



**ANDHRA PRADESH TOURISM DEVELOPMENT CORPORATION LIMITED**

**((A State Government Undertaking))**

**-5-891, Tourism House, Himayath Nagar, Hyderabad - 500 029.**

**Ph.040- 23262151,52,53,54 & 57; Fax: 040 – 23261801**

**NOTIFICATION OF VACANCIES ON CONTRACT BASIS**

Applications with full bio-data are invited on or before **24.12.2012 by 5:00 PM** to work on contract basis for the following posts in APTDCL initially for a period of 2 years from the date of joining after selection.

- 1) AGM/Manager/DVM – 18 Posts
- 2) Dy. Manager -20 posts
- 3) Asst. Manager – 28 posts

**All details along with the format of application are available in the official website of APTDC: [www.aptdc.in](http://www.aptdc.in). Application should be supported by Attested Photostat copies of original Certificates.**

**Note The Corporation reserves the right not to fill up any of the vacancy/ies advertised without giving any reasons/intimation and also to change the No. of vacancies.**

**Sd/-**

**CHAIRMAN & MANAGING DIRECTOR**



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**NOTIFICATION OF VACANCIES TO BE FILLED ON CONTRACT BASIS**

<b>Name of The Post</b>	<b>Qualification, Experience, and Remuneration (Consolidated)</b>
<b>Asst. General Manager (Hotels)</b>	3 years Diploma/Degree in reputed Hotel Management & Catering Technology Institution and should have minimum 3 years of experience in reputed star Hotels in Managerial Level out of which 1 year should be as Head of Department of Hotel.  Age 45 years and below  Remuneration:Rs.25,600+ other allowances as applicable to contract employees.
<b>Divisional Manager</b>	3 years Degree in Hotel Management/MBA (Mktg) and should have minimum 3 years experience in Managerial level in any reputed 3 Star Hotels.  Age: 45 years and below  Remuneration:Rs.25,600+ other allowances as applicable to contract employees.
<b>Manager (F&amp;B) Controller</b>	3 years Degree in Hotel Management and should have at least 3 years experience in Star Hotels in Managerial Capacity in Food & Beverage Control Department in the Hotel.  Age 45 years and below  Remuneration:Rs.25,600+ other allowances as applicable to contract employees.
<b>Manager (HRM)</b>	3 years Diploma/Degree in Hotel Management & Catering Technology and Diploma/Certificate Human Resources Management. Should have minimum 3 years experience in Star Hotels in Managerial Capacity and 2 years experience in teaching/training cell in Hotel/Hotel Management Institute. Should have computer knowledge.  Age: 45 years and below  Remuneration:Rs.25,600+ other allowances as applicable to contract employees.

<b>Deputy Manager (Hotels)</b>	3 years Diploma/Degree in Hotel Management and should have 2 years experience as Asst. Manager cadre level in 3 star Hotels.  Age 35 years and below  Remuneration:Rs.18030 + other allowances as applicable to contract employees.
<b>Assistant Manager (Hotels-)</b>	3 years Diploma/Degree in Hotel Management & Catering Technology from recognized institute. Minimum of 2 years experience in reputed Star Hotels in Supervising level.  Age 35 years and below  Remuneration:Rs.13,660+ other allowances as applicable to contract employees.

The filled in applications should be enclosed in a cover on which it should be superscribed that **“Application for the post of \_\_\_\_\_” on contract basis** and sent through **Register post/Courier/Speed post with acknowledgment due**, addressed to **C&MD, APTDC Ltd, 3-5-891, Tourism House, Himayatnagar, Hyderabad-500 029** so as to reach on or before **24.12.2012 by 5:00 PM**. A self addressed envelope 20 x 10 cms size, duly affixing **Rs.6/-** worth postage stamp should be enclosed together with the application for further correspondance from this office. **Applications will not be accepted in person.**

**Note The Corporation reserves the right not to fill up any of the vacancy/ies advertised without giving any reasons/intimation and also to change the No. of vacancies.**

### **Terms & Conditions**

1. The appointment will be initially for a fixed period of 2 years from the date of joining after selection with fixed remuneration. However the engagement may be terminated at any time by giving one month notice or one month emolument in lieu of notice.
2. In addition to remuneration, the selected candidates are eligible for Contributory PF, Medical Insurance/ESI and conveyance allowance, where ever applicable.
3. The contract appointee shall not have any claim what so ever either for re-employment or for absorption into the service of the Corporation after the expiry of the contract period.
4. The contract employee is not entitled to claim any other allowances or privileges other than those specified by the Corporation.
5. The contract employee should execute a service agreement in the prescribed format before entering into the service of the Corporation. The contract will be signed on a stamp paper of Rs.100/-. The cost of stamp paper will be borne by the selected candidate.
6. The selected candidates have to pay security deposit as prescribed.
7. No. TA/DA will be admissible for appearing in interview or joining purpose.
8. Application of terminated/removed/dismissed candidates will not be considered

9. Vacancies are likely to change depending upon actual requirements, at the time of selection.
10. Hostel accommodation/quarter will not be provided.
11. Preference will be given to those with experience in Travel and Tourism Sector/Organisation.
12. The filling up of the posts are purely on adhoc basis as and when regular employees are promoted/appointed on regular basis their contract will be terminated.

**GENERAL CONDITIONS:**

- 1) Mere submission of application does not confer any right to the candidate for being interviewed.
- 2) A candidate should submit application and appear for each post separately if he/she desires to apply for more than a post
- 3) Application should be submitted in the prescribed format. It should be filled up in block/capital letter by the candidates in his/her own handwriting.
- 4) Incomplete or unsigned application received without the certified copies of marksheets/Certificates of educational qualification and photographs will debar them from Selection.
- 5) Wrong declaration/submission of false information/fake certificates or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- 6) Corporation will not be responsible for any postal delays.

**Sd/**

**CHAIRMAN & MANAGING DIRECTOR**

Latest  
Passport size  
photograph duly  
attested by the  
Gazetted Officer

**FORMAT FOR APPLICATION**

**NAME OF THE POST APPLIED FOR :** \_\_\_\_\_

<b>1</b>	<b>Name in full (Block Letters)</b>								
<b>2</b>	<b>Name of the Father/Mother/Spouse</b>								
<b>3</b>	<b>Date of Birth</b>								
<b>4</b>	<b>Age (No. of years Completed as on 24.12.2012)</b>								
<b>5</b>	<b>Sex (Male/Female)</b>								
<b>6</b>	<b>Communication Address</b>								
<b>7</b>	<b>Email ID &amp; Phone No. &amp; Mobile No. if any</b>								
<b>8</b>	<b>Permanent Address</b>								
<b>9</b>	<b>Nationality</b>								
<b>10</b>	<b>Religion</b>								
<b>11</b>	<b>Community (Please Tick)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	<b>Native District (as per the IV to X bonafied)</b>								
<b>13</b>	<b>Educational Qualifications</b>	<b>A) Academic Qualification.</b>							
		<b>S.NO</b>	<b>Qualification</b>	<b>Board/ university</b>	<b>Year of pass</b>	<b>%</b>	<b>Division.</b>		
<b>b) Technical Qualification</b>									
<b>S.NO</b>	<b>Qualification</b>	<b>Board/ university</b>	<b>Year of pass</b>	<b>%</b>	<b>Division.</b>				

14	Experience  (in chronological order):	S.No.	Name of the organization	Post held	Period of work		Nature of work	Salary/ Gross pay
					From	To		
14	Have you ever been convicted under criminal offence or involved in any disciplinary case/criminal case leading to dismissal /removal from service?	Yes/No  If yes furnish the details:						

I hereby declare that all the statements made in this application are true , complete and correct to the best of my knowledge and belief.

I understand that in the event of any information being found false or incorrect at any stage my candidature/appointment shall be liable to be cancelled/ terminated summarily without notice or any compensation in lieu thereof.

Enclosure:-

PLACE :

DATE:

(SIGNATURE OF CANDIDATE)

-- Instructions -----

- \*  Tick in the boxes above.
- \* Copy of Date of Birth certificate is to be enclosed.
- \* Photostat copies of certificates of education (provisional/ qualification certificate and marks sheets), copies of experience certificates etc are to be enclosed.
- \* All copies of certificates mentioned above shall be attested by Gazetted Officer with Seal.
- \* Other papers and photos should not be enclosed.