



India Tourism Development Corporation Ltd.
(A Government of India Undertaking)

INDIA TOURISM DEVELOPMENT CORPORATION Ltd., a miniratna PSU, is engaged in the task of helping the development of tourism infrastructure and promoting India as tourist destination. ITDC's core activities include managing and operating Hotels, providing transport facilities, entertainment, event management and duty free shopping facilities etc. The Ashok Institute of Hospitality & Tourism Management of the Corporation imparts training and education in the field of tourism and hospitality.

ITDC invites applications for the following post on Direct Recruitment basis:-

Post Code	Designation and Grade	Pay Scale (IDA)	Max. Age limit as on 01.06.2022	No. of Vacancies
DGM (Legal)/01/22	DGM (Legal) E-4	Rs. 70,000- 2,00,000/-	45 years	01 (UR)

* Relaxation for SC/ST/OBC/PwD will be as per Govt. of India directives

UR – Unreserved, OBC - Other Backward Classes, SC – Schedule Caste, PwD- Persons with Disability

Eligibility Criteria

Post	Deputy General Manager (Legal)
Post Code	DGM (Legal)/01/22
<u>Qualification</u>	Full time Bachelor's degree in Law from recognized Indian University / Institute.
<u>Experience</u>	<p>Minimum 13 years' post qualification experience as Law Executive /Officer in Central / State Govt. / PSUs / Semi Govt. / Autonomous bodies / Private Companies etc.</p> <p>(i) Executive presently working in Govt./Semi Govt./PSUs etc should have experience of two years in one scale below i.e. Rs.60,000- 1,80,000/- IDA revised E-3 level/ Rs.67,700- 2,08,700/- CDA revised pay scale.</p> <p>OR</p> <p>(ii) The Executive presently working in private companies or in Govt. / Semi Govt. / PSUs / Financial Institutes etc who are not covered in the pay scale stated under Point (i) above, should presently be drawing minimum CTC of Rs. 14.0 lakhs per annum for last two years.</p> <p>The candidate should be well conversant in drafting, vetting, and execution of different legal documents, pleading, rendering legal opinion, knowledge of various Acts, Labour laws, Statutes and Judicial pronouncement. Handling all kind of litigations like civil / criminal / service matters, arbitration / estate matters etc before various judicial / quasi – judicial forums in Central / State Govt. / PSUs / Semi Govt. / Autonomous bodies / Financial Institutes / Private Companies of repute and able to brief and instruct counsels in Legal matters pertaining to the company.</p>
<u>Desirable :-</u>	Master Degree in Law/Company Secretary/Labour Laws.

How to apply:

1. Candidates will be required to apply online through ITDC website: <https://itdc.co.in/careers>
No other means / mode of application shall be accepted. Applications will be accepted from **11:00 Hrs on 29.06.2022 to 23:59 Hrs on 25.07.2022.**
2. Before registering/applying online, candidates are advised to go through detailed instructions related to the application process. The candidate should possess the following and keep the same handy while applying online:
 - (i) Valid email ID and mobile no.
 - (ii) The candidate should have scanned copy of Latest passport photograph and signature in JPG/JPEG format (**size not exceeding 1 MB**) ready for uploading before applying on-line. Size of the photo should be 450 pixels (H) x 350 pixels (W). Size of signature file should be 200 pixels (H) x 600 pixels (W).
 - (iii) After submitting online application, application form generated by the system with unique registration number will be sent to candidate's email id. Candidate should keep the form with him/ her for future reference.
 - (iv) Candidates are NOT required to submit hard copy of application form to ITDC at this stage.
 - (v) ITDC shall not be responsible for non-receipt of online applications or where the application is rejected due to wrong information filled up by the candidate.
 - (vi) Request for change of Mailing address/ email ID/ category/ posts as declared in the online application will not be entertained.
 - (vii) Candidate needs to upload all supporting documents (age, qualification, experience, NOC, Caste certificate etc.)
3. At the time of submission of online application, candidates are required to pay a non-refundable application fee of **Rs. 500/- (Rupees Five Hundred only)(excluding applicable Convenience Fee and Taxes).**

General Information and Instructions:

1. The candidates meeting the eligibility criteria can only apply. The candidates will be required to produce the original documents in support of qualification, experience and age at the time of interview. Mere submission of application or fulfilling the eligibility criteria does not confer any right on the individual for selection or short listing for the purpose of interview.
2. Candidates are advised to carefully read the full advertisement for details of eligibility criteria before submission of application.
3. Wherever CGPA/OGPA/DGPA or Letter Grade is awarded, its equivalent percentage of marks must be indicated in the online application as per norms adopted by University/Institute. Candidate are advised to upload CGPA/OGPA/DGPA conversion methodology to percentage as applicable in the university/institute.
4. In case the University/Institution does not have any scheme for converting CGPA in to equivalent percentage, the equivalence would be established by dividing the candidates CGPA by maximum possible CGPA and multiplying the result with 100.
5. The candidates working with Govt. Departments, Public Sector Enterprises etc should upload No Objection Certificate (NOC) from the department concerned. In case NOC is not available at the time of applying, an undertaking needs to be uploaded that NOC will be produced before the interview. Candidates unable to produce NOC before interview will not be allowed to appear in the interview.
6. Age relaxation for SC/ST/OBC/PwD etc. shall be as per the Govt. directives. Only those OBC's belonging to non-creamy layer of OBC which are included in the Central lists of OBC are eligible for the posts reserved for OBC's and age relaxation.
7. Mere eligibility will not vest any right on any candidate for being called for the interview. Management's decision on all matter will be final. No correspondence will be entertained from the candidates in connection with the process of selection/interview.
8. Applicants should give clear and complete postal address, email id, and phone number for correspondence. E-Mail ID so provided must be valid for at least two years after issuance of this advertisement. ITDC shall not be responsible for any postal delay/wrong delivery/non-delivery of any communication at any stage of the recruitment process. ITDC will exercise due care to avoid error in all stages of the recruitment process, however, it shall not take any liability for any error as may inadvertently occur in the process.



9. Misrepresentation or falsification of facts detected at any stage of the recruitment process or instances of misconduct/misbehavior at any stage shall result in cancellation of candidature without any notice and no correspondence in this regard shall be entertained. Canvassing in any manner would entail disqualification of Candidature.
10. ITDC reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.
11. Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on "Careers" section of ITDC website: <https://itdc.co.in/careers> only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.
12. Any queries related to the advertisement may be addressed specifically at hr@itdc.co.in

Note: Additional/ Desirable qualification relevant to the field and higher experience in the relevant field would have an added advantage; therefore it is advisable to upload all related documents

Checklist for enclosures/Documents to be uploaded:

1. Birth Certificate/Matriculation Certificate in proof of Date of Birth.
2. Educational & Professional Degrees/Certificates (Class 10th onwards).
3. Experience certificates of all previous employers containing specific date of joining and relieving.
4. Present employment documents / Appointment letter with joining details from the current employer
5. Latest pay slip from current employer.
6. For Govt./ PSU Employee in CDA/IDA pattern, a proof of having worked in the desired scale for the period as prescribed in the experience of the post applied for.
7. For Private employee and those not covered under the above point no.6, a proof of having worked with the desired CTC for the period as prescribed in the experience of the post applied for.
8. Caste/Disability certificate if applicable as per prescribed format of Govt. of India/issued by Competent Authority.
9. Additional/Desirable qualification & experiences relevant to the field mentioned in the table.
10. NOC / Undertaking for Govt. / PSU employees

Important Dates:

Sl. No.	Activity	Date
1.	Commencement of On-Line registration of application by candidates	29.06.2022 (From 11:00 Hrs onwards)
2.	Last date for on-line registration & Submission of application by candidates	25.07.2022 (Till 23:59 Hrs)

Important Instructions

1. The Online Application shall be deemed to be submitted only upon receipt of system generated Application Form in candidate's email id. Incomplete application and without requisite documents will summarily rejected without any communication to the candidate.
2. Candidates are advised to go through all instructions before applying and ensure all columns are filled properly.
3. Candidates are advised in their own interest to complete the registration process, pay application fee online (as applicable) and final submission of online application sufficiently in advance before the last date so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.



4. All supporting documents (for qualification, age, experience, others) to be uploaded as one PDF file under the heading Document Details in Documents column. Maximum file size if 10 MB.
5. Convert CGPA/OGPA/DGPA into percentage while applying. Supporting documents for conversion formula also may be uploaded with all supporting documents.
6. Photo to be uploaded in JPG/JPEG format under Document Details in Photo column. Size of the photo should be 450 pixels (H) x 350 pixels (W).
7. Scanned signature should be uploaded in JPG/JPEG format under Document Details in Signature column. Size of signature file should be 200 pixels (H) x 600 pixels (W).
8. No Objection Certificate from employer or Undertaking should be uploaded in NOC column for Government / PSU / Bank Employee
9. Qualification and Experiences can be added and removed.
10. Experiences to be filled up in the reverse chronological order starting from the current job.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.