



India Tourism Development Corporation Ltd.
(A Government of India Undertaking)

INDIA TOURISM DEVELOPMENT CORPORATION Ltd., a miniratna PSU, is engaged in the task of helping the development of tourism infrastructure and promoting India as tourist destination. ITDC's core activities include managing and operating Hotels, providing transport facilities, entertainment, event management and duty free shopping facilities etc. The Ashok Institute of Hospitality & Tourism Management of the Corporation imparts training and education in the field of tourism and hospitality.

ITDC invites applications for the following posts on Direct Recruitment basis in Ashok International Trade Division:-

Post Code	Designation	Pay Scale (IDA)	Max. Age limit as on 01.12.2023	No. of Vacancies
Sales Assistant/05/23	Sales Assistant	Rs. 19,970- 71,610/-	30 years	07 (04-UR, 02-OBC and 01-SC)
Jr. Assistant (Accounts)/06/23	Jr. Assistant (A/cs)	Rs. 19,970- 71,610/-	30 years	02 (UR)

* Relaxation for SC/ST/OBC/PwD/Ex-Servicemen will be as per Govt. of India directives

UR – Unreserved, OBC - Other Backward Classes, SC – Scheduled Caste, ST- Scheduled Tribe, PwD- Persons with Disability

Eligibility Criteria

Post	Sales Assistant
<u>Post Code</u>	Sales Assistant/05/23
<u>Eligibility Criteria</u>	Candidate must have cleared TIER-1 of the Combined Graduate Level Examination (CGL) of SSC in either of the year i.e 2020 or 2021 or 2022.
<u>Experience</u>	Candidate must have at least one year of experience in Sales/Marketing.
Post	Jr. Assistant (A/cs)
<u>Post Code</u>	Jr. Assistant (Accounts)/06/23
<u>Eligibility Criteria</u>	Candidate must have cleared TIER-1 of the Combined Graduate Level Examination (CGL) of SSC in either of the year i.e 2020 or 2021 or 2022.
<u>Experience</u>	Candidate must have at least one year of experience in Finance & Accounts.

Note: Candidates can be posted in any of the Regional offices, Duty Free shops currently existing or may come in future or any other location of ITDC based on the operational requirement.

How to apply:

1. Candidates will be required to apply online through ITDC website: <https://itdc.co.in/careers> No other means / mode of application shall be accepted. Applications will be accepted from **11:00 Hrs on 19.12.2023 to 23:59 Hrs on 11.01.2024**.
2. Before registering/applying online, candidates are advised to go through detailed instructions related to the application process. The candidate should possess the following and keep the same handy while applying online:
 - (i) Valid email ID and mobile no.
 - (ii) The candidate should have scanned copy of Latest passport photograph and signature in JPG/JPEG format (**size not exceeding 1 MB**) ready for uploading before applying on-line. Size of the photo should be 450 pixels (H) x 350 pixels (W). Size of signature file should be 200 pixels (H) x 600 pixels (W).
 - (iii) After submitting online application, application form generated by the system with unique registration number will be sent to candidate's email id. Candidate should keep the form with him/ her for future reference.
 - (iv) Candidates are NOT required to submit hard copy of application form to ITDC at this stage.
 - (v) ITDC shall not be responsible for non-receipt of online applications or where the application is rejected due to wrong information filled up by the candidate.
 - (vi) Request for change of Mailing address/ email ID/ category/ posts as declared in the online application will not be entertained.
 - (vii) Candidate needs to upload all supporting documents (age, qualification, experience, NOC, Caste certificate etc.)

Note: Eligible candidates are advised to submit only one application through online. If more than one application is received from a candidate, most recent (current) application will be considered.

3. At the time of submission of online application, candidates are required to pay a non-refundable application fee of **Rs. 500/- (Rupees Five Hundred only) (excluding applicable Convenience Fee and Taxes)**. Further candidates belonging to SC/ST & PwD category are exempted from this payment of application fee.

General Information and Instructions:

1. The candidates meeting the eligibility criteria can only apply. The candidates will be required to produce the original documents in support of qualification, experience and age at the time of document verification. Mere submission of application does not confer any right on the individual for selection.
2. Candidates are advised to carefully read the full advertisement for details of eligibility criteria before submission of application.
3. Before applying, candidates are advised to go through the requirements of essential qualification, requisite experience, age etc and satisfy themselves that they are eligible for the posts. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and decision of ITDC shall be final.
4. Wherever CGPA/OGPA/DGPA or Letter Grade is awarded, its equivalent percentage of marks must be indicated in the online application as per norms adopted by University/Institute. Candidate are advised to upload CGPA/OGPA/DGPA conversion methodology to percentage as applicable in the university/institute.

5. In case the University/Institution does not have any scheme for converting CGPA in to equivalent percentage, the equivalence would be established by dividing the candidates CGPA by maximum possible CGPA and multiplying the result with 100.
6. If any certificate etc. is issued in a language other than Hindi/English, candidates are advised to submit a certified translation of the same in either Hindi or English language.
7. The candidates working with Govt. Departments, Public Sector Enterprises etc should upload No Objection Certificate (NOC) from the department concerned. In case NOC is not available at the time of applying, an undertaking needs to be uploaded that NOC will be produced at the time of document verification.
8. Age relaxation for SC/ST/OBC/PwD etc. shall be as per the Govt. directives. Name of caste to which candidate belongs must appear in the Central list of OBC/SC/ST of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under GOI and Central Govt. Public Sector Undertakings. Only those OBC's belonging to non-creamy layer of OBC which are included in the Central lists of OBC are eligible for the posts reserved for OBC's and age relaxation. The OBC (NCL) certificate should have been issued in the FY 2022-23 in the latest format prescribed by Government of India.
9. The OBC Category candidates who belong to "Creamy Layer" are not entitled for OBC (NCL) concession/reservation and such candidates shall have to apply as "General" category candidate.
10. Applicants should give clear and complete postal address, email id, and phone number for correspondence. E-Mail ID so provided must be valid for at least two years after issuance of this advertisement. ITDC shall not be responsible for any postal delay/wrong delivery/non-delivery of any communication at any stage of the recruitment process. ITDC will exercise due care to avoid error in all stages of the recruitment process, however, it shall not take any liability for any error as may inadvertently occur in the process.
11. Misrepresentation or falsification of facts detected at any stage of the recruitment process or instances of misconduct/misbehavior at any stage shall result in cancellation of candidature without any notice and no correspondence in this regard shall be entertained. Canvassing in any manner would entail disqualification of Candidature.
12. The candidates not selected shall not be communicated regarding the status of their candidature. No correspondence will be entertained about the outcome of the application, at any stage.
13. ITDC reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.
14. Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on "Careers" section of ITDC website: <https://itdc.co.in/careers> only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.
15. Any queries related to the advertisement may be addressed specifically at hr@itdc.co.in

Checklist for enclosures/Documents to be uploaded:

1. Birth Certificate/Matriculation Certificate in proof of Date of Birth.
2. Graduation Mark sheet & Certificate.
3. Score card of TIER-I of Combined Graduate Level Examination (CGL) cleared in either of the year i.e 2020 or 2021 or 2022.

4. Experience certificates of all previous employers containing specific date of joining and relieving.
5. Present employment documents / Appointment letter with joining details from the current employer
6. Latest pay slip from current employer.
7. Caste/Disability certificate if applicable as per prescribed format of Govt. of India/issued by Competent Authority.
8. Additional/Desirable qualification & experiences relevant to the field to be mentioned in the table.
9. NOC / Undertaking for Govt. / PSU employees

Important Dates:

Sl. No.	Activity	Date
1.	Commencement of On-Line registration of application by candidates	19.12.2023 (From 11:00 Hrs onwards)
2.	Last date for on-line registration & Submission of application by candidates	11.01.2024 (Till 23:59 Hrs)

Important Instructions

1. The Online Application shall be deemed to be submitted only upon receipt of system generated Application Form in candidate's email id. Incomplete application and without requisite documents will be summarily rejected without any communication to the candidate.
2. Candidates are advised to go through all instructions before applying and ensure all columns are filled properly.
3. Candidates are advised in their own interest to complete the registration process, pay application fee online (as applicable) and final submission of online application sufficiently in advance before the last date so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.
4. All supporting documents (for qualification, age, experience, others) to be uploaded as one PDF file under the heading Document Details in Documents column. Maximum file size is 10 MB.
5. Convert CGPA/OGPA/DGPA into percentage while applying. Supporting documents for conversion formula also may be uploaded with all supporting documents.
6. Photo to be uploaded in JPG/JPEG format under Document Details in Photo column. Size of the photo should be 450 pixels (H) x 350 pixels (W).

