

TOURISM CORPORATION OF GUJARAT LIMITED

(A Govt. Gujarat Undertaking)
BLOCK NO.16/4, 4TH FLOOR, UDYOG BHAVAN,
SECTOR -11, GANDHINAGAR, 382011



RECRUITMENT 2019 : PROJECT MANAGEMENT CELL

Sr No	POSITION	DESCRIPTION
1)	Sr. Engineer (Project)	<p>Number of Post : One</p> <p>Basic Qualification : B.E.(Civil) from a recognized university with minimum 50 % marks.</p> <p>Experience : 7 years experience in a similar job.</p> <p>Age Limit : 45 years</p> <p>Monthly Emoluments : Rs.45,000/-</p> <p>Job Description : Monitoring overall project activities, monitoring the project variables (cost effort, scope etc.) against the project management plan, timely review of project progress, identify corrective actions site issues, liasoning with various stakeholders complies the statutory requirements of projects. Ensure proper closeout of project including transmittal of final documentation to government/TCGL.</p>
2)	Associate Manager	<p>Number of Post : Two</p> <p>Basic Qualification : B.E.(Civil) from a recognized university with minimum 50 % marks.</p> <p>Experience : 5 years in the relevant field.</p> <p>Age Limit : 35 years</p> <p>Monthly Emoluments : Rs 35000/-</p> <p>Job Description : Mainly works in Concept development for new projects, based on various feasibility studies & case studies, defines key requirements of infrastructures at particular tourist locations, concept development, Planning for sustainable projects, designing, Block estimates, models for operation & maintenance of infrastructure created, formulation of DPRs/project proposals, deals with PPP models as and when required, Project Finance modeling, preparation of tenders in consultation with Architects, Verification of estimates, assist in selection of agencies etc.</p>

Sr No	POSITION	DESCRIPTION
3)	Legal Officer	<p>Number of Post : One</p> <p>Basic Qualification : LLB from a recognized university with minimum 50 % marks</p> <p>Experience : Minimum 5 years in Legal works.</p> <p>Age Limit : 35 years</p> <p>Monthly Emoluments : Rs 40,000/-</p> <p>Job Description : Deals with legal matters of land, properties & tenders, as and when required, handles cases of properties, if any, and assist TCGL for legal matters in this regards.</p>
4)	Land Officer	<p>Number of Post : One</p> <p>Basic Qualification : Graduate from recognized university with minimum 50% marks in the Degree examination.</p> <p>Experience : Minimum 2 years experience in land matters.</p> <p>Age Limit : 30 years</p> <p>Monthly Emoluments : Rs 20,000/-</p> <p>Job Description : Assist in land identification for projects & coordination for necessary approvals, land acquisition of land use permissions as per project requirements, handling important documents & maintaining file records related land & properties.</p>
5)	Engineer	<p>Number of Post : Four</p> <p>Basic Qualification : Diploma Civil from a recognized institution with minimum 60 % Marks.</p> <p style="text-align: center;">OR</p> <p>B.E.(Civil) from a recognized university with minimum 50 % marks.</p> <p>Experience : <ul style="list-style-type: none">• Minimum 7 years in the relevant field if Diploma(Civil)• Minimum 3 years in the relevant filed if B.E (Civil)</p> <p>Age Limit : 35 years</p> <p>Monthly Emoluments: Rs 25,000/-</p> <p>Job Description : Site visits, Routine monitoring of constructions, on sites, quality & quantity checks for entire project components from beginning to end, liasoning with various stakeholders, timely monitoring of constructions, generating various reports necessary to monitor resources of projects to help understand progress & bottlenecks of project.</p>

Sr No	POSITION	DESCRIPTION
6)	IT Assistant	<p>Number of Post : Three</p> <p>Basic Qualification : BCA or equivalent degree in ICT (Information and Communications Technology)</p> <p>Preferred Qualification : Master Degree in ICT (Information and Communications Technology)</p> <p>Experience</p> <ul style="list-style-type: none"> • Minimum 3 years experience in IT field. • Handling the IT Infrastructure of the organization , software development, website maintenance etc. knowledge of social media, upcoming technologies in tourism sector would be preferred. <p>Age Limit : 30 years</p> <p>Monthly Emoluments : Rs 20,000/-</p> <p>Job Description: Handling the IT Infrastructure of the organization ,software development, website maintenance etc. knowledge of social media, upcoming technologies in tourism sector, assist the whole team with mainly Computer based works related to Project Planning coordination, internet, MS-Office related works & assignments, preparation of presentations, documentations, data bank development and website designing etc.</p>
7)	Draftsman	<p>Number of Post : One</p> <p>Basic Qualification : ITI / Diploma (Civil) from a recognized institution with minimum 50% marks.</p> <p>Experience : Minimum 2 Years experience of AutoCAD drawing and of survey techniques.</p> <p>Age Limit : 28 Years</p> <p>Monthly Emoluments : Rs 15,000/-</p> <p>Job Description : Assist the team division with drawings verification of drawings by Architects</p>
8)	Admin Assistant	<p>Number of Post : One</p> <p>Basic Qualification : Any graduate with minimum 50% marks</p> <p>Experience : Minimum 1 years experience in Administrative works</p> <p>Age Limit : 28 years</p> <p>Monthly Emoluments : Rs 12,500/-</p> <p>Job Description: Assist the team with filling, maintaining records, working for government administrative approvals, handling all paper works, file movements, clerical works etc.</p>

Note:

1. Kindly fill the form only after going through the Description given above.
(APPLY ONLINE - <https://www.gujarattourism.com/joboffer>)
2. For the Posts from Serial No-(2) to (6) posts - Age limit can be relaxed upto 10 years for deserving candidates possessing relevant experience with Govt. Department/Undertaking.
3. Only Candidates, who are fulfilling the requisite criteria with completed education, are advised to apply online for the relevant post on or before 01/07/2019 till 11.59 p.m.
4. Candidates have to submit the scanned copies of the resume, and all the relevant certificate and documents (starting from Birth date -any Proof, HSC certificates and mark sheets till last employed experience certificate) with the application through email on recruitment@gujarattourism.com
5. Non-refundable application fee of Rs 500/- per application for General category candidates and Rs 200/- per application for OBC category candidates shall be submitted through Demand Draft in favour of "Tourism Corporation of Gujarat Limited, Gandhinagar. SC/ST candidates are exempted from this application fee.
 - a) The details of the DD shall be mentioned in the form.
 - b) The DD shall be sent with a letter through post or courier only addressed to "Manager(HR), HR Branch, Tourism Corporation of Gujarat Limited, Block No.16/4, 4th Floor, Udyog Bhavan, Sector-11 Gandhinagar, 382011 on or before 02/07/2019 at 04.00 pm.
 - c) The letter shall have clearly mentioned information of the name of the post applying for, name of the candidate (exactly as mentioned in the form), DD No, Figure of the DD in Rupees, Date of DD and name of the bank.
 - d) The name of the candidate and post applied for shall be mentioned clearly on the cover.
 - e) Application without fees submitted through valid DD would not be considered.
6. Applications by post or any other means would not be taken.
7. Equivalent percentage to be filled in the form if the marks are not allotted in the percentage format as per the rules of the University of Examination.
8. Knowledge of Computer is must. Preference would be given to candidate proficient in English and Gujarati.
9. Candidates have to submit the resume, 2 passport size photographs and self attested photocopies of all the relevant certificates/documents and bring the original certificates / documents for verification at the time of Interview.
10. For candidates of OBC and SC/ST category, it is must to send the scanned copy of the caste certificate with the above mentioned documents. Also, bring the self attested copy of the same for submission and the original for verification at the time of Interview.
11. The candidates employed in government would have to provide No Objection Certificate from his/her employer.
12. No transport or accommodation facilities would be provided by TCGL for interview. This should be done by candidate on his own expenses only
13. Any information provided in the Form, at any stage is found to be incorrect or mismatched due to any reasons, the candidate would not be allowed to appear for the interview even if shortlisted.

14. Recruitment will be on purely contractual basis for a period of 11 months extendable on the basis of performance review.
15. The Managing Director, Tourism Corporation of Gujarat Limited has all the Rights to accept or reject the application and also the cancelation of whole Recruitment Process.

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