ADVERTISEMENT NO. MTDC/GAD-1/04/2019

APPOINTMENT FOR THE POST OF MANAGER (ON CONTRACT BASIS)
FOR PERIOD OF 03 YEARS

MTDC announced Job notification to hire candidate for the position of Manager on Contract basis.

Vacancy: Manager (On Contract basis)

Qualification: B.Sc in Hotel Management & Catering Technology from NCHMCT/ AICTE, / M.Sc in Hotel Management/ Travel & Tourism from NCHMCT /AICTE.

Vacancies: 02 post;

01 Food & Beverage Service including Resort Operations.

02 Sales & Marketing

Salary: Rs.75,000/- Per Month (Negotiable)

Experience: 08- 10 years

Job Location: Mumbai, Maharashtra.

Last Date to Apply: 24 /10 /2019

Type of Appointment: Initially for a period of 03 Years and extended upto two years further based on performance and mutual consent of both the parties.

Other Qualification Details

- Minimum Qualification: B.Sc in Hotel Management & Catering Technology from NCHMCT/AICTE, M.Sc in Hotel Management/Travel & Tourism from NCHMCT/AICTE or allied education from recognized University is preferable.
- Post Graduate in Hotel Management or Tourism candidates with specified experience would be given preference.
- Minimum Required Experience: Total 10 Years (including 06 years experience as Deputy General Manager/ In Charge) in the Hotel / Resort having minimum 30 to 80 rooms.
- Age: Below 40 years

General Conditions:

- The application should be submitted in the prescribed Application Form.
Application in prescribed format enclosing therewith all relevant proof/documents in support of qualification, experience, age, pay scale etc.

Vigilance and Integrity Certificate will be called from present employee, if necessary.

Candidate should have an enough experience of Food & Beverage Service, House Keeping, and Marketing etc point of view while he should have experience of setting up of atleast 02 Multicuisine Restaurants in India.

Candidate must have working experience of 08-10 years in which he must have worked in chain or group of Hotels/Resorts as General Manager or equivalent with minimum 3 to 5 properties at different locations.

Candidate must be having experience at least one tenure of Manager or equivalent of 3 stars and above star category of Hotels/Resorts.

Out of 100 Marks, 20 Marks will be awarded for Personal Interview conducted by the members of selection committee.

Candidate has to secure atleast 35 Marks else candidate will be disqualified.

Candidate should have experience in Food & Beverage Service.

Candidate has to prepare the standardize Menu planning of all MTDC Resorts.

Candidate will be given responsibility of setting up of benchmark of All MTDC Resort Occupancy and its revenue.

Candidate has to prepare Tour Packages as well as local ancillary activities suggestions.

Candidate may be asked to set – up new Resort/ Hotel/ Restaurant at any given point of time.

Candidate has to set up the Bed – Bath Linen standards.

Other tasks given by management on time to time.

MTDC reserves the right to change /modify the terms & conditions as and when required.

MTDC reserves right to cancel appointment process at any point of time without giving any reason.

The appointment is purely on contract basis and does not indicate any permanent appointment.

**Selection Procedure**

For selecting the candidate we have allotted marking system

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Head</th>
<th>Details</th>
<th>Total Marks</th>
<th>Remarks, if any</th>
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</table>
| 1      | Education | • 05- Marks for Graduation in Hotel Management & Catering Technology with NCHMCT/ AICTE or equivalent.  
• 08- Marks for Post Graduation in Hotel Management, Travel & Tourism from NCHMCT/AICTE or recognised University.  
• 10- Marks for any other additional Courses or specialisation in specified field with relevant experience. | 10 Marks |
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<tr>
<th></th>
<th>Experience of Food &amp; Beverage Service</th>
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| 2 | - 05- Marks, if worked as Executive Chef / Sous Chef for atleast 01 year in any star category Hotel.  
- 08- Marks, if worked as Executive Chef / Sous Chef for atleast 02 year in any star category Hotel.  
- 10- Marks, if worked as Executive Chef / Sous Chef for more than 02 year in any star category Hotel. | 10 Marks |

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<tr>
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<th>Hotel/Resort of Chain in India and abroad.</th>
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| 3 | - 05- Marks, if worked at 03 different locations of any same chain group of Hotel/Resort who is having Room Inventory of atleast 25 Rooms to 100 Rooms.  
- 10-Marks, if worked at 05 different locations of any same chain group of Hotels/Resort who is having Room Inventory of atleast 50 rooms to 100 Rooms. | 10 Marks |

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<thead>
<tr>
<th></th>
<th>Room Inventory</th>
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| 4 | - 05 Marks, if worked in the Hotel/Resort of minimum 40 Rooms.  
- 07 Marks, if worked in the Hotel/Resort of minimum 60 Rooms.  
- 10 Marks, if worked in the Hotel/Resort of minimum 100 Rooms | 10 Marks |

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<th>Guest Relationship and Handling International Tourist.</th>
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<td>5</td>
<td>- 05 Marks, if candidate have an experience of handling International Guest with Inbound Tour as special responsibility.</td>
<td>05 Marks</td>
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<th>Experience of Policy making in Standards and Services.</th>
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<tr>
<td>6</td>
<td>- 05 Marks, if candidate have an experience of working and delivering the Policy on Services and standards in Hospitality industry.</td>
<td>05 Marks</td>
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<tr>
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<th>Planned, Executed and Operated new Resort/Hotel.</th>
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<td>7</td>
<td>- 10 Marks, if candidate have an experience of setting up of new Hotel/Resort not less than 100 Rooms and successfully operated it for complete 01 year.</td>
<td>10 Marks</td>
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<th>Sales &amp; Marketing</th>
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| 8 | - Candidate who is having an experience of marketing of Resorts/Hotels with outcome defined will be given preference.  
- 10 Marks, if candidate is having an experience of handling the marketing portfolio (Inbound Tourist, Social Media, Publicity, Events, Exhibitions, Festivals etc.) with successful and result oriented outcome. | 20 Marks |
9  Personal Interview  
- A panel will conduct Personal Interview of candidate.
- Proportionate marks will be given on grounds of Q&A section.

20 Marks

**How To Apply**

- Application should be sent in a cover super scribing the postcode along with the post and discipline applied and may be sent to Manager (GAD - 01), Maharashtra Tourism Development Corporation Ltd., Apeejay House, 4th Floor, 3 Dinshaw Vachha, Road, Churchgate, Mumbai - 400 020.
- The last date for submission of applications is 24/10/2019.
- Employment type - Full-time on contract.
- Job function - Sales, Business Development, Property Management, New initiatives,
- Industry - Government Administration

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APPLICATION FOR THE POSITION OF GENERAL MANAGER IN MTDC LTD
ADVERTISEMENT NO. MTDC/GAD-1/04/2019

Affix your recognizable recent Passport size photograph & Sign over it

1. Name in full :

2. Full Address
   a) Residence :

   CONTACT NO : P I N
e-mail ID :

   b) Office (with Telephone No., Mobile No., e-mail address etc.)

   MOBILE NO : P I N
e-mail ID :

3. a) Date of Birth :

   b) Age as on 24/10/2019 :______ Years______ Months______ Days

4. Whether currently working or retired : Indicate your category by ( √ )
   WORKING   RETIRED

5. Present Designation :
   (In case of retired persons, post held at the time of retirement)

6. Office/Department

7. Scale of Pay

8. Present Gross Emoluments OR last emoluments in case of retired person (Specify Basic Pay, D.A., Other Allowances etc) :

9. Qualification Details:
   a) Educational / Professional Qualification:

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<tr>
<th>Academic</th>
<th>Degree / Post – Graduation Passed</th>
<th>Name of the University / Institution</th>
<th>Year of Passing</th>
<th>% Marks &amp; Class</th>
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<td>Professional</td>
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<td>Professional</td>
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   b) Details of affiliation with Professional Bodies/Institution/Society:

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<th>Name of the Body</th>
<th>Membership No.</th>
<th>Since when</th>
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10. Experience : Details of posts held from time to time:

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<th>Sr. No.</th>
<th>Name of the Organization with No. of employee &amp; Turnover</th>
<th>Position Held</th>
<th>Scale of Pay &amp; Gross Emoluments</th>
<th>Period From</th>
<th>Period To</th>
<th>Total Experience Years</th>
<th>Total Experience Months</th>
<th>Nature of Job (Responsibilities handled)*</th>
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   * Attach separate sheet if required

11. Please indicate your present level vis-à-vis your organization structure and the prospective career progression path.

12. List of Publications / academic honors received:

   ____________________________ ____________________________ ____________ __________
   ____________________________ ____________________________ ____________ __________
   ____________________________ ____________________________ ____________ __________

13. Any other information:

   Place: __________

   Date: ________ Signature of the Candidate

Note: Copies of Testimonials in support of age, qualifications, experience etc. may be furnished, wherever necessary.

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