Contractual Recruitment – 2024

Tourism Corporation of Gujarat Limited, Gandhinagar invites online applications from the eligible candidates for 06 different posts on 11 month Contract basis. Interested candidates are instructed to read the below mentioned eligibility/information/instructions before applying online for the respective post.

Sr. No	Name of the Post	No of Post	Monthly CTC In Rs	Max. Age Limit	Qualification	Experience
1)	Assistant General Manager (Finance)	01	50,000	40 years	**A bachelor's degree in B. Com/BBA** from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; **AND** **MBA in Finance OR Chartered Accountant/ICWA OR Post Graduate Degree in Finance/ Accounts OR Post Graduate Diploma in Finance/ Accounts** from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.	Have about 5 Years after graduation experience (Combined or separate) in the field of Finance/Accounts in Government/Local Bodies/ Government Undertaking Board or Corporation or society/Limited Company established under the companies Act, 2013/University/Register Non-Government Organization.
2)	Assistant General Manager (Skill)	01	50,000	40 years	**A Bachelor's degree in any discipline** from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; **AND** **MBA/Post Graduate Degree in business Administration or Management/ Post Graduate Diploma in business Administration or Management** from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.	Have about 5 Years after graduation experience (Combined or separate) in the field of Skill Development/Human Resource/ Marketing in Government/ Local Bodies/Government Undertaking Board or Corporation or society/ Limited Company established under the companies Act, 2013/University/ Register Non-Government Organization.

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3)	Assistant General Manager (Event)	01	50,000	40 years	**A Bachelor's degree in any discipline** from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; **AND** **MBA in Event Management/Post Graduate Degree in Event Management/Post Graduate Diploma (1 year) in Event Management** from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.	Have about 5 Years after graduation experience (Combined or separate) in the field of Event Management in Government/Local Bodies/ Government Undertaking Board or Corporation or society/Limited Company established under the companies Act, 2013/University/Register Non-Government Organization
4)	Deputy Manager (IT)	01	45,000	35 years	**B.E. or B. Tech in Information Technology/Computer Science /Computer Engineering /Computer Technology / Information and Communication Technology / Software Engineering / BSC (IT)**obtained from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; **AND** **M.E./M. Tech in Information Technology / Computer Science/ Computer Engineering /Computer Technology / Information and Communication Technology /Software Engineering / Master of Science (IT)** from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.	Have about 3 Years after graduation experience (Combined or separate) , Excluding teaching experience, in the field of Computer Technology or Communication Technology or Information Technology or Information and Communication Technology in Government/Local Bodies /Government Undertaking Board or Corporation or society/Limited Company established under the companies Act, 2013/ University/Register Non-Government Organization;
5)	Deputy Manager (PPP)	01	45,000	35 years	**A Bachelor's degree in any discipline** from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; **AND**	Have about 3 Years after graduation experience (Combined or separate) in the field of Administration/Finance in Government/Local Bodies/ Government Undertaking Board or

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Sr. No	Name of the Post	No of Post	Monthly CTC In Rs	Max. Age Limit	Qualification	Experience
					MBA/Post Graduate Degree in business Administration or Management/ Post Graduate Diploma in business Administration or Management from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.	Corporation or society/Limited Company established under the companies Act, 2013/University/Register Non-Government Organization.
6)	Deputy Manager (Events)	01	45,000	35 years	**A Bachelor's degree in any discipline** from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; **AND** **MBA in Event Management /Post Graduate Degree in Event Management / Post Graduate Diploma (One year) in Event Management** from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.	Have about 3 Years after graduation experience (Combined or separate) in the field of Event Management in Government/Local Bodies/ Government Undertaking Board or Corporation or society/Limited Company established under the companies Act, 2013/ University/Register Non-Government Organization

Note:

- Knowledge of Computer is must. Preference will be given to candidate proficient in English and Gujarati.
- Age must not be more than the above mentioned age limit on the last day of online application.

GENERAL TERMS & CONDITIONS

- **Important Dates:**
  - Candidates can apply online through https://ojas.gujarat.gov.in/ for the respective post from 27/02/2024 12:00 noon to 18/03/2024 till 5:00pm.
  - Last date for online payment of fees is 20/03/2024 till 5:00pm.

- **Online Application Form:**
  - Candidates are advised to give specific, correct and full information.

- o Equivalent percentage to be filled in the form if the marks are not allotted in the percentage format as per the rules of the University of Examination.
- o Only legitimate photographs of individuals and signatures are considered as valid. Uploading images of live/dead of any nature/images of any other personality of any field shall be considered as non-eligible and such applications shall be summarily rejected, with no further communication entertained. The candidate shall be solely responsible for the information provided in his/her online application form.
- o Applications by post or any other means will not be accepted.
- o Any request or representation to correct any error or omission in the information filled in the online application form by the candidate shall not be accepted, once the online application is confirmed.
- o Candidates are advised to keep their e-mail ID and contact Number active. No change in e-mail ID and contact Number will be allowed once entered. All future correspondence shall be sent via email and contact Number only. No communication would be sent through courier/post.
- o **Download and print filled Application form.**

- **Application Fee:**

  - o Application will get confirmation only after online payment of application fees as given below:

Category	Application Fees
General	Rs. 500/-
Other	Rs. 300/-

  - o Candidates can make payment through Debit/Credit Card/Net banking/UPI ID as per fees applicable.
  - o Above mentioned application Fee is Non-refundable and Application without application fee will not be accepted.
  - o If Candidates wish to apply for more than one post, he/she must apply separately for each post and he/she also requires to pay the application fees for each post separately.

- **Exam Pattern:**

  - o Test will be conducted in one Phase only.
  - o 100 marks Paper for each post
    - AGM – Finance
    - AGM – Skill
    - AGM – Event
    - DM-IT
    - DM-PPP
    - DM- Event
  - o 1 marks for each question and 0.25 negative marking for each wrong answer & each unattempted question. There will be no negative marking for selecting option "E".
  - o No rounding about will be done for negative marking.
  - o 50 Questions of General Awareness & 50 Questions of subject domain of the post

Exam Pattern	Time Duration	Subjects	Marks
Objective	90 Minutes	Maths (10th Level)	05 Marks
		Logical Reasoning	05 Marks
		English Grammar	05 Marks
		Gujarati Grammar	05 Marks
		Current Affairs	05 Marks
		History (Gujarat State)	05 Marks
		Geography (Gujarat State)	05 Marks
		General Knowledge about Tourism	15 Marks
		Total	**50 Marks**
		Subject domain	**50 Marks**
		Grand Total	**100 Marks**

o **Syllabus for subject domain**

Sr. No	Name of the Post	Syllabus for Phase B Exam
1)	AGM (Finance)	- Financial Accounting /Corporate Accounting - Business Laws/Corporate Laws with emphasis on Companies Act 2013 - Income Tax Law and Practice/Corporate Tax Planning/Indirect Taxes - Cost Accounting - Financial management with emphasis on evaluation of Projects, fund raising options, working capital management, risk mitigation, strategies in general - Auditing with special emphasis on accounting standards - E-commerce - Preparation of salary and staff related payment - Processing the proposal of procurement (Capital/Revenue Nature) Opening of LC/Payment of Engineering/works bills - GOI Guidelines on approval of project and investment in Joint Venture Cos. By CPSE - Working knowledge of Tendering procedures - Knowledge of Tally - Ind AS /latest changes in Ind AS, Lease Accounting - Deferred Revenue, Expenditure-Its nature & treatment in accounts. - Treatment of Govt. grant in Accounts - Deferred tax assets/Liabilities - Prior period items and its treatment in accounts. - Rules applicable to MSME sector - Escrow Account, LC/revolving LC - IDC/capitalization of expenses - Corporate Governance, Important Co. Act terms - GST Questions

2)	AGM (Skill)	• Human Resource Management • Human Resource Planning • Recruitment & Selection • Human Resource Development: Strategies and Systems • Performance Management & Appraisal • Training and Development • Rewards & Recognition • Management Process and Organizational Behaviour • Management of Change and Organization Effectiveness • Managing Interpersonal and Group Processes • Emotional Intelligence and Managerial Effectiveness • Conflict Management • Grievance Management • Cross Cultural and Global Management • Business Ethics, Corporate Governance & Social Responsibility • Understanding Society and Social Structure • Managerial Economics
3)	AGM (Event)	• Safety and fire fighting practice • Time Management • Stress Management • Listening comprehension and Public speaking • Surveying and Marketing Skill • Planning, Scheduling and Organising • Team Building & Work Distribution • Conduction of the Event • Event Planning • Costing & Budgeting • Business Communication • Hospitality & F&B • Team Management • Public Relations • Sponsorship & Endorsement • Event Design & Themes
4)	DM (IT)	• Fundamentals of Computers • C Programming • Operating Systems • Multimedia Systems • Understanding Organisational Behaviour • Data and Database Management Systems • Web-Based Application Development • Computer Lab and Practical Work • Object-Oriented Analysis and Design • Computer Communication Networks • Management Support System • Network Programming • Data and File Structure • Programming Fundamentals • Oral and Wireless Communication • Business Programme Lab

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5)	DM (PPP)	• The Companies Act, 2013 • Concept & Definition • Origin & Evaluation • Types of PPP Model • Service Contract & Management Contract • Turnkey Contract • Afterimage / Lease • Concessions • Private Finance Initiative • Operation and Maintenance • Types of BOT Model • Selection of PPP Model • Phases for implementation of PPP Projects • Where PPP can be suitable • Parties involved in PPP Projects • Government Funding
6)	DM (Event)	• Safety and fire fighting practice • Time Management • Stress Management • Listening comprehension and Public speaking • Surveying and Marketing Skill • Planning, Scheduling and Organising • Team Building & Work Distribution • Conduction of the Event • Event Planning • Costing & Budgeting • Business Communication • Hospitality & F&B • Team Management • Public Relations • Sponsorship & Endorsement • Event Design & Themes

- o Merit list will be prepared. if the number of candidates are less, then all the candidates will be called for document verification followed by personal interview of qualified candidates and if the number candidates are more, then 7 times candidates of the post will be called for document verification followed by personal interview of qualified candidates

- **Document Verification:**
  - o Candidates should bring copy of printout of online filled application form and exam call letters along with photograph and self-attested copies of all the relevant certificates/documents along with the original certificates/documents (same as uploaded into online application form) at the time of Document verification.
  - o In case of verification in Name/Surname/ Name spelling mentioned in the application with that in the respective certificates pertaining to education/professional qualification/caste/ etc., the applicant shall be required to submit a certificate from SDM or equivalent to this effect along with the respective documents at the time of document verification, failing which his/her candidature shall be liable to be cancelled.

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- o In case of change of surname of female after her marriage, the candidate is required to furnish marriage certificate and notarized affidavit in this regard.
- o The candidates employed in Government/ Government Undertaking will have to submit original No Objection Certificate from his/her employer at the time of Document verification.
- o Candidates will have to appear for Document verification on their own expenses and no reimbursement would be done for the same.
- o Candidate cannot claim to be selected if called for document verification.

- **Personal Interview:**
  - o Personal interview will be of 100 marks.
  - o Candidate cannot claim to be selected if called for Interview.
  - o Candidates will have to appear for the interview on their own expenses and no reimbursement would be done for the same.

- **Final merit:**
  - o Final merit list will be prepared based on the marks of 70% marks of Exam & 30% Marks of Interview.

- **OTHER TERMS & CONDITIONS**
  - o This Recruitment will be on purely contractual basis.
  - o The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for selection process.
  - o Candidate shall remain present at each stage of recruitment process, otherwise his/her candidature shall be cancelled.
  - o Only shortlisted candidates will be intimated through email or Call for Document Verification and Interview.
  - o **In case of overwhelming response, TCGL reserves the right to shortlist the candidates by fixing revised eligibility criteria.**
  - o **In case of non-suitability of candidates for the post applied for, TCGL at its discretion can offer a suitable post in the lower level.**
  - o Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with the eligibility criteria mentioned in the advertisement.
  - o Tourism Corporation of Gujarat Limited has all the Rights to accept or reject the application and also the cancelation of whole Recruitment Process or the selection process for any of the above posts without assigning any reason.
  - o Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdiction of courts at Gujarat.
  - o In case of any ambiguity/dispute arising on account of interpretation other than English, the English version will prevail.

Note: Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website www.gujarattourism.com. No further press advertisement will be given. Hence prospective applicants are advised to visit TCGL website regularly to get further updates regarding this recruitment time to time.