



M.P. ECOTOURISM DEVELOPMENT BOARD

(M.P. Forest Department)

No./Ecoboard/2023/1517

Dated : 08.09.2023

APPLICATIONS INVITED

Applications are invited from candidates having necessary qualifications for following posts on contractual appointment basis for 1 year :

S.No.	Posts	Number of Posts
1.	Manager- Ecotourism Project	One
2.	Manager-IT	One

The details and application form may be downloaded from website www.mpecotourism.org The application duly completed along with necessary documents as per prescribed format must reach on or before **29.09.2023 up to 17.00 hours**, in the **office of MPEDB, A wing, Urja Bhawan, Link Road No. 2, Shivaji Nagar, Bhopal 462016** or through **E-mail : mpecotourism@mp.gov.in**

M.P. Madhyam/111910/2023

CEO, MPEDB

MADHYA PRADESH ECOTOURISM DEVELOPMENT BOARD

Recruitment to the Post of Managers- Ecotourism Project / Manager IT in MPEDB.

The Madhya Pradesh Ecotourism Development Board (MPEDB) Bhopal requires qualified specialists for a period of three yearson contract basisas per the details mentioned below:

1. Number of vacancies:

- a. Manager- Ecotourism Project - 01
- b. Manager- IT - 01

2. Age: Not less than 21 years but not exceeding 40 years, as on 01.09.2023.

3. Essential Education Qualifications, Desired Experiences and Job Descriptions:

Particulars	Details
Position	Manager- Ecotourism Project [on Contract]
Educational Qualification	Graduation /Post graduation degree or Post graduation diploma in Tourism and Travel management from recognized Universities/ institutes OR Post-Graduate Diploma in Forest Management (PGDFM)from recognized Universities/ Institutes
Desired Experience	Preference will be given to the candidates having experience in Management / Project Development of Ecotourism Areas.
Job Description	<ol style="list-style-type: none">1. Development and implementation of business plan for ecotourism destination development.2. Identification of potential sites, their market assessment and project formulation.3. Research and study of various eco-friendly ecotourism infrastructures.4. Field visits for improvement of ecotourism activities.5. Ensuring public participation at various destinations.6. Identification of IGA and potential community members, their capacity building and linkage with livelihood.7. Publicity of innovations and other highlights of various destinations.8. Co-ordination with all stakeholders' viz. local forest officials, communities and visitors, etc.9. Necessary actions for timely completion of projects.10. Capacity building of all stakeholders of eco-tourism.11. Record and maintain database needed for job.12. Developing and implementing models for conservation of forest and wildlife using ecotourism as a tool.13. Develop destination-wise brochures and other publicity works.14. Any other works as assigned by CEO, MP Ecotourism Development Board from time to time.15. Promotion and Publicity of Ecotourism destination in digital/electronic media.

Particulars	Details
Position	Manager- IT [on Contract]
Educational Qualification	Graduation - B.E./B.Tech/ B.Sc./BCA Post- Graduation - M.Tech (CS/IT)/ M.C.A / M.Sc. (C.S./IT) / MBA (IT)
Desired Experience	Minimum 4 years of experience in IT Projects, Software development, Hardware, Networking in IT projects Minimum 2 years experience of managing a complete life cycle of IT / e-Governance projects.
Job Description	<p>Design & Architecture</p> <ol style="list-style-type: none"> 1. Assist the Board in defining the standards for application architecture, database design, development and infrastructure deployment. 2. Study the status of IT Infrastructure of Board and assist them in coming up with a robust IT infrastructure to support the roll out of e – governance projects. 3. Analyze the existing/ proposed projects in regard to strategic control, security, disaster recovery and business continuity. 4. Ensure that project level initiatives are interoperable, standardized, scalable and secure across various areas of software, hardware and infrastructure. 5. Help the department in adhering to technical standards/ architecture/ product and strategic control, specifications for the e – governance projects. 6. Ensure utilization of the common infrastructure for projects implementation. 7. Maintain and update Board website as per requirement. 8. Design and maintain dash board on the Board website. 9. Integrate financial platform on the Board website. 10. Conceptualization of software applications to meet user requirements vis-à-vis appropriate technologies & tools. <p>Project Management Support & Documentation</p> <ol style="list-style-type: none"> 1. Coordination for requirement gathering, impact analysis, user acceptance testing and demonstration of new developments, modifications and feature enhancements. 2. Coordination with stakeholders/users/vendor on functional requirements. 3. Preparation of project documents including Concept Notes, DPRs. FRS, EoI, RFPs etc. 4. Project Management Support in development and maintenance of software applications. 5. Understanding the functional requirements and ensuring that it has been translated into technical requirements. <p>Miscellaneous</p> <ol style="list-style-type: none"> 1. Assist in technical evaluation of external agency proposal related to implementation of various e-governance initiatives. 2. Support in monitoring/help establish suitable network/IT infrastructure-monitoring system at MPEDB. 3. In addition to above, Primary Responsibilities the incumbent may be assigned any other task from time to time by CEO, MPEDB. 4. Regularly update Board activities on various social media platforms.

4. Monthly Emoluments– (i) Rs. 40,000/- per month.

(ii) TA/DA for field visit as per contractual conditions of the Board

5. Other Conditions:


1. The contract period is one year from the date of appointment. The first three months shall be probation period. The appointment is subjected to condition that candidate's performance will be assessed after probation. Continuation after probation period will be purely based on performance. If the performance is found satisfactory then services will be continued and in case of non- satisfactory performance service shall be terminated. The decision of the CEO MPEDB will be final.
2. Services after one year can be extended only if there is further requirement of professional services to the MPEDB. CEO, MPEDB will assess the requirement and can extend services one year at a time.
3. The services of contractual manager will be governed by conditions of agreement of MPEDB
4. Out of total applicants, eligible candidates will be shortlisted and will be ranked as per criteria set by the board based on their educational qualifications and desired experience. Shortlisted candidates will be called for interview before selection committee and person adjudged best may be offered contractual appointment.
5. MPEDB reserves rights to cancel whole process at any point of time.
6. Canvassing for selection in any form shall be considered as disqualification.

6. Important Dates:

Details	Date	Time
Last date of submitting the application	29.09.2023	17:00 hrs
Date of Interview	will be notified later	will be notified later

7. Procedure for Application:

Interested Candidates may submit their application in prescribed Proforma as per **Annexure-1** along with self-attested copies of documents by post to the Office of the board at Madhya Pradesh Ecotourism Development Board, A Wing, Urja Bhawan, Link Road No.2, Shivaji Nagar, Bhopal 462016 on or before last date of submitting of the application or completed application can be sent along with requisite document through E-mail on address mpecotourism@mp.gov.in .


Chief Executive Officer

MP Ecotourism Development Board &
Add. Principal Chief Conservator of Forests
(Wildlife Conservation)

10. Desired Work Experience: - [Attach documents]

Name of organisation	Posting held	Nature of Job along with task performed	From (Date)	To (Date)	Period

Note: - Only those experiences will be counted which are of desired work experience and whose enclosures as a proof are attached.

Attachments

1.
2.
3.
4.
5.

DECLARATION:

I hereby declare that all the statements made in this application herein above are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incorrect or incomplete or if I am found ineligible due to non-fulfilment of eligibility criteria, my candidature for the applied post is liable to be cancelled/rejected at any stage.

Date.....

Signature of the Applicant

Place.....