

**TOURISM CORPORATION OF GUJARAT LIMITED**  
**BLOCK NO.16/4, 4TH FLOOR, UDYOG BHAVAN,**  
**GANDHINAGAR 382 010**

**APPLICATIONS INVITED**

SR. NO.	POSITION	DESCRIPTION
1.	Legal Officer	<p><b>Number of Post</b> : One</p> <p><b>Qualification:</b> Law Degree from a recognized university with minimum 55% marks in the Degree examination. LLM would be preferable.</p> <p><b>Experience:</b> Minimum 3 years experience of legal work.. Minimum 2 years post degree experience in a similar job if LLM.</p> <p><b>Age limit</b> : 35 years</p> <p><b>Monthly Emoluments</b> 20,000/-</p> <p><b>Job Description</b> : Dealing with legal matters of land, properties &amp; tenders, as and when required, handling cases of properties, if any, and assist TCGL for legal matters in this regards.</p>
2.	Land Officer	<p><b>Number of Post</b> : One</p> <p><b>Qualification:</b> Graduate from a recognized university with minimum 55% marks in the Degree examination and possessing the knowledge of Revenue Code Work.</p> <p><b>Experience:</b> Minimum 4 years' experience in land matters within Gujarat; should have thorough knowledge of Gujarat Revenue laws.</p> <p><b>Age limit</b> : 35 years</p> <p><b>Monthly Emoluments</b> : Rs. 20,000/-</p> <p><b>Job Description:</b> Assist in land identification for projects &amp; coordination for necessary approvals, land acquisition of land use permissions as per project requirements, handling important documents &amp; maintaining file records related land &amp; properties.</p>
3.	Manager HR	<p><b>Number of Post</b> : One</p> <p><b>Qualification:</b> MBA in HR from a recognized university with minimum 60% marks. Degree in Law would be preferable.</p> <p><b>Age limit</b> : 35 years</p> <p><b>Experience:</b> Minimum 2-3 years experience in a relevant field.</p> <p><b>Monthly Emoluments</b> : Rs. 35,000/-</p> <p><b>Job Description</b> : Planning and Implementation of HR Policies.</p>

4.	Manager Events	<p><b>Number of Post :</b> One</p> <p><b>Qualification:</b> A tertiary diploma certificate in event and or conference management – A degree management, marketing , tourism and hospitality, communications or media studies.</p> <p><b>Age limit :</b> 35 years</p> <p><b>Experience:</b> Minimum 2-3 years experience in a relevant field.</p> <p><b>Monthly Emoluments :</b> Rs. 25,000/-</p> <p><b>Job Description:</b> Organizing and implementing events round the year in coordination with seniors.</p>
5.	Manager Project	<p><b>Number of Post :</b> One</p> <p><b>Qualification:</b> B E Civil with minimum 60% marks compulsory and MBA would be preferred.</p> <p><b>Age limit :</b> 35 years</p> <p><b>Experience:</b> Minimum 5 years experience in a relevant field. Minimum 2 years experience if MBA.</p> <p><b>Monthly Emoluments :</b> Rs. 25,000/-</p> <p><b>Job Description:</b> Implementation of various Tourism Projects of Central &amp; State Government.</p>
6.	Dy Manager (Projects)	<p><b>Number of Post :</b> Two</p> <p><b>Qualification:</b> B.E in Civil Engineering with minimum 60% marks compulsory and MBA from a recognized university would be preferable.</p> <p><b>Experience:</b> Minimum 2 years of experience in the relevant field. No experience is required if MBA.</p> <p><b>Age limit :</b> 35 years</p> <p><b>Monthly Emoluments :</b> 16,500/-</p> <p><b>Job Description :</b> Implementation of State and GOI projects.</p>
7.	Engineer	<p><b>Number of Post :</b> Two</p> <p><b>Qualification:</b> B.E.(Civil) from a recognized university with minimum 60% marks in the Degree examination compulsory and MBA would be preferred.</p> <p><b>Experience:</b> Minimum 2 years' experience in Civil Engineering Work Minimum 1 year experience in Civil Engineering work if MBA</p> <p><b>Age Limit :</b> 35 years</p> <p><b>Monthly Emoluments :</b> Rs. 25,000/-</p> <p><b>Job Description:</b> Site visits, Routine monitoring of constructions, On sites, quality &amp; quantity checks for entire project components from beginning to end, liaisoning with various stakeholders, timely monitoring of constructions, generating various reports necessary to monitor resources of projects to help understand progress &amp; bottlenecks of project</p>

8.	Associate Manager	<p><b>Number of Post</b> : One</p> <p><b>Qualification:</b> MBA in finance and B.E.(Civil) from a recognized university with minimum 60% marks in the Degree examination.</p> <p><b>Experience:</b> Minimum 5 years experience in a relevant field. Minimum 2 years experience if MBA.</p> <p><b>Age limit</b> : 35years</p> <p><b>Monthly Emoluments</b> : Rs. 35,000/-</p> <p><b>Job Description</b> : Mainly works in Concept development for new projects, based on various feasibility studies &amp; case studies, defines key requirements of infrastructures at particular tourist locations, concept development, Planning for sustainable projects, designing, Block estimates, models for operation &amp; 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>
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**Note:**

1. Candidates who are fulfilling the requisite criteria with completed education, are advised to apply online at [recruitment@gujarattourism.com](mailto:recruitment@gujarattourism.com) for the relevant posts within 15 days (21<sup>st</sup> February 2015).The hard copies of application may also be sent on or before 21<sup>st</sup> February 2015. Any application received after this would not be considered.
2. Candidates should **strictly apply in the format** as given below (Form – I) otherwise application would not be considered.
3. Candidates have to submit the resume and self attested photocopies of all the relevant certificate documents and bring the original certificates / documents for verification at the time of Interview.
4. Recruitment will be on purely contractual basis.
5. 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.

TOURISM CORPORATION OF GUJARAT LIMITED  
GANDHINAGAR.

FORM – I :

**Applying For:**

**Personal Details**

**Name :**

\_\_\_\_\_

**Date of Birth:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Gender :**

\_\_\_\_\_

**Marital Status:**

\_\_\_\_\_

**Contact Number:**

\_\_\_\_\_

**Email Address:**

\_\_\_\_\_

**Preferable Job Location :**

\_\_\_\_\_

**Present Address:**

**Permanent Address:**

<b>Graduate Degree</b>	<b>Year of Completion</b>	<b>Board/Universtiy</b>	<b>%</b>	<b>Grade</b>
<b>Post-Graduate Degree</b>	<b>Year of Completion</b>	<b>Board/Universtiy</b>	<b>%</b>	<b>Grade</b>
<b>Additional Degree</b>	<b>Year of Completion</b>	<b>Board/Universtiy</b>	<b>%</b>	<b>Grade</b>
<b>Additional Degree</b>	<b>Year of Completion</b>	<b>Board/Universtiy</b>	<b>%</b>	<b>Grade</b>

**Experience Details (Total Experience)**

<b>S.No</b>	<b>Company Name</b>	<b>Designation</b>	<b>Period of Service</b>

**Experience Details (Relevant Experience)**

<b>S.No</b>	<b>Company Name</b>	<b>Designation</b>	<b>Period of Service</b>

**Reason for leaving the current job.**

**Reason for joining TCGL.**

I ..... , hereby declare that the above information is correct to the best of my knowledge and any variation in the same can lead to the cancellation of my Contract.

.....

(Signature)

Date: