



No: KSTDC/23/Admn/2017-18/1572

Date: 06.01.2018

**NOTIFICATION**

Karnataka State Tourism Development Corporation Ltd. (KSTDC) is seeking to appoint qualified personnel in various domains to assist KSTDC in its day to day operations and business expansion plans. In this connection, it is proposed to fill up the following posts for KSTDC on contractual basis for the period of one year by calling Walk-In-Interview. Interested candidates are invited to attend the Walk-in-Interview for the posts indicated against the below dates along with documentary proof for educational qualifications, experience and certifications. A candidate can participate for only one position.

Sl. No	Date of Interview	Details of Interviewing posts		No. of vacant posts
1	12.01.2018	1	Manager (Finance)	01
		2	Assistant Manager (Finance)	02
		3	Second Division Account Assistant	15
2	16.01.2018	1	Project Director (The Golden Chariot)	01
		2	Executive Assistant to Managing Director	01
		3	Public Relation Officer	01
		4	IT Consultant	01
		5	Software Engineer	02
		6	Data Base Administrator	01
		7	Network Engineer	01
3	17.01.2018	1	Manager (Admin)	01
		2	Manager (Hotels)	02
		3	Manager (Tours)	01
		4	Manager (Marketing & Sales)	02
		5	Assistant Manager (Admin)	01
4	18.01.2018	1	Assistant Manager (Law)	01
		2	Assistant Manager (Hotels)	07
		3	Jr. Administrative Assistant	02
		4	Data Entry Operator	04
		5	Driver	10
<b>Total</b>				<b>57</b>

## THE DOCUMENT CONTAINS THE FOLLOWING DETAILS:

- POSITIONS – AGE, SALARY, ELIGIBILITY CRITERIA, SKILLS
- APPLICATION FORMAT

## COMPANY OVERVIEW:

Karnataka State Tourism Development Corporation Ltd. (KSTDC Ltd.) was established in 1971, wholly owned by the Government of Karnataka. It provides accommodation and conveyance facilities for tourists visiting Karnataka. It also conducts package tours through its fleet of buses equipped with state of the art facilities and owns Hotels and Guest Houses throughout the State. It owns various properties at unrivalled locations across popular destinations. In addition, it also operates The Golden Chariot, South India's first and only Luxury Train. More details on KSTDC Ltd., can be found at <http://www.kstdc.co/>

## GENERAL INFORMATION:

1. Filled in application form along with self attested copies of document should be submitted at the time of Walk-in-Interview. (Photocopies of age proof-SSLC, Certificates of Educational qualification, Experience etc.,)
2. The following original certificates should also be produced for verification at the time of Walk-In-Interview.
  - a. All Educational Certificates (SSLC+ PUC+ Graduation or Required qualification)
  - b. All Experience Certificates
  - c. All Professional Certificates
  - d. Computer Certificates
  - e. Aadhar Card
  - f. PAN Card
3. Dates of Walk-In-Interview : 12.01.2018, 16.01.2018, 17.01.2018 & 18.01.2018
4. Time of Walk-In-Interview : From 10.00 AM to 05.00 PM
5. Place of Walk-In-Interview: Office of the Managing Director, KSTDC Corporate Office, Ground Floor, Yeshwanthpur TTMC, BMTC Bus Stand, Yeshwanthpur Circle, Bengaluru.
6. Duration of Contract : One year.
7. **Instructions to the candidates who participate for the post of Driver:** Shortlisted candidates shall be required undergo driving test before a screening committee. The screening committee shall evaluate the candidates based on driving test, physical standards, eye sight etc. to finalize the successful candidates.
8. The details of post and vacancy is enclosed as Annexure-1 (below)

Sd/-  
Managing Director  
KSTDC Ltd.,

**ANNEXURE-1**  
**POSITIONS – AGE, SALARY, ELIGIBILITY CRITERIA, SKILLS**

SL. No.	Position & no. of positions	Age as on 01.01.2018	Consolidated Salary per month	Eligibility Criteria – Qualification and Experience (Minimum 50% marks in all examinations is necessary of qualification)	Should have following skills
1	<b>Project Director (The Golden Chariot)</b> No. of Positions - 1	18 to 45 years	Rs.35000 + VDA	<ul style="list-style-type: none"> <li>• Must be an MBA / PGDM / MTA from an AICTE / UGC recognized University.</li> <li>• Minimum 5 years of work experience in Government PSUs or Reputed Private Companies.</li> <li>• Must have at least 3 years of experience in Tour and Travels Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Should Possess Strong Leadership and Decision Making credentials.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Good Personnel Management Skill.</li> <li>• Good marketing skills, in promoting Tourism products &amp; services</li> <li>• Brand management skills.</li> <li>• Proficient in Kannada and English.</li> </ul>
2	<b>Manager (Admin)</b> No. of positions: 1	18 years to 45 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>• Must be an MBA / PGDM / MTA with specialization in HR.</li> <li>• At least 5 years of experience in Administration Department of Firms/ Companies/Public Sector Enterprises.</li> <li>• Must have experience in HR Administration &amp; Management for at least 3 years during past 5 financial years.</li> <li>• Experience in Government undertakings shall get an additional weightage</li> <li>• Experience in Tourism/Hospitality Industry shall also be given additional weightage</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of Government procedures and standards.</li> <li>• Knowledge of statutory requirements viz KTPP Act, Karnataka Cadre, Recruitment, Probation, Seniority and Promotion Regulations (KCSR) and fair knowledge on Karnataka Treasury Code and Karnataka Financial Code.</li> <li>• Should possess good computer knowledge.</li> <li>• Good organizational skills, which are essential for managing Administration Department.</li> <li>• Excellent written and verbal communication skills</li> <li>• Proficient in Kannada and English.</li> </ul>
3	<b>Manager (Finance)</b> No. of positions: 1	18 years to 45 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>• B.Com / BBM / M.Com. / MBA (Finance) or equivalent Commerce qualification with minimum 50% aggregate marks from AICTE/ UGC recognized university</li> <li>• Minimum 5 years post qualification experience for graduates or 3 years post qualification experience for post graduates in Finance Department in reputed private / govt. firms</li> <li>• Candidates who have undergone Articleship in</li> </ul>	<ul style="list-style-type: none"> <li>• Strong management and organizational skills.</li> <li>• Advanced Knowledge of Finance</li> <li>• Should possess good computer knowledge</li> <li>• Strong Knowledge of MS Office specially MS Excel and Tally</li> <li>• Strong MIS reporting skills</li> <li>• Good People Management skills</li> <li>• Excellent written and verbal communication skills.</li> </ul>

SL. No.	Position & no. of positions	Age as on 01.01.2018	Consolidated Salary per month	Eligibility Criteria - Qualification and Experience (Minimum 50% marks in all examinations is necessary of qualification)	Should have following skills
				<p>a CA Firm and those who completed CA / CMA / CS Inter shall be given additional weightage.</p> <ul style="list-style-type: none"> <li>• Must be certified in Tally ERP-9 by KEONICS or equivalent certification through a minimum 3 months course</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in Kannada and English.</li> </ul>
4	<b>Manager (Hotels)</b> No. of Positions - 2	18 to 45 years	Rs. 30000 + VDA	<ul style="list-style-type: none"> <li>• Graduate / diploma in Hotel Management from AICTE / UGC recognized university.</li> <li>• Minimum 5 years' experience in the Hospitality Industry</li> <li>• Experience in working as a Manager of a reputed Hotel with minimum 20 rooms for at least 3 years</li> </ul>	<ul style="list-style-type: none"> <li>• Strong communication and problem solving skills</li> <li>• Good leadership and team management skills</li> <li>• Proficient in Kannada, English and Hindi</li> <li>• Excellent verbal and written communication skills</li> <li>• Basic accounting, marketing, MIS and computer skills</li> </ul>
5	<b>Manager (Tours)</b> No. of Positions - 1	18 to 40 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>• MBA / PGDBM Operations/ MTA / BE / B Tech(Mechanical or Automobile) from AICTE / UGC recognized university</li> <li>• Minimum 5 years of experience in the field of Logistics / Transport /Tours &amp; Travels.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong tour operations and planning skills</li> <li>• Strong numerical, verbal and written communication skills</li> <li>• Basic accounting skills</li> <li>• Conversant with MS Excel, MS Power Point and MS Word</li> <li>• Strong skills in product development &amp; promotion, cost analysis, tour planning and MIS reporting</li> <li>• Good leadership, team management and project management skills</li> </ul>
6	<b>Manager (Marketing and Sales)</b> No. of Positions - 2	18 to 35 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>• MBA (Marketing) or MTA from an AICTE / UGC recognized University</li> <li>• At least 5 years of experience in marketing of products/services.</li> <li>• Experience in Hospitality/ Travel Industry shall be given additional weightage.</li> <li>• Minimum one year of experience of working as a Team Leader in Marketing Profile.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of various marketing techniques and planning.</li> <li>• Designing of marketing plan / campaigns and its execution.</li> <li>• Good organizational and marketing skills.</li> <li>• Good PR management skills.</li> <li>• Proficient in Kannada and English..</li> <li>• Must be a computer Literate and proficient in MS Office</li> </ul>

SL. No.	Position & no. of positions	Age as on 01.01.2018	Consolidated Salary per month	Eligibility Criteria - Qualification and Experience (Minimum 50% marks in all examinations is necessary of qualification)	Should have following skills
					<ul style="list-style-type: none"> <li>Strong MIS reporting skills</li> </ul>
7	<b>Executive Assistant to MD</b> No. of positions: 1	18 years to 40 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>Must be an MBA / PGDM / MTA from an AICTE / UGC recognized University</li> <li>Must have a work experience of minimum 3 years as Executive Assistant to Senior Management in Private Companies/ Govt. Undertakings.</li> </ul>	<ul style="list-style-type: none"> <li>Proficiency in MS Office</li> <li>Good Written and verbal Communication Skills</li> <li>Proficient in Kannada and English.</li> <li>Good coordination skills</li> </ul>
8	<b>Public Relations officer</b> No. of positions: 1	18 years to 40 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>Graduate from AICTE/ UGC recognized university</li> <li>Minimum 3 years of experience in the role of Public Relations / Media / Corporate communications at any of the Government Undertakings or Reputed Private Companies.</li> <li>Candidates with Masters in Mass Communication shall be given additional weightage</li> </ul>	<ul style="list-style-type: none"> <li>Must have a good understanding of Government procedures and standards with respect to Public Relations</li> <li>Ability to understand briefs, work with content and media teams, build brand strategy and consult clients on communication requirements</li> <li>Content creation and review, execution of special events designed for public outreach and media relations communication</li> <li>Good written and verbal communication skills</li> <li>Good presentation and drafting skills</li> <li>Good Personnel Relations and Organizational skills</li> <li>Proficient in Kannada and English.</li> </ul>
9	<b>IT Consultant</b> No. of positions: 1	18 years to 40 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>B.E. / B Tech (Computer Science or Information Technology or Information Science) / BCA / MCA from AICTE / UGC recognized university</li> <li>Minimum of 5 years of work experience in implementation of IT transformation for a Govt. organizations / PSUs/ Private Organizations.</li> <li>Must have at least one certification out of ITIL (Information Technology and Infrastructure Library -V3 Foundation certification)/ CSSLP (Certified Secure</li> </ul>	<ul style="list-style-type: none"> <li>Experience in leading IT team and supervising smooth functioning to ensure digital transformation of an Organization / Firm</li> <li>Good Leadership and management skills.</li> <li>Proficiency in prevalent IT Modules and trends, programming, Networking and Database administration</li> <li>Excellent written and verbal communication skills</li> <li>Expert in Identifying and articulating functional requirements for technical development / IT solutions</li> </ul>

SL. No.	Position & no. of positions	Age as on 01.01.2018	Consolidated Salary per month	Eligibility Criteria - Qualification and Experience (Minimum 50% marks in all examinations is necessary of qualification)	Should have following skills
				Software Lifecycle Professional)	<ul style="list-style-type: none"> <li>Proficient in Kannada and English.</li> </ul>
10	<b>Software Engineer</b> No. of positions: 2	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>B.E. / B Tech (Computer Science or Information Technology or Information Science) / BCA / MCA from AICTE / UGC recognized university</li> <li>Must have a work experience of at least 2 years in reputed private companies or Govt. undertakings as a software Engineer</li> <li>Should at least have 2 certifications in programming languages such as : Java &amp; J2EE frameworks, C/C++/ PHP/ Dot net, Python, Ruby, and Perl from a reputed institute through course work of minimum 1 month duration</li> </ul>	<ul style="list-style-type: none"> <li>Analytical skills, Solution development and designing system specifications, standards, and programming</li> <li>Capable of preparing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code</li> <li>Ability to adapt with changing technology requirements</li> <li>Problem solving capability</li> <li>Excellent written and verbal communication skills</li> </ul>
11	<b>Data Base Administrator</b> No. of positions: 1	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>B.E. / B Tech (Computer Science or Information Technology or Information Science) /BCA/ MCA from AICTE/ UGC recognized university</li> <li>Must have a work experience of at least 2 years in reputed private companies or Govt. undertakings as a Database Administrator.</li> <li>Must have SQL certification from a reputed institute through course work of minimum 1 month duration</li> </ul>	<ul style="list-style-type: none"> <li>Proficient in MS Office</li> <li>Must have expertise in RDBMS (Relational Database Management System) and Structured Query Language (SQL)</li> <li>Ability to adapt with changing technology requirements</li> <li>Problem solving capability</li> <li>Excellent written and verbal communication skills</li> <li>Strong knowledge of database designs, data models, text models etc.</li> </ul>
12	<b>Network Engineer</b> No. of positions: 1	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>B.E. / B Tech (Computer Science or Information Technology or Information Science) /BCA/ MCA from AICTE/ UGC recognized university</li> <li>Must have a work experience of at least 2 years in reputed private companies or Govt. undertakings as a Network Engineer</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of systems networking and IT security</li> <li>Design, deploy, monitor, and troubleshoot network (hardware &amp; software)</li> <li>Solid understanding of OSI or TCP/ IP model</li> <li>Should have good knowledge in configuring and installing various network devices and</li> </ul>

SL. No.	Position & no. of positions	Age as on 01.01.2018	Consolidated Salary per month	Eligibility Criteria - Qualification and Experience (Minimum 50% marks in all examinations is necessary of qualification)	Should have following skills
				<ul style="list-style-type: none"> <li>• Must have CCNA (Cisco Certified Network Associate) certification</li> </ul>	<p>services (e.g. : routers, switches, firewalls, load balancers, VPN, networking protocols )</p> <ul style="list-style-type: none"> <li>• Should be skilled in performing network maintenance and system upgrades including service packs/, patches, hot fixes and security configurations</li> </ul>
13	<b>Assistant Manager (Admin)</b> No. of Positions - 1	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>• Graduate from AICTE / UGC recognized university with at least 3 years of experience in Admin Department in reputed private / govt. firms</li> <li>• Candidates with Masters in Mass Tourism Administration (MTA) / MBA (HR) / PGDM (HR) shall be given additional weightage</li> </ul>	<ul style="list-style-type: none"> <li>• Strong management and organizational skills</li> <li>• Advanced Knowledge of Administrative structure of Firms</li> <li>• Should possess good computer knowledge</li> <li>• Strong knowledge of MS Office</li> <li>• Strong MIS reporting skills</li> <li>• Good People Management skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Proficient in Kannada and English.</li> </ul>
14	<b>Assistant Manager (Finance)</b> No. of Positions - 2	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>• B.Com / BBM / M.Com. / MBA (Finance) or equivalent Commerce qualification with minimum 50% aggregate marks from AICTE/ UGC recognized university</li> <li>• Minimum 5 years post qualification experience for graduates or 3 years post qualification experience for post graduates in Finance Department in reputed private / govt. firms</li> <li>• Candidates who have undergone Articleship in a CA Firm and those who completed CA / CMA / CS Inter shall be given additional weightage</li> <li>• Must be certified in Tally ERP-9 by KEONICS or equivalent certification through a minimum 3 months course</li> </ul>	<ul style="list-style-type: none"> <li>• Strong management and organizational skills.</li> <li>• Advanced Knowledge of Finance</li> <li>• Should possess good computer knowledge</li> <li>• Strong Knowledge of MS Office specially MS Excel and Tally</li> <li>• Strong MIS reporting skills</li> <li>• Good People Management skills</li> <li>• Excellent written and verbal communication skills.</li> <li>• Proficient in Kannada and English.</li> </ul>

SL. No.	Position & no. of positions	Age as on 01.01.2018	Consolidated Salary per month	Eligibility Criteria - Qualification and Experience (Minimum 50% marks in all examinations is necessary of qualification)	Should have following skills
15	<b>Assistant Manager (Law)</b> No. of Positions - 1	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>• Must be a Graduate in Law from recognized university with at least 1 year of experience in Legal department of reputed private / govt. firms</li> <li>• Experienced in drafting and verifying agreements, MoUs, Contracts from a legal standpoint</li> <li>• Candidates with specialization in Business Law / Corporate Law shall be given additional weightage</li> </ul>	<ul style="list-style-type: none"> <li>• Strong management and organizational skills.</li> <li>• Advanced Knowledge of Legal Aspects of Management</li> <li>• Should possess good computer knowledge</li> <li>• Strong Knowledge of MS Office</li> <li>• Good People Management skills</li> <li>• Excellent written and verbal communication skills.</li> <li>• Proficient in Kannada and English.</li> </ul>
16	<b>Assistant Manager (Hotels)</b> No. of Positions - 7	18 to 40 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>• Graduate / diploma in Hotel Management from AICTE / UGC recognized university</li> <li>• Minimum 3 years' experience in the Hospitality Industry</li> <li>• Experience of working as a Manager or Assistant Manager in a Hotel with not less than 20 rooms, for at least 1 year.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong communication and problem solving skills</li> <li>• Good leadership and team management skills</li> <li>• Proficient in Kannada, English and Hindi.</li> <li>• Excellent verbal and written communication skills</li> <li>• Basic accounting, marketing, MIS and computer skills</li> </ul>
17	<b>Junior Administrative Assistant</b> No. of Positions - 2	18 to 30 years	Rs.12500 + VDA	<ul style="list-style-type: none"> <li>• Minimum Senior Secondary/PUC/10+2 with Kannada as one of the language.</li> <li>• Must have Diploma In Computer Financial Accounting (DICFA) by KEONICS or equivalent certification through a minimum 6 months course</li> <li>• Candidates with get additional weightage for exemplary academic performance</li> </ul>	<ul style="list-style-type: none"> <li>• Good management skills and organizational skills.</li> <li>• Good Writing and drafting skills</li> <li>• Proficient in Kannada and English.</li> </ul>
18	<b>Second Division Account Assistant</b> No. of Positions - 15	18 to 35 years	Rs.12500 + VDA	<ul style="list-style-type: none"> <li>• Graduate in Commerce from AICTE / UGC recognized university</li> <li>• Minimum 1 year of experience in Finance &amp; Accounts departments of reputed private firms / Government organizations</li> <li>• Must have Diploma In Computer Financial</li> </ul>	<ul style="list-style-type: none"> <li>• Strong numerical, verbal and written communication skills</li> </ul>



SL. No.	Position & no. of positions	Age as on 01.01.2018	Consolidated Salary per month	Eligibility Criteria - Qualification and Experience (Minimum 50% marks in all examinations is necessary of qualification)	Should have following skills
				Accounting (DICFA) by KEONICS or equivalent certification through a minimum 6 months course	
19	<b>Data entry operator</b> No. of Positions - 4	18 to 30 Years	Rs.12500 +VDA	<ul style="list-style-type: none"> <li>• Minimum Higher Secondary / PUC / 10+2 pass</li> <li>• Must have completed a certificate course for Data Entry Operator by KEONICS or equivalent certification through a minimum 3 months course</li> </ul>	<ul style="list-style-type: none"> <li>• Very good computer operating skills.</li> <li>• Good knowledge of MS Office</li> <li>• Proficient in Kannada (Nudi) and English typing</li> </ul>
20	<b>Driver</b> No. of Positions - 10	18 to 35 years	Rs. 12500 + VDA	<ul style="list-style-type: none"> <li>• Minimum SSLC Pass with Kannada as one of the subjects</li> <li>• Must possess heavy passenger vehicle as well as LMV driving license</li> <li>• Must have not less than one year experience in driving heavy passenger vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Conversant with traffic rules</li> <li>• Experience in basic troubleshooting</li> </ul>

Sd/-  
Managing Director,  
KSTDC

**Karnataka State Tourism Development Corporation Ltd.,  
APPLICATION FORMAT**

Post Applied For: \_\_\_\_\_

Paste recent  
Passport Size  
photo

**PERSONAL DETAILS**

Name of the Candidate (IN BLOCK LETTERS)	
DOB	
Age as on 01.01.2018	
Sex	
Address	
Languages known (Read/Write/Speak)	
Tel.No / Mobile No	
e-mail ID	

**ACADEMIC AND OTHER QUALIFICATION IN DESCENDING ORDER:**

(Self attested copies of document to be enclosed)

SI.No	Examination passed (year)	Name of the Institution /University	Year of passing	%of Marks/Grade	Specialization
1					
2					
3					
4					
5					
6					

**PROFESSIONAL EXPERIENCE**

SI.No	Employer Name	Position	Period		Job Description
			From	To	
1					
2					
3					
4					
5					
6					

**COMPUTER SKILLS**

Skill <select none / basic / advanced>	MS Word	MS PowerPoint	MS Excel	Tally
<b>Computer Skills</b>				

Hobbies :  
Any other Information :  
Declaration :

Date:  
Place:

(Applicant Name with Signature)

