



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. Apart from this ITDC also imparts training and education in the field of tourism and hospitality.

ITDC invites applications for the following regular posts on Direct Recruitment basis:-

| Post Code | Designation and Grade | Pay Scale (IDA) | Max. Age limit as on 01.04.2025 | No. of Vacancies |
|-------------------|---|------------------------|---------------------------------|------------------------------|
| DGM (ATT)/01/25 | Dy. General Manager (Ashok Travel & Tours), E-4 | Rs. 70,000- 2,00,000/- | 45 years | 02 (01-UR and 01-SC) |
| Mgr (F&A)/02/25 | Manager (F&A), E-2 | Rs. 50,000- 1,60,000/- | 35 years | 01 (01-UR) |
| AM (HO)/03/25 | Assistant Manager (Hotel Operation), E-1 | Rs. 40,000- 1,40,000/- | 30 years | 05 (02-OBC, 02-SC and 01-ST) |
| Chef/04/25 | Chef, E-1 | Rs. 40,000- 1,40,000/- | 30 years | 04 (02-OBC, 01-ST & 01-UR) |
| AM (AITD)/05/25 | Assistant Manager (AITD), E-1 | Rs. 40,000- 1,40,000/- | 30 years | 02 (02-UR) |
| AM (Events)/06/25 | Assistant Manager (Events), E-1 | Rs. 40,000- 1,40,000/- | 30 years | 03 (02-OBC and 01-ST) |
| AM (MM&D)/07/25 | Assistant Manager (MM&D), E-1 | Rs. 40,000- 1,40,000/- | 30 years | 02 (01-UR and 01-OBC) |
| AM (HR)/08/25 | Assistant Manager (HR), E-1 | Rs. 40,000- 1,40,000/- | 30 years | 03 (01-UR, 01-OBC & 01-SC) |
| AM (ATT)/09/25 | Assistant Manager (Ashok Travel & Tours), E-1 | Rs. 40,000- 1,40,000/- | 30 years | 01 (01-OBC) |
| AM (Legal)/10/25 | Assistant Manager (Legal), E-1 | Rs. 40,000- 1,40,000/- | 30 years | 01 (01-UR) |
| ACS/11/2025 | Assistant Company Secretary, E-1 | Rs. 40,000- 1,40,000/- | 30 years | 02 (02-UR) |

**Age 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 | Dy. General Manager (Ashok Travel & Tours) |
| Post Code | DGM (ATT)/01/25 |
| Qualification | <p>(a) Graduate in any discipline with minimum 55% marks from Govt. recognized University/Institute in India.</p> <p>OR</p> <p>(b) Graduate with 02 years MBA or Masters/PG Diploma in Tourism/Travel with minimum 55% marks from Govt. recognized University/Institute in India. (Preference will be given to candidates qualifying under this criteria).</p> |
| Experience | <p>Minimum 13 years of post-qualification work experience in Executive capacity in Tours & Travels/Tourism field.</p> <p>(i) Executives who are working / have worked in Govt. / PSU etc. should have experience of one year in one scale below i.e. Rs. 60000-180000/- IDA revised E-3 level / Rs. 67,700-2,08,700/- CDA revised on regular basis.</p> <p>OR</p> <p>(ii) Executives who are working/have worked in pvt. Sector or not covered under Pt(i) above, should have drawn minimum annual CTC of Rs. 18 Lakhs per annum for last one year (excluding PRP amount).</p> |
| Desirable :- | Candidates having experience in Logistics & Cargo will have added advantage. |
| Post | Manager (F&A) |
| Post Code | Mgr (F&A)/02/25 |
| Qualification | CA / ICWA or Post Graduate Diploma in Management (with specialization in finance) / MBA (Finance) with 55% marks from any Govt. recognized University / Institute. |
| Experience | <p>Minimum 07 years of post-qualification experience in relevant field.</p> <p>(i) Executives who are working / have worked in Govt. / PSU etc. should have experience of one year in one scale below i.e. Rs. 40000-140000/- IDA or Rs. 56,100-1,77,500/- CDA revised on regular basis.</p> <p>OR</p> <p>(ii) Executive who are working / have worked in Private Sector / Banking / Insurance / Financial sector should have at least 2 years of experience in companies listed in NSE or BSE (in group A or B) out of prescribed total minimum 7 years post qualification experience and should be presently drawing minimum Annual CTC of Rs. 9 lakhs per annum for last one year.</p> |
| Desirable :- | <p>1. Company Secretary</p> <p>2. Candidate should have working knowledge / conversant in computer application such as MS office.</p> |
| Post | Assistant Manager (Hotel Operations) |

| | |
|-----------------------------|---|
| <u>Post Code</u> | AM (HO)/03/25 |
| <u>Qualification</u> | Full time Degree in Hospitality Management & Hotel Administration with minimum 55% marks from a Govt. recognized University / Institute in India or equivalent Degree from abroad approved by Govt. of India with minimum 55% marks. |
| <u>Experience</u> | Minimum 02 years of post-qualification experience in Hotel Operation/Hospitality Business. Present / last drawn annual CTC should not be less than Rs. 5 Lakhs per annum. |
| <u>Desirable :-</u> | Candidates who have qualified NHTET and have teaching experience in a NCHMCT recognised institute of minimum 01 year will have added advantage. |
| <u>Post</u> | Chef |
| <u>Post Code</u> | Chef/04/25 |
| <u>Qualification</u> | Full time Degree in hospitality Management & Hotel Administration with minimum 55 % marks from a Govt. recognized University / Institute in India or equivalent Degree from abroad approved by Govt. of India with minimum 55% marks. |
| <u>Experience</u> | Minimum 02 years of post-qualification experience in relevant field. Present / last drawn annual CTC should not be less than Rs. 5 Lakhs per annum. Trade Test will be a part of selection procedure. |
| <u>Desirable :-</u> | Candidates who have qualified NHTET and have teaching experience of minimum 01 year in a NCHMCT recognised institute will have added advantage. |
| <u>Post</u> | Assistant Manager (Ashok International Trade Division) |
| <u>Post Code</u> | AM (AITD)/05/25 |
| <u>Qualification</u> | Full time MBA or PGDBA / PGDBM / PGDM of equivalent duration i.e. 2 years in Sales / Marketing / Foreign Trade / Retail Management / Tourism from a Govt. recognized University / Institute with minimum 55% marks. |
| <u>Experience</u> | Minimum 02 years' of post qualification experience in relevant field. Present / last drawn annual CTC should not be less than Rs. 5 Lakhs per annum. |
| <u>Desirable :-</u> | Preference will be given to candidates with sound knowledge of Indian Customs regulations and Import-Export procedures. |
| <u>Post</u> | Assistant Manager (Events) |

| | |
|-----------------------------|---|
| <u>Post Code</u> | AM (Events)/06/25 |
| <u>Qualification</u> | <p>(a)Full time Degree in Hotel Management / Hospitality Management / Hotel Administration with minimum 55 % marks from a Govt. recognized University / Institute.</p> <p>OR</p> <p>(b)Full time MBA or PGDBA/PGDBM/PGDM of equivalent duration i.e of 02 years in Event Management with minimum 55 % marks.</p> |
| <u>Experience</u> | <p>Minimum 02 years of post-qualification experience in Banquet / Hotel Operation / Event Management / Hospitality.</p> <p>Present / last drawn annual CTC should not be less than Rs. 5 Lakhs per annum.</p> |
| Post | Assistant Manager (MM&D) |
| <u>Post Code</u> | AM (MM&D)/07/25 |
| <u>Qualification</u> | <p>(a)Full time MBA in Material Management with minimum 55% marks.</p> <p>OR</p> <p>(b)Graduate with 2 years PG Diploma in Material Management with minimum 55% marks.</p> <p>The above degree should be obtained from Govt. recognized University or Institute.</p> |
| <u>Experience</u> | <p>Minimum 02 years of post-qualification experience in relevant field.</p> <p>Present / last drawn annual CTC should not be less than Rs. 5 Lakhs per annum.</p> |
| Post | Assistant Manager (HR) |
| <u>Post Code</u> | AM(HR)/08/25 |
| <u>Qualification</u> | Full time MBA or PG Degree / Diploma in Management of minimum 2 years duration with specialization (major subject) in HR / Personnel Management / IR / Labour Welfare from a Govt. recognized University / Institute with minimum 55% marks. |
| <u>Experience</u> | <p>Minimum 02 years of post-qualification experience in relevant field.</p> <p>Present / last drawn annual CTC should not be less than Rs. 5 Lakhs per annum.</p> |
| <u>Desirable :-</u> | Degree in Law. |
| Post | Assistant Manager (Ashok Travel & Tours) |
| <u>Post Code</u> | AM(ATT)/09/25 |

| | |
|--|--|
| <u>Qualification & Experience</u> | <p>(a) Full time Graduate in any discipline with minimum 55% marks from any Govt. recognized University / Institute in India with minimum 4 years post qualification work experience in Tours / Travel / Air Ticketing.</p> <p>OR</p> <p>(b) Full time Graduate with 2 years MBA/ Masters / PG Degree / PG Diploma in Tours / Travel / Tourism with minimum 55% from Govt. recognized University / Institute in India with minimum two years' experience in Tours / Travel / Air Ticketing.</p> <p>Present / Last drawn annual CTC should not be less than Rs. 5 lakhs per annum.</p> |
| <u>Desirable :-</u> | Candidates having IATA qualification will be an added advantage. |
| <u>Post</u> | Assistant Manager (Legal) |
| <u>Post Code</u> | AM(Legal)/10/25 |
| <u>Qualification & Experience</u> | <p>1st Class Law Graduate with 2 years' experience at the bar out of which 1 year should be in conducting cases independently in courts and thorough familiarity and experience in dealing with Civil, Taxation, Company Law / Labour Law, estate matters etc. in a firm of repute or Asstt. Law Officer in 2 years relevant experience in a PSU or reputed Pvt. Organization.</p> <p>Present / Last drawn annual CTC should not be less than Rs. 5 lakhs per annum.</p> |
| <u>Post</u> | Assistant Company Secretary |
| <u>Post Code</u> | ACS/11/25 |
| <u>Qualification</u> | Associate member of the Institute of Company Secretaries of India. |
| <u>Experience</u> | <p>Minimum 2 years of post-qualification experience of Secretarial work in a listed entity.</p> <p>Present / last drawn annual CTC should not be less than Rs. 5 Lakhs per annum.</p> |
| <u>Desirable :-</u> | Degree in Law. |

How to apply:

- 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 09.04.2025 to 23:59 Hrs on 30.04.2025**.
- 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:
 - Valid email ID and mobile no.
 - 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 any 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 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 interview. Mere submission of application or fulfilling the eligibility criteria does not confer any right on the individual for selection or short listing for the purpose of interview.
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 shall either forward their application through proper channel or must produce No Objection Certificate (NOC) from their present employer at the time of interview. Candidates unable to produce NOC before interview will not be allowed to appear in the interview.
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 2024-25 in the latest format prescribed by Government of India. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved (UR).

9. Exact percentage of the marks should be mentioned in the qualification percentage of marks column and no rounding off of marks should be done e.g 59.99% should NOT be rounded off to 60%.
10. Mere eligibility will not vest any right on any candidate for being called for the interview. Management's decision on all matter will be final. No correspondence will be entertained from the candidates in connection with the process of selection/interview.
11. 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.
12. 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.
13. The candidates not shortlisted / 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.
14. ITDC reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.
15. In case of any ambiguity/dispute arises on account of interpretation in version other than English, the English Version will prevail.
16. 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.
17. Any queries related to the advertisement may be addressed specifically at recruitment@itdc.co.in

Note: Additional/ Desirable qualification relevant to the field and higher experience in the relevant field would have an added advantage; therefore it is advisable to upload all related documents

Checklist for enclosures/Documents to be uploaded:

1. Birth Certificate/Matriculation Certificate for proof of Date of Birth.
2. Educational & Professional Degrees/Certificates (Class 10th onwards).

3. Experience certificates of all previous employers containing specific date of joining and relieving.
4. Present employment documents / Appointment letter with joining details from the current employer
5. Last 03 months pay slip from current employer.
6. A proof of having worked with the desired CTC as prescribed in the experience of the post applied for.
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 mentioned in the table.
9. NOC as per point 7 of General Information & Instructions.

Important Dates:

| Sl. No. | Activity | Date |
|---------|--|--|
| 1. | Commencement of On-Line registration of application by candidates | 09.04.2025 (From 11:00 Hrs onwards) |
| 2. | Last date for on-line registration & Submission of application by candidates | 30.04.2025 (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. Teaching experience/training period will not be counted as experience. However, teaching experience will only be counted for the post of Assistant Manager (HO) & Chef.
6. Convert CGPA/OGPA/DGPA into percentage while applying. Supporting documents for conversion formula also may be uploaded with all supporting documents.

7. 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).
8. Scanned signature should be uploaded in JPG/JPEG format under Document Details in Signature column. Size of signature file should be 200 pixels (H) x 600 pixels (W).
9. Qualification and Experiences can be added and removed.
10. Experiences to be filled up in the reverse chronological order starting from the current job.

[illegible]