



Indian Institute of Tourism and Travel Management
(An Autonomous body under Ministry of Tourism, Govt. of India) **Govindpuri,**
Gwalior– 474 011 (MP)
Tel.-0751-2345821-22, 2437300, Fax-0751-2344054

Dated: 07.09.2021

NOTIFICATION

Indian Institute of Tourism & Travel Management is a multi campus institute having its centers at Gwalior, Bhubaneswar, New Delhi, Goa and Nellore. Institute offers education, training, research and consultancy in sustainable management of tourism, travel and other allied sectors. IITTM is conducting full time two years MBA (Tourism & Travel Management) and three years BBA (Tourism & Travel) programs. This institute invites applications for engagement of two consultants for a period of one year in Indian ***Institute of Tourism and Travel Management, Govindpuri, Gwalior.***

Position:	<i>Consultant (Admn. and Finance)</i>
No. of positions	<i>1</i>
Period of engagement:	<i>one year</i>
Expertise/Experience:	<i>Consultant (Admn. & Finance) - Knowledge of the work of Administration-establishment and Accounts of government bodies/ departments/ institutes/ College or University.</i>
Eligibility:	<i>Retired or retiring government servant's up to pay level-11 as per 7th CPC (Grade pay of Rs.6600 as per 6th CPC), having sufficient experience in supervising work in Administration/ Finance etc.</i>
Age group:	<i>60-62 years.</i>
Remuneration:	<i>A fixed monthly amount of Rs. 40,000/- or as per the Governments norms, arriving at by deducting the basic pension (gross) from the last basic pay drawn at the time of retirement, whichever is less, shall be paid. No increment and Dearness Allowance shall be allowed during the term of the contract. With regard to amount of remuneration, the decision of the Director, IITTM shall be final.</i>
Job Description:	<i>Consultant (Administration & Finance): all the activities related with Administration and Account).</i>
How to apply:	<i>Interested retired government servants may apply in prescribed application format given in IITTM website: www.iittm.ac.in and send it to "The Director IITTM, Govindpuri, Gwalior (MP)-474011" at the time of walk-in-interview on 11.09.2023.</i>

Terms and condition for engagement of Consultant

1. ESSENTIAL QUALIFICATION:

Retired or retiring government servant's up to pay level-11, as per 7th CPC (Grade pay of Rs.6600 as per 6th CPC), having sufficient experience in supervising work in Administration/ Finance / Examination etc.

2. PERIOD OF ENGAGEMENT:

1. The initial engagement as Consultant would be for a period of one year, which may be extended beyond one year depending upon the requirement of IITTM and performance review of the consultants, but shall not be extended beyond 5 years after superannuation.
2. The engagement of Consultants would be on a full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with IITTM.
3. The engagement of Consultants would be of a temporary nature (contract basis) against the tasks assigned. The engagement can be terminated at any time by IITTM without assigning any reason.

3. GENERAL REQUIREMENTS FOR CONSULTANT:

The candidate should have retired from Ministries/ Departments/ Autonomous bodies of Government of India, having experience of supervisory work in Government bodies preferably in the concerned fields for the role of Consultant. The personnel who have retired on 31.08.2023 on attaining the age of superannuation are eligible.

4. REMUNERATION PAYABLE TO CONSULTANT:

A fixed monthly amount of Rs. 40,000/- or as per the Governments norms, arrived at by deducting the basic pension (gross) from the last basic pay drawn at the time of retirement, whichever is less, shall be paid. No increment and Dearness Allowance shall be allowed during the term of the contract. With regard to amount of remuneration, the decision of the Director, IITTM shall be final.

5. METHOD OF SELECTION OF CONSULTANT:

The engagement of Consultant will be purely on contract basis. Candidates meeting the conditions in Para-1 above shall be shortlisted and will be called for interview. A panel would be formed of the candidates who qualify in the interview and would be engaged as Consultant as per the requirement of IITTM.

6. **WORKING FACILITIES TO BE PROVIDED:**

Only the basic working facilities/infrastructure will be provided to the Consultants. No Transport or Telephone / Internet facility at residence etc. shall be provided.

7. **OTHER ENTITLEMENTS OF CONSULTANT:**

1. **LEAVE:** Paid leave of absence will be allowed at the rate of 1.5 day for each completed month of service. Unavailing leave will be carry forwarded to the next month. Accumulation of leave beyond a calendar year shall not be allowed.
2. **TA /DA:** No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants would be entitled to draw TA/DA for work-related travel as per his/ her last entitlement at the time of retirement as per the Government norms, in case he/she is deputed for official work outside Gwalior.
3. **HRA & TRANSPORTATION ALLOWANCE:** No HRA and Transportation allowance will be provided by IITTM.
4. **Dearness Allowance:** No DA shall be admissible.

8. **CONFIDENTIALITY OF DATA AND DOCUMENTS:**

The Consultants shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of the Director-IITTM. The Consultant shall sign an agreement of confidentiality with the Government of India to this effect which shall contain a clause on Ethics and Integrity.

9. **WORKING HOURS:** The Consultants shall have to work as per the working hours of IITTM. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

10. **RIGHTS OF IITTM:** IITTM reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without assigning any reason, whatsoever.

11. **TERMINATION OF ENGAGEMENT:** IITTM may terminate the services of the Consultants, if:
- i) The Consultant is unable to accomplish the assigned works.
 - ii) Quality of the accomplished work is not to the satisfaction of IITTM.
 - iii) The Consultant fails in timely achievement of the milestones as decided by IITTM.
 - iv) The Consultant is found lacking in honesty and integrity.
 - v) Posting of a government official who could do the Consultant's job.
 - vi) The requirement of Consultant for the work assigned ceased to exist.
 - vii) The undertaking given by the candidate is found false.
 - viii) The consultant completes 5 years of retirement.
 - ix) The services can be terminated by giving one month's notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

Candidate may also please note that:

1. The duly filled application form shall be submitted to **The Director, Indian Institute of Tourism and Travel Management, Govindpuri, Gwalior-474011 at the time of walk-in-interview** along with a **cover letter** typed on A-4 size paper. Envelope containing the application must be super-scribed in bold letters as **"Application for the position of "Consultant (Admn. & Finance)"**.
2. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects for the post(s) for which he/she is applying.
3. Incomplete application (s) will be rejected and applicants present after scheduled time will not be entertained. If any candidate is found canvassing for his/her selection, he/she will be disqualified for being called for interview/being selected.
4. Self attested copies for Birth, Educational/Technical Qualification, Experience, retirement certificates and last pay certificate must be attached with the application.



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APPLICATION FORM
For consultant (Admin & Finance)

Please affix a recent passport size photograph

1. Full name

Married

Single

Male

Female

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)

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Day

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Month

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Year

6. Date of retirement:

(in figures)

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Day

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Month

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Year

7. 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

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

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

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

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

10. pension if any (supporting certificate to be attached)

Pay level	Present Basic	Allowances	Total

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

12. Details of enclosures:

S.No.	Particulars of enclosures
1	
2	
3	
4	
5	
6	
7	
8	

13. 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 :