

Jharkhand Tourism Development Corporation Ltd. is hiring candidates through outsource agency for following posts. Interested Candidates must send their resume to below mentioned mail ID or contact in mentioned contact no. Shortlisted candidates shall be contacted for interview through email / telephonic call.

| <u>Sl No.</u> | <u>Name of post</u>         | <u>Number of posts</u> | <u>Numeration</u> | <u>Qualification</u>   | <u>Role (Summery)</u>   |
|---------------|-----------------------------|------------------------|-------------------|--|---|
| 1             | Sr. Manager, Hotel          | 03                     | 25000-30000       | Hotel Management or MTM from a reputed Institute having experience of running hotels of more than 40 rooms with work experience 10 years in the related field, knowledge of good speaking Hindi, English & Local Language.                 | To look after the Hotel Unit and manage all affairs with all responsibility.    |
| 2             | Manager Hotel               | 04                     | 20000-25000       | Hotel Management or MTM from a reputed Institute having experience of running hotels of more than 40 rooms with work experience 06 years in the related field, knowledge of good speaking Hindi, English & Local Language.                 | To look after the Hotel Unit and manage all affairs with all responsibility.    |
| 3             | Manager (Estb.)             | 01                     | 20000-25000       | Professional having MBA Degree in related field and 03 years' experience.  | To execute the related department work.   |
| 4             | Field supervisor            | 03                     | 25000-30000       | Ex- Servicemen Defence personnel not below the rank of JCO or equivalent, preference will be given to those persons who are having any type of training in the Hospitality sector and fluent in Hindi & English speaking.                  | To visit the hotel unit and report submitted to the regional manager.           |
| 5             | Accounts officer            | 01                     | 25000-30000       | CA/ ICWAI or MBA in finance with 05 years work experience in any PSU or Private.   | To manage the finance /Admin/ Personnel Department.                             |
| 6             | Accounts Assistant          | 01                     | 20000-25000       | B.com with 05 years experience in related field.   | To assist the Mgr. Finance  |
| 7             | Chef cum Kitchen Supervisor | 05                     | 20000-25000       | Trade Diploma from reputed food craft or hotel management institute with 02 years experience in hotel industries having good knowledge of cooking of continental Indian, Chinese and Tandoor or JTDCL working employees through promotion. | To Execute the Food preparation and food production work.                       |
| 8             | Receptionist                | 05                     | 20000-25000       | Trade Diploma from reputed food craft or hotel management institute with 02 years experience in hotel industries having good knowledge writing, speaking English, Hindi & local language.  | To manage the front desk of the hotel unit wherever appointed.                  |
| 9             | Clerk                       | 01                     | 20000-25000       | Graduate from a reputed University and having experience of 02 years from related field.   | To assist the manager.  |
| 10            | Housekeeper                 | 02                     | 18000-20000       | Trade Diploma in Housekeeping from reputed food craft or hotel management institute with 02 years experience in hotel industries having good knowledge writing, speaking English, hindi & local language.                                  | To manage from cleaning/housekeeping work of the hotel unit wherever appointed. |
| 11            | Attendant                   | 08                     | 15000-18000       | 10th pass with 03 years experience in the hospitality industry. .  | To attend the guest.  |
| 12            | Senior Accountant           | 02                     | 20000/-           | B.Com with 7 to 9 years of Experience in relevant field.   | To assist the Manager Finance.  |
| 13            | Manager HR                  | 01                     | 20000/-           | Bachelor's degree with 7 to 9 years of experience in relevant field, Diploma/Degree in Human resource Management will be preferred.  |   |
| 14            | OSD to MD                   | 01                     | 30000/-           | Bachelor's degree with diploma in Tourism and Travel stream with 5 years experience in relevant field.   |   |
| 15            | Computer Operator           | 02                     | 15000/-           | Bachelor's degree with diploma in Computer Application with 5 years experience in relevant field.  |   |
|               | <b>TOTAL-</b>               | <b>40</b>              |                   |  |   |

Email ID for sending resume - [sonut@innov.in](mailto:sonut@innov.in)

Contact no of the outsource agency - **9905364927** (Sonu Kumar)

Address of the Outsource Agency office: **691, 2<sup>nd</sup> floor, near new garden fresh store, radium road, Ranchi 834001**