

# IITTM



पर्यटन विद्या  
संस्कृति आन

INDIAN INSTITUTE OF TOURISM  
AND TRAVEL MANAGEMENT

An Autonomous Body under Ministry of Tourism,  
Government of India

[www.iittm.ac.in](http://www.iittm.ac.in)

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

## **Manager -01**

**Essential Qualification & Experience :** Minimum MBA (Tourism) or equivalent degree in tourism with minimum of 5 years of experience in Tourism/ adventure Tourism or similar domains. Candidates with higher qualification and experience shall be given preference.

## **Assistant Manager-02**

**Essential Qualification & Experience :** Minimum MBA (Tourism) or equivalent degree in tourism with minimum of 2 years of experience in Tourism/ adventure Tourism or similar domains. Candidates with higher qualification and experience shall be given preference.

The interested candidates may apply online through following form available on institute website by 21.10.2023 by 5:00 PM and email the same to [jobsiittm@gmail.com](mailto:jobsiittm@gmail.com). Last Date to apply is 03-11-2023. Please visit for more details: [www.iittm.ac.in](http://www.iittm.ac.in).

**Director - IITTM**

**Admission Open at IITTM for Session 2023**  
**Courses Offered: MBA (TTM) and BBA (TT)**

**Notification for engagement of Manager & Assistant Manager  
for Central Nodal Agency – Adventure Tourism  
Dated 21.10.2023**

**Positions to be filled:**

- Managers No. of position (01)
- Assistant Managers No. of position (02)

**Profile Description:**

<b>Designation</b>	<b>Manager</b>	<b>Assistant Manager</b>
<b>No. of posts</b>	01	02
<b>Location</b>	IITTM Goa	IITTM Goa- 01 IITTM Gwalior- 01
<b>Qualification &amp; Experience</b>	Minimum MBA (Tourism) or equivalent degree in tourism with minimum of 5 years of experience in Tourism/ adventure/ sustainable tourism or similar domains. Candidates with higher qualification and experience shall be given preference.	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.
<b>Nationality</b>	Indian	Indian
<b>Age Limit</b>	Not more than 40 years (As on 21.10.2023 )	Not more than 35 years (As on 21.10.2023 )
<b>Nature of Engagement</b>	Contractual	Contractual
<b>Period of Engagement</b>	1 year	1 year
<b>Remuneration</b>	Rs 70,000 (Fixed) (includes out-of-pocket expenditure and statutory deductions)	Rs 50,000 (Fixed) (includes out-of-pocket expenditure and statutory deductions)
<b>Selection Procedure</b>	Multiple rounds of Interview by IITTM as well as MOT	Multiple rounds of Interview by IITTM as well as MOT

## **Tourism Manager - 01**

### **Educational Qualification:**

- Minimum MBA (Tourism) or equivalent degree in tourism.

### **Experience:**

- Minimum of 5 years of experience in tourism/ adventure/ sustainable tourism or related areas in the supervisory or managerial capacity.
- Experience in handling Central/ State Government Funded Adventure Tourism Destination Development Projects in aspects like execution, implementation, research, monitoring and evaluation of tourism and hospitality projects shall be given preference.
- Excellent comprehension copywriting and creative writing skills.
- Strong verbal and written communication skills.

### **Job Description:**

- Proactive liaison between Central and State Government for effective implementation of the National Strategy for Adventure Tourism.
- Assistance in mainstreaming adventure tourism sector in India through coordination for effective implementation of policy, strategies and roadmaps related to adventure tourism.
- Assistance in research and preparation of Tourism Development Plans, Project Proposals and Concept Presentations and Pitch Presentations for various projects of the Ministry of Tourism pertaining to adventure tourism.
- Assistance in monitoring and evaluation to assess effective implementation of various schemes, initiatives and projects under the National Strategy for Adventure Tourism published by the Ministry of Tourism.
- Coordination with State Governments and leading industry players for expert inputs to improve efficiency of adventure tourism projects.
- Assistance in identifying national and global best practice and prepare tool kits for their replication by the States.
- Undertake qualitative and quantitative research for benchmarking policies and standards and preparation of model policies and standards.
- Assistance in capacity building measures including setting up of Resource Centres and Centres of Excellence, conduct of workshops, visits and training programmes.
- Suggest policy measures, guidelines, strategic interventions and initiatives to promote growth and development of sustainable tourism sector in the country.
- Facilitating for adoption of digital technologies in adventure tourism.
- Formulation of a dedicated scheme to support development of adventure tourism in the Country.
- Organize and coordinate with stakeholders for meetings and presentations.
- Any other support, which can facilitate the development of adventure tourism in the country

**Location:** IITTM, Goa

**Starting Date:** Immediate Joining

**Remuneration:** Rs 70,000

## **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, Gwalior

**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.

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**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**

<b>Managers*</b>		<b>Assistant Managers*</b>	
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Please affix a recent  
passport size photograph

1. Full name


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)


3. Present address:


4. Permanent address:


Office:                      Residence:

Fax:		
E-Mail:		
Telephone:		



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


3. Present address:


4. Permanent address:


Office:                      Residence:

Fax:		
E-Mail:		
Telephone:		

5. Date of birth     
 (in figures) 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

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

Employer	Position held	Exact Date to be given		Pay level	Nature of Duties performed
		From	To		

8. Details of last drawn: (supporting certificate-LPC to be attached)

Pay level	Basic	Allowances	Total
		DA+HRA+TA+others	

9. Any other information which you may like to mention:

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10. Details of enclosures:

S. No.	Particulars of enclosures
1	
2	
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7	
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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
		034422010000053	
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