 with GP- Rs. 4200/- Pre-revised)

Essential Qualifications:

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

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.

3- Junior Stenographer **No. of Post: 01 (UR)** **(By Direct Recruitment)**
Pay Matrix Level-4, Rs. 25500-81100 (PB-1, Rs. 5200-20200 with GP- Rs. 2400/- Pre-revised)

Essential Qualifications:

- (i) 10+2 passed with a certificate in stenography from a recognized institution with minimum speed of 80/40 wpm in English shorthand/typewriting.

Desirable Qualifications:

- (a) Graduate from a recognized University.
(b) Knowledge of computer and Hindi typewriting

Age Limit: Not exceeding 28 years on the prescribed last date of submission of applications.

GENERAL TERMS AND CONDITIONS

- i) Completed application as per the prescribed format duly forwarded through proper channel with **application fee of Rs.1000.00 (Rs.500/- for SC/ST/PH) in the form of Bank Draft** drawn in favour of **the Director, IITTM**, payable at **Gwalior**, should reach **the Director, Indian Institute of Tourism and Travel Management, Govindpuri, Gwalior (MP)- 474 011** on or before **09th April 2018**.
- ii) 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.
- iii) Aspirants are advised to satisfy themselves before applying for the post that they possess at least the minimum essential qualification as laid down in the advertisement/IITTM website.
- iv) The Mere possession of the essential qualifications will not entitle the aspirant to be called for written test/interview.
- v) Certificate in support of experience of the aspirant should be in proper format i.e. it should be on the organization's letter-head, the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
- vi) Relaxation in educational qualification, experience, age, etc. in the case of reserved category aspirants will be permissible as per Government of India rules.
- vii) Aspirants belonging to SC/ST category must submit the reservation certificate issued by the competent authority, not below the rank of Tahsildar. In the case of OBC candidate, recent certificate should be issued by the competent authority particularly with reference to Non-creamy layer. Those who fail to submit the required certificate(s) on the last date of application, will be treated as General Category candidates, subject to fulfillment of other terms & conditions.
- viii) The Aspirants applying under PWD Category are required to submit the Disability Certificate issued by the competent authority in the format prescribed by Government of India for this purpose. 16.
- ix) No TA/DA shall be paid to the Aspirants for attending the written test/interview.
- x) IITTM can verify the antecedents as well as documents submitted by aspirant at the time of appointment or during the tenure of service. In case of submission of any fake document, clandestine antecedents or suppression of material information, services of the incumbent in the IITTM shall be terminated forthwith.
- xi) 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 Aspirant in the case of selection.
- xii) The Application form as per the prescribed format may be created or downloaded in **A-4** size paper.
- xiii) The last date for receiving of completed applications and crucial date for calculation of essential qualification & experience is **09th April 2018**.

- xiv) Aspirants are advised to submit their applications well in time and need not wait till the last date of application. The IITTM will not be responsible for any postal delay etc. and no correspondence or telephonic/electronic query will be entertained from Aspirants regarding postal delay, 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) Aspirants those already in service may 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) will be produced at the time of written test/interview.
- xvi) IITTM reserves the right not to fill any of the post(s). There could be an increase or decrease in the number of posts.
- xvii) The IITTM reserves the right to make any corrections/additions in the advertisement/website before the last date prescribed for the receipt of applications. Aspirants are therefore advised to be in continuous lookout for announcement in the website: www.iitm.ac.in .
- xviii) Applications should be sent/submitted by super-scribing the name of the **post applied for** on the top of envelope.
- xix) Application received after the closing date or incomplete in any manner i.e. without the required papers/enclosures/information as prescribed, without signature or without the prescribed fee, shall be summarily rejected.
