

Application criterion for recruitment of Technical
Consultant for Tourism wing of KMVN on contractual
basis for a period of 2 years

The below mentioned particulars has to be mentioned in the resume along with notified enclosures.

- 1) Name
- 2) Address
- 3) Mobile Number
- 4) Email Address
- 5) Date of Birth
- 6) Aadhar Number (Enclose copy of Aadhar card)
- 7) Educational Qualification (From High School to Graduation/Post Graduation. Enclose related mark sheets and degree)
- 8) Experience(Duties and Responsibilities) (Enclose justifying documents)
- 9) Achievements
- 10) Details in regard to participation in workshop/any other course(Enclose related documents)
- 11) Any extracurricular activities.
- 12) Skills
- 13) Hobbies
- 14) Expected Salary

Terms and Conditions -

- 1) The recruitment of consultant will be purely on contractual/ non permanent basis for a period of 2 years.
- 2) No claim of job will be entertained by Nigam management after the completion of contract period.
- 3) Job responsibilities -
 - a) Research, explore and study different travel destination options.
 - b) Research destination and travel prices, customs, reviews etc.
 - c) Research and study clients' specifications and wishes & submit reports to Nigam management accordingly.
 - d) Suggest suitable travel options that best suit clients' needs.
 - e) Plan and organize customized package tours.
 - f) Reserve and manage accommodation through our central reservation system and organize rental transportation for guests.

- g) Inform clients and provide useful travel material such as guides, maps and event programs.
 - h) Offer and promote different services and offerings.
 - i) Keep learning about latest industry trends and formation of revenue management strategies.
 - j) Attend webinars, conferences and other educational programs like TTF, Tourism meets etc.
 - k) Build and maintain relationships with clients.
 - l) Track KPIs and prepare KPI and MIS reports.
 - m) Create and update electronic records of clients
 - n) Participation in meetings organized by government officials.
 - o) Track reply and handle the grievances conveyed by the guests.
 - p) Handle unforeseen problems and complaints and determine eligibility for money returns.
 - q) Have to provide training to Nigam staff time to time on hospitality measures such as Food Production/Housekeeping/Food and beverage etc.
 - r) Follow other instructions given by Managing Director and General Manager time to time.
- 4) The applicant shall have a minimum of 10+ years experience working in the post of Head of operations/senior management or above, in a 3 star property having a chain of least 10 hotels or managing a property of at least 75 rooms.
- 5) The recruitment will be finalized after personnel interview of the applicant in front of the committee set for recruitment, set up in the date determined by the Nigam management.
- 6) KMVN reserves the right to cancel the process of recruitment at any point without assigning any reason thereof.
- 7) In case of any dispute between the applicant and Nigam court of Nainital will be the place for dispute management.

Declaration -

- 1) I have carefully read and understood all the terms and conditions in regard to the recruitment of technical consultant.
- 2) The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my application at any stage besides liabilities towards prosecution under appropriate law.

Signature

Name

Address