

F. No. 3(22)/2012-CBSP
Government of India
Ministry of Tourism
Room No.30, C-1 Hutments, Dalhousie Road,
New Delhi 110 011

Dated the 26/06/2019

1. Applications are invited for the following contractual positions in the Programme Monitoring Unit Skill Development (PMUSD) of the Ministry of Tourism on payment of consolidated remuneration:-
 - i. **Assistant Project Manager** – on a consolidated monthly payment between Rs. 40,000/- to Rs.50,000/- by allowing 5% annual increment.
 - ii. **Information Assistant** – on a consolidated monthly payment Rs.20,000- with 5% annual increment .
2. Candidate selected will be engaged on **contract basis** initially for a period up to 31/03/2020. The engagement can be terminated by either side giving one month notice.
3. Continuance of the person engaged beyond the period of initial engagement will depend on the continuance of the PMUSD itself and on his / her satisfactory performance.
4. The persons engaged shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff and Medical Reimbursement etc. No TA / DA shall be admissible for attending the interview or for joining the assignment. They however be allowed TA /DA as per rules for official tour within the country.
5. Qualification / Eligibility: -

A. Asstt. Project Manager

- (i) Educational qualification : Atleast a graduate
- (ii) Age : Not less than 30 years and more than 45 years on 31/05/2019.
- (iii) Experience : 5 years combined experience of

(i) Handling Government projects related to Service or Social Sectors including health, education, tourism and culture

(ii) Teaching (including in a contractual capacity) in the Institutes of Hotel Management affiliated to AICTE and / or National Institute of Hotel Management for Catering Technology and / or Indian Institute of Tourism and Travel Management.

B. Information Assistant

- (i) Educational qualification : a) Atleast a graduate
b) One year Diploma in Computer from a recognised Institute.
- (ii) Age : Not less than 21 years and more than 35 years on 31/05/2019.
- (iii) Experience : a) Minimum 2 years experience of working in a Govt. organization handling MS Word, MS Power Point and MS Excel. A minimum typing speed of 25 words per minute.

6. Function / Duties of the PMUSD

- (a) Academic audit of the training programmes sanctioned for skill development including Hunar se Rozgar Tak initiative and orientation courses conducted under the National Skill Testing and Certification Programme;
- (b) Maintenance of a computer-aided information separately for the HSRT Initiative and the National Skill Testing and Certification Programme;
- (c) Direct or third party inspection of projects;
- (d) Training of trainers;
- (e) Development of a Management Information System in collaboration with the NIC;
- (f) Processing of requests for financial assistance;
- (g) Launch of new need-based programmes;
- (h) Review of implementation of programmes;
- (i) Conducting sensitization programmes;
- (j) Preparation of reports; and
- (k) Any other work that may be assigned, whether connected directly or indirectly with the skill efforts of the MoT.

The last date for the receipt of applications is 15 days from the date of publication and shall be posted / hand delivered / e-mailed (scanned application) to the following in the format prescribed.

Project Manager
Programme Monitoring Unit- Skill Development
Ministry of Tourism
C-1 Hutments, Dalhousie Road
New Delhi 110 011
e-mail: pmuhsrt@gmail.com

APPLICATION FORMAT

(Strike off whichever is not applicable)

APPLICATION FOR ENGAGEMENT AS ASSISTANT PROJECT MANAGER / INFORMATION ASSISTANT

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Domicile: _____
5. Nationality: _____
6. Mailing Address: _____

_____ Pin _____



i) Tel. /Mob. No: _____

ii) E-mail address: _____

7. Permanent address _____

_____ Pin _____

8. Educational Qualification: _____

S.No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience:

S.No.	Organisation / Institute	Designation	Period		Govt. projects/ Schemes/Initiative handled (Given details)	Nature of Work	Remarks
			From	To			

10. Whether SC/ST/OBC: _____

11. Whether any penalty (major/minor) imposed during the career. If yes, please give details:

12. Address including telephone number of the last employer

Signature of the applicant