



HIMACHAL PRADESH TOURISM DEVELOPMENT CORPORATION LIMITED

RITZ ANNEXE, SHIMLA-171 001

TEL.: (0177) 2652704 FAX: (0177) 2652206

Website: <http://www.hptdc.in>

ADVERTISEMENT NOTICE

Applications duly filled in on the prescribed format are hereby invited from the eligible candidates (**Himachali Bonafide only**) to fill up the posts of Asstt. Manager (Food & Beverage), Asstt. Manager (Front Office) and Asstt. Manager (Housekeeping) in Himachal Pradesh Tourism Development Corporation Ltd. The application duly filled in all respect may be submitted on the prescribed format available on the Corporation website www.hptdc.in. Last date for submission of application is on or before **18.02.2019**. The details of posts, educational/professional qualifications as per R&P Rules are as under:-

Sr. No.	Name of Post	Total vacancies	Category wise Reservation of the Vacancies				
			General	General (IRD/P/BPL)	General (Ex. Man)	SC	OBC
1.	Asstt. Manager (F&B)	08	04	01	01	01	01
2.	Asstt. Manager (FO)	02	02	---	---	---	---
3.	Asstt. Manager (HK)	02	02	---	---	---	---

The details of the Pay Band and provisions of the R&P Rules and essential qualification of the post of Asstt. Manager (F&B), Asstt. Manager (FO) and Asstt. Manager (HK) are as under:-

Sr. No.	Name of post & Pay Band	Essential Educational/Professional qualification as per R&P Rules
1.	Asstt. Manager (Food & Beverage) Rs. 10300-34800+3800 GP (On contract basis consolidated salary Rs. 14,100/-)	Candidate possessing the qualification of B.Sc. in Hospitality and Hotel Administration as a regular student from a recognized Institute/University. Or MBA in Tourism & Hospitality Management/ Master of Tourism Administration qualification as a regular student from a recognized Institute/ University. Departmental candidates who are having MBA in Tourism & Hospitality Management/ Master of Tourism Administration qualification from a recognized institute/ university can also apply in relaxation of age of 5 years as compared to direct recruitment candidates.
2.	Asstt. Manager (Front Office) Rs. 10300-34800+3800 GP (On contract basis consolidated salary Rs. 14,100/-)	Candidate possessing the qualification of B.Sc. in Hospitality and Hotel Administration as a regular student from a recognized Institute/University. Or MBA in Tourism & Hospitality Management/Master of Tourism Administration as a regular student from a recognized institute/university.

		Departmental candidates who are having MBA in Tourism & Hospitality Management/Master of Tourism Administration qualification from a recognized institute/university can also apply in relaxation of age of 5 years as compared to direct recruitment candidates.
3.	Asstt. Manager (Housekeeping) Rs. 10300-34800+3800 GP (On contract basis consolidated salary Rs. 14,100/-)	Candidate possessing the qualification of B.Sc. in Hospitality and Hotel Administration as a regular student from a recognized Institute/University. Or MBA in Tourism & Hospitality Management/Master of Tourism Administration as a regular student from a recognized Institute/University. Departmental candidates who are having MBA in Tourism & Hospitality Management/Master of Tourism Administration qualification from a recognized institute/university can also apply in relaxation of age of 5 years as compared to direct recruitment candidates.

Age:The applicant should be between 18 to 45 years as on 18.01.2019. Upper age limit is relaxable by five years for candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes of Himachal Pradesh. The upper age relaxation is also available to Ex-Servicemen candidates of H.P. as per provision of relevant rules/instructions of H.P.Govt.

Application Form:

Application form can be downloaded from the official website of HPTDC Ltd i.e. www.hptdc.in No other application form will be accepted.

Documents:(Self Attested Photocopies only) to be sent with the application Form;

1. Matric Certificate showing details of marks obtained.
2. Degree of concerned trade only.
3. Experience certificate(s), if any.
4. SC/ST/OBC/Ex-Servicemen/BPL/IRDP certificate.
5. One passport size recent photograph of the candidate (duly signed by candidate) pasted on prescribed box in the Application form.
6. **Himachali Bonafide certificate.**
7. Aadhar card copy, if available.

Desirable qualification:

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

Important instruction:

1. The short listing/selection of applicants shall be made by conducting a Written Test. However, in case number of applicants are more than five time of the vacancies, then a Screening Test shall also be conducted. No TA/DA shall be paid to attend the written or interview proceedings.
2. Date of Written Test will be intimated directly to the candidate/on the website of the HPTDC:www.hptdc.inNo individual correspondence shall be made in any case.
3. Place of work: Anywhere in Himachal and outside the State.
4. **Application Fee is Rs. 1000/- for General and Rs.500/- for SC/ST/OBC categories which is payable in the shape of Bank Demand Draft in favour of Managing Director, HPTDC payable at Shimla.The fee shall be refunded only if the recruitment process is cancelled, in no other circumstances the fees will be refunded to the candidates.**
5. Posts are likely to increase or decrease.
6. **The candidates should be Bonafide Himachali only.**
7. Only one Application should be sent in one envelope.
8. The Application form should be filled in by the candidate in his/her own handwriting with blue /black ink ball point pen.
9. The candidate must fulfil all the required essential educational and other qualifications on the last date fixed for the receipt of application form.
10. The candidate shall write his/her name as per the matriculation certificate in the relevant column of the application form.
11. Candidates claiming fee concession should possess a valid certificate of the respective category as on the last date of submission of application & the copy of the certificate is required at the time of securitizing, failing which the candidature is liable to be cancelled at the securitizing stage.
12. No change of category shall be allowed after last date of receipt of application forms i.e. from SC to OBC/ST etc. vice versa.
13. The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes should be on parental basis.
14. The candidates are required to furnish the valid certificate in support of his/her claim. The validity of the certificate is required to be seen at the time of scrutiny.
15. The validity of IRDP/BPL certificate is of six months from the date of its issuance.
16. Candidates belonging to OBC category are required to produce OBC certificate, which should not be more than two years old at the time of last date fixed for receipt of applications and scrutinized, along with latest affidavit duly attested by the authority authorized under the Indian Oath Act stating that his/her status as OBC has not changed and that they are not excluded from the category of OBC on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family. The validity of the certificate is required to be seen at the time of scrutiny.
17. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection at any later stage.

18. Those officials who are already on regular/contract/outsourced/dailywages rolls of HPTDC canalsoapply, however they shall be treated as fresh recruits and pastservice shall not be counted for seniority or protection of pay in theevent of final selection. There services shall be treated as fresh appointee.
19. The candidates must read the instructions carefully.
20. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) from recognized university etc. as mentioned in the advertisement to avoid rejection at later stage.
21. Incomplete recruitment applications submitted without requisite documents, will be rejected straightway.
22. The candidate should possess requisite essential qualification(s) prescribed for the post on last date, for submission of recruitment applications in the HPTDC.
23. Disputes, if any, shall be subject to Court jurisdiction at Shimla.
24. Desirous/eligible candidates must submit an application, on prescribed application format, in office of the Managing Director, HPTDC during office hours on or before 18.02.2019upto 5:00 PM alongwith requisite **self-attested** documents/ certificates Matric onwards in support of their eligibility, any other mode would not be accepted and will be summarily rejected.
25. HPTDC shall not be responsible for any delay in postal delivery.Late received applications shall be out rightly rejected.
26. Application form is available on HPTDC official website: www.hptdc.in
27. No applications will be entertained after 18.02.2019(5:00 PM).
- 28. The Candidates are advised to visit the HPTDC's website: www.hptdc.in from time to time for updates in their own interest.**
29. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
30. Onus of proving that a candidate has acquired requisite degree/ essential qualification by the stipulated date, shall be on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of certificate/ degree or the date of issue of certificate/ degree shall be taken as date of acquiring essential educational qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of personality test(s).
31. The decision of the HPTDC regarding eligibility etc. of a candidate for admission to Written Test or selection will be final and no correspondence/ personal enquiries will be entertained.
32. There shall be a COMMON APPLICATION FORM for all three sub-disciplines and candidates are requested to give their order of preference for concerned sub-discipline which shall be treated final option for determining merit in the concerned stream.
33. There shall be a single screening test for all sub-disciplines and final merit shall be decided according to the option/order of preference and aptitude test.

MANAGING DIRECTOR

FOR OFFICIAL USE ONLY

Sr. No.

.....

FORM OF APPLICATION

Post applied for: **Asstt. Manager** (Tick✓ appropriate discipline box below)

Food & Beverage

Front Office

Housekeeping

Passport
Size Photo

Details of Fee:Rs. _____ DD No. _____ Date _____

Name of the issuing Bank: _____

1.	Name of Applicant (in capital letters)	
2.	Father's/Husband Name (in capital letters)	
3.	Date of birth	DD MM YYYY
4.	Category (Gen/SC/ST/OBC etc.) (in capital letter)	
5.	Age (as on 15/01/2019)	
6.	Male/Female	
7.	Married/Unmarried	
8.	Permanent Address (in capital letter)	
	District	
	State	
	Pin code	
9.	Address for correspondence (in capital letters)	
	District	
	State	
	Pin code	
10.	Mobile number	1. 2.
11.	E-mail ID	
12.	Adhaar Card No.	

13.	Educational Qualification (Matric onwards) (attach attested copies)			
	Sr. No.	Educational qualification	Name of Institute/Board	Year of passing
	1.	Matriculation		
	2.	10+2		
	3.	Graduation		
	4.	Post-Graduation		
14.	Professional Qualification (attach attested copies)			
	Sr. No.	Professional qualification	Name of Institute/Board	Year of passing
	1.			
	2.			
	3.			
15.	Experience, if any, (attach copies)			

DECLARATION BY THE CANDIDATE

I hereby declare that the above information is true, complete and correct to the best of my knowledge and belief. I have not suppressed any material or factual information. I have not been debarred from appearing in any examination nor I have ever been arrested, prosecuted or convicted by any criminal court or involved in any other case registered by the police. I understand that my candidature is liable to be rejected in the event of any mis-statement/discrepancy in the particulars given in the application form. In case, I am selected and appointed, my services are liable to be terminated without any notice to me or reason thereof, in case, it is found at any later stage that I have given wrong information in my application form.

Dated:
Place:

(Signature of Candidate)