

**Tamil Nadu Tourism Development Corporation Ltd.**

Tamil Nadu Tourism Complex, No.2, Wallajah Road, Chennai – 600 002.

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**Notification No:2497/A4/2022**

**Date:12.08.2022.**

**Recruitment Notification**

**About Tamil Nadu Tourism Development Corporation Ltd.**

Tamil Nadu Tourism Development Corporation (TTDC) was incorporated in 1971 with the motive to promote tourism and cater to people across the world for exploring Tamil Nadu as a tourist destination. It has under its umbrella many asset/ properties in the categories of hotels, restaurants, boathouses, telescope houses, exhibition site at Island Grounds, coaches and petrol bunks. TTDC is planning to increase the number and categories of tourist experiences (e.g., adventure and eco-tourism, dam sites etc.) and improve the tourist experience in the existing asset/ properties. In order to achieve the same, TTDC wishes to leverage upon the expertise available in the industry by appointing resources on fixed term basis.

TTDC is **inviting applications through email only ([hr@ttdconline.com](mailto:hr@ttdconline.com))** for the following posts from eligible candidates to join TTDC on a **fixed term contract basis** (subject to performance evaluation) for three years, renewable every year based on satisfactory performance of the candidate for up to three years and extendable for further period as decided by Board of TTDC.

The following table provides an overview of the various positions for which applications are invited.

<b>Designation</b>	<b>Salary Range (INR p.m.)</b>	<b>Min. years of experience</b>	<b>Max. Age (Years)</b>
AGM	70,000 – 1,00,000	7 years	45
Manager	40,000 – 70,000	5 years	40
Sr. Associate	25,000 – 40,000	4 years	35
Associate	20,000 – 30,000	2 years	30

The various positions for which fixed term appointments will be carried out have been listed in the table below:

<b>Post Code</b>	<b>Section</b>	<b>Post Name</b>	<b>No. of post</b>
01	Hospitality	AGM/ Manager – F&B	1
02		Sr. Associate/ Associate – F&B	1
03		AGM/ Manager – Housekeeping	1
04		Sr. Associate/ Associate – Housekeeping	1
05		AGM/ Manager – Yatri Nivas	1
06		Sr. Associate/ Associate –Yatri Nivas	1
07	Tourism	AGM/ Manager - Boating and Adventure Tourism	1
08		Sr. Associate/ Associate - Boating and Adventure Tourism	1
09		AGM/ Manager – Package Tours	1
10		Sr. Associate/ Associate – Package Tours	1
11	Marketing	AGM/ Manager – Marketing & Sales	1
12		Sr. Associate/ Associate - Marketing & Sales	1

\*The designation and the fixation of salary within the range will depend on relevance of experience for the position.

Sl.	Post Name	Broad/ Indicative Job Descriptions	Qualification	Experience requirement for recruitment
1	AGM/ Manager – F&B	<ul style="list-style-type: none"> <li>• Formulate policies and Standard Operating Procedures (SOPs) on hospitality functions of TTDC pertaining to Food &amp; Beverages (F&amp;B), aligned to industry standards. <ul style="list-style-type: none"> <li>○ This shall include policies on food pricing, cost control, housekeeping, guest relations, inventory management, quality control of inputs and output etc.</li> </ul> </li> <li>• Provide support at the property/ asset level for uniform and smooth roll out of SOPs.</li> <li>• Engage in training and capacity building of employees.</li> <li>• Undertake overall monitoring of F&amp;B function across all assets (where applicable).</li> <li>• Monitor F&amp;B functions ensuring standardisation of guest/ tourist experience; monitor implementation of SOPs; monitor occupancy trends; recommend cost control measures; monitor revenues and profitability.</li> <li>• Introduction of new recipe, Standardisation of menu, increasing revenue.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelors' Degree or Diploma in <ul style="list-style-type: none"> <li>○ Hotel Management;</li> <li>○ Hospitality and Hotel Administration;</li> <li>○ Hotel Management and Catering Technology;</li> <li>○ Hospitality, Travel &amp; Tourism.</li> </ul> </li> <li>• Preference shall be given to candidates with Masters in above areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the following areas: <ul style="list-style-type: none"> <li>○ Overall management of properties of hospitality/ hotel/ resort chain with specific experience in F&amp;B and restaurant management.</li> <li>○ Increasing revenue of a hotel chain.</li> <li>○ Increasing profitability of one/ more properties of a hotel chain.</li> <li>○ Leading initiatives towards improving customer footfalls, overall guest satisfaction score and revenue of one or more properties and restaurants. For example, introduction of SOPs, IT interventions, introducing restaurants, vendor empanelment, improving housekeeping, makeovers of restaurants/ bars etc.</li> </ul> </li> <li>• Desirable: <ul style="list-style-type: none"> <li>○ Developing and maintaining a network of strategic business relationships in the sector/ industry.</li> <li>○ Exposure to project management areas such as project planning, budgeting &amp; costing, project monitoring, vendor management, contract management, quality management.</li> </ul> </li> </ul>

Sl.	Post Name	Broad/ Indicative Job Descriptions	Qualification	Experience requirement for recruitment
2	Sr. Associate/ Associate - F&B	<ul style="list-style-type: none"> <li>• Ensure implementation of SOPs designed at the HO level and ensure periodic monitoring of implementation of the same at the property/ asset level.</li> <li>• Monitor training and capacity building at the property/ asset level.</li> <li>• Monitor occupancy levels; revenue, costs and profitability at the property/ asset level; provide analytics on the same.</li> <li>• Obtain feedback from the property/ asset about F&amp;B items in the order of customer preference and monitor sales of the same.</li> <li>• Suggest ideas (in consultation with the Marketing team) to target different categories of customers for increasing footfalls at the restaurants, eateries, bars etc.</li> <li>• Analyse the receivables from customers and escalate any red flags to the AGM/ Manager (F&amp;B + Restaurants).</li> <li>• Provide support to the AGM/ Manager (F&amp;B + Restaurants) in implementing initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelors' Degree or Diploma in: <ul style="list-style-type: none"> <li>○ Hotel Management;</li> <li>○ Hospitality and Hotel Administration;</li> <li>○ Hotel Management and Catering Technology;</li> <li>○ Hospitality, Travel &amp; Tourism</li> </ul> </li> <li>• Preference shall be given to candidates with Masters in above areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the following areas: <ul style="list-style-type: none"> <li>○ F&amp;B management (production, personnel management, SOP drafting, food standards/ hygiene compliance, inventory management etc.) in a hotel chain/ restaurant chain.</li> </ul> </li> </ul>
3	AGM/ Manager – Housekeeping	<ul style="list-style-type: none"> <li>• Formulate polices and Standard Operating Procedures (SOPs) on housekeeping for TTDC aligned to industry standards. <ul style="list-style-type: none"> <li>○ This shall include areas such as</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bachelors' Degree or Diploma in <ul style="list-style-type: none"> <li>○ Hotel Management;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the following areas: <ul style="list-style-type: none"> <li>○ Overall management of properties of hospitality/ hotel/ resort chain with specific</li> </ul> </li> </ul>

Sl.	Post Name	Broad/ Indicative Job Descriptions	Qualification	Experience requirement for recruitment
		<p>inventory management, sanitation, pest control, gardening, grievance handling, vendor management, safety protocols for pandemic management etc.</p> <ul style="list-style-type: none"> <li>• Provide support at the property/ asset level for uniform and smooth roll out of SOPs.</li> <li>• Engage in training and capacity building of employees; organise seminars/ sessions (physical and virtual) for all employees in the area of housekeeping.</li> <li>• Undertake overall monitoring of housekeeping function across all assets.</li> <li>• Monitor all assets ensuring standardisation of guest/ tourist experience; monitor implementation of SOPs; recommend cost control measures; monitor tourist/ guest feedback.</li> </ul>	<ul style="list-style-type: none"> <li>○ Hospitality and Hotel Administration;</li> <li>○ Hotel Management and Catering Technology;</li> <li>○ Hospitality, Travel &amp; Tourism</li> </ul> <ul style="list-style-type: none"> <li>• Preference shall be given to candidates with Masters in above areas.</li> </ul>	<p>experience in housekeeping.</p> <ul style="list-style-type: none"> <li>○ Leading initiatives towards improving overall guest satisfaction score, customer footfalls. Examples of such initiatives include, introduction of SOPs, technology interventions, vendor empanelment, vendor management practices, improving ratings on portals such as Makemytrip, Trip Advisor etc.</li> </ul>
4	Sr. Associate/ Associate - House Keeping	<ul style="list-style-type: none"> <li>• Implement polices and Standard Operating Procedures (SOPs) on housekeeping for TTDC aligned to industry standards. <ul style="list-style-type: none"> <li>○ This shall include areas such as inventory management, sanitation, pest control, gardening, grievance handling, vendor management, safety protocols for pandemic management</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bachelors' Degree or Diploma in: <ul style="list-style-type: none"> <li>○ Hotel Management;</li> <li>○ Hospitality and Hotel Administration;</li> <li>○ Hotel Management and Catering Technology;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the following areas: <ul style="list-style-type: none"> <li>○ Hands-on management of properties of hospitality/ hotel/ resort chain with specific experience in housekeeping.</li> </ul> </li> <li>• Handling initiatives towards improving overall guest satisfaction score, customer footfalls. Examples of such initiatives include, introduction of SOPs, technology interventions, vendor</li> </ul>

Sl.	Post Name	Broad/ Indicative Job Descriptions	Qualification	Experience requirement for recruitment
		<p>etc.</p> <ul style="list-style-type: none"> <li>• Provide support at the property/ asset level for uniform and smooth roll out of SOPs.</li> <li>• Manage MIS on housekeeping function across all assets – analyse expenses and ensure control.</li> <li>• Monitor all assets ensuring standardisation of guest/ tourist experience; monitor tourist/ guest feedback and take action on the same.</li> </ul>	<ul style="list-style-type: none"> <li>○ Hospitality, Travel &amp; Tourism</li> <li>• Preference shall be given to candidates with Masters in above areas.</li> </ul>	<p>empanelment, vendor management practices, improving ratings on portals such as Makemytrip, Trip Advisor etc.</p> <ul style="list-style-type: none"> <li>• Experience in housekeeping related procurement, consumption tracking, quality monitoring, customer grievance redressal.</li> </ul>
5	AGM/ Manager – Yatri Nivas	<ul style="list-style-type: none"> <li>• Oversee the operations and management of all properties of HR&amp;CE Department.</li> <li>• Ensure implementation of TTDC standards/ SOPs in terms of hospitality, F&amp;B, guest relations at all properties.</li> <li>• Monitor properties ensuring standardisation of guest/ tourist experience; monitor implementation of SOPs; monitor occupancy trends; recommend cost control measures; monitor revenues and profitability.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelors' Degree or Diploma in <ul style="list-style-type: none"> <li>○ Hotel Management;</li> <li>○ Hospitality and Hotel Administration;</li> <li>○ Hotel Management and Catering Technology;</li> <li>○ Hospitality, Travel &amp; Tourism</li> </ul> </li> <li>• Preference shall be given to candidates with Masters in above areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the following areas: <ul style="list-style-type: none"> <li>○ Overall management of properties of hospitality/ hotel/ resort chain.</li> <li>○ Increasing revenue of a hotel chain.</li> <li>○ Increasing profitability of one/ more properties of a hotel chain.</li> <li>○ Leading initiatives towards improving customer footfalls, overall guest satisfaction score and revenue of one or more properties. For example, renovation, introduction of SOPs, IT interventions, introducing restaurants, vendor empanelment, improving housekeeping etc.</li> </ul> </li> <li>• Desirable: <ul style="list-style-type: none"> <li>○ Developing and maintaining a network of</li> </ul> </li> </ul>

Sl.	Post Name	Broad/ Indicative Job Descriptions	Qualification	Experience requirement for recruitment
				<p>strategic business relationships in the sector/ industry.</p> <ul style="list-style-type: none"> <li>○ Exposure to project management areas such as project planning, budgeting &amp; costing, project monitoring, vendor management, contract management, quality management.</li> </ul>
6	Sr. Associate/ Associate - YatriNivas	<ul style="list-style-type: none"> <li>● Monitor and ensure implementation of SOPs at the properties.</li> <li>● Monitor occupancy levels; revenue, costs and profitability at the property/ asset level; provide analytics on the same.</li> <li>● Suggest ideas (in consultation with the Marketing team) to target different categories of customers for increasing footfalls.</li> <li>● Analyse the receivables from customers and escalate any red flags to the AGM/ Manager (Yatri Nivas).</li> <li>● Provide support to the AGM/ Manager (Yatri Nivas) in implementing initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>● Bachelors' Degree or Diploma <ul style="list-style-type: none"> <li>○ Hotel Management;</li> <li>○ Hospitality and Hotel Administration;</li> <li>○ Hotel Management and Catering Technology;</li> <li>○ Hospitality, Travel &amp; Tourism.</li> </ul> </li> <li>● Preference shall be given to candidates with Masters in above areas.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience in hotel/ resort chain in the following areas: <ul style="list-style-type: none"> <li>○ Guest relations, overall housekeeping, asset management.</li> <li>○ Developing SOPs, MIS reports for senior management to review the overall functioning of the hotel/ resort chain.</li> </ul> </li> </ul>
7	AGM/ Manager - Boating and Adventure Tourism	<ul style="list-style-type: none"> <li>● Monitor the operations, revenues, profitability of the assets – i.e., the House Boat and Adventure Tourism business of TTDC.</li> <li>● Design policies and SOPs for improving tourist experience; data collection and analysis; vendor management; customer</li> </ul>	<ul style="list-style-type: none"> <li>● Bachelor's degree or Diploma in <ul style="list-style-type: none"> <li>○ Tourism Administration</li> <li>○ Tourism and Travel Management</li> <li>○ Hotel Management,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Overall management of experience centres/ tourist sites such as amusement parks, theme parks, boat houses, aqua tourism/ aqua sports centres, camping sites.</li> <li>○ Increasing revenue of such sites.</li> <li>○ Increasing profitability of such sites.</li> </ul>

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		<p>management; training.</p> <ul style="list-style-type: none"> <li>• Monitor ticketing, sales, revenues and take steps to enhance the same; explore ways to make TTDC customer friendly.</li> <li>• Monitor tourist traffic trends across months and years, identify initiatives to draw more tourists in coordination with Marketing vertical.</li> <li>• Monitor tourist feedback, preferences, latent needs of visitors etc.; escalate red flags to HoD.</li> </ul>	<p>Travel&amp; Tourism.</p> <ul style="list-style-type: none"> <li>• Preference shall be given to candidates with Masters/ PG Diploma in: <ul style="list-style-type: none"> <li>○ Tourism and Travel/ Travel and Tourism</li> <li>○ Tourism Administration</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Leading initiatives towards improving tourist/ customer footfalls, overall guest satisfaction score and revenue. For example, introducing new tourist attractions, obtaining national/ international certifications for safety, vendor empanelment, improving the visibility of such sites on popular portals/ social media channels/ Lonely Planet, inclusion of such sites on popular tourist circuits, introduction of SOPs, IT interventions, improving tourist amenities, etc.</li> <li>• Desirable: <ul style="list-style-type: none"> <li>○ Developing and maintaining a network of strategic business relationships in the sector/ industry.</li> <li>○ Exposure to project management areas such as project planning, budgeting &amp; costing, project monitoring, vendor management, contract management, quality management, tourist management.</li> </ul> </li> </ul>
8	Sr. Associate/ Associate - Boating and Adventure Tourism	<ul style="list-style-type: none"> <li>• Provide support to the AGM/ Manager - Boating and Adventure Tourism in implementing initiatives.</li> <li>• Ensure implementation and monitoring of policies and SOPs for improving tourist experience; data collection and analysis; vendor management; customer management; training. Review the SOP</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or Diploma in <ul style="list-style-type: none"> <li>○ Tourism Administration</li> <li>○ Tourism and Travel Management</li> <li>○ Hotel Management, Travel&amp; Tourism.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working with experience centres/ tourist sites (such as amusement parks, theme parks, boat houses, aqua tourism/ aqua sports centres, camping sites etc.) in the following areas: <ul style="list-style-type: none"> <li>○ Assisting or managing specific activities for improving tourist/ customer footfalls, overall guest satisfaction score and revenue. For</li> </ul> </li> </ul>



Sl.	Post Name	Broad/ Indicative Job Descriptions	Qualification	Experience requirement for recruitment
		<p>implementation and address gaps if any.</p> <ul style="list-style-type: none"> <li>• Monitor the tourist footfalls, trends at the boathouses and adventure tourism related initiatives/ experiences and assets.</li> <li>• Analyse the tourist feedback and provide inputs on measures to improve the assets, adventure tourism related initiatives/ experiences; monitor impact of marketing campaigns on increasing footfalls.</li> </ul>	<ul style="list-style-type: none"> <li>• Preference shall be given to candidates with Masters/ PG Diploma in: <ul style="list-style-type: none"> <li>○ Tourism and Travel/ Travel and Tourism</li> <li>○ Tourism Administration</li> </ul> </li> </ul>	<p>example, improving the visibility of such sites on popular portals/ social media channels/ Lonely Planet, inclusion of such sites on popular tourist circuits, introduction of SOPs, IT interventions, improving tourist amenities, etc.</p>
9	AGM/ Manager – Package Tours	<ul style="list-style-type: none"> <li>• Conceptualise package tours at TTDC so as to generate revenues for the company.</li> <li>• Roll out tours and tourist circuits targeting different tourist groups (domestic, international, students, senior citizens etc.) based on best practices and success stories in the industry.</li> <li>• Overall branding and packaging of this business by working with the marketing team.</li> <li>• Overall management of tourist/ customer relations, their satisfaction, their feedback and improving the overall experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelors Degree or Diploma in <ul style="list-style-type: none"> <li>○ Tourism Administration</li> <li>○ Tourism and Travel Management</li> <li>○ Hotel Management, Travel&amp; Tourism.</li> </ul> </li> <li>• Preference shall be given to candidates with Masters/ PG Diploma in: <ul style="list-style-type: none"> <li>○ Tourism and Travel/ Travel and Tourism</li> <li>○ Tourism Administration</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Overall management of business dealing with package tours, travel packages, itinerary planning, implementation of tours based on tie-ups with different entities (for transportation, tourism and accommodation) in the sector and responsible for: <ul style="list-style-type: none"> <li>○ Increasing revenue of such business.</li> <li>○ Increasing profitability of such business.</li> <li>○ Leading initiatives towards improving tourist/ customer footfalls, overall guest satisfaction score and revenue. For example, introducing new tourist attractions, obtaining national/ international certifications for safety, vendor empanelment, improving the visibility of such packages/ tours on popular portals/ social media channels/ Lonely Planet, conceptualising and popularising tourist circuits, introduction of SOPs, IT interventions, improving tourist amenities,</li> </ul> </li> </ul>

Sl.	Post Name	Broad/ Indicative Job Descriptions	Qualification	Experience requirement for recruitment
				<p>etc.</p> <ul style="list-style-type: none"> <li>• Desirable: <ul style="list-style-type: none"> <li>○ Developing and maintaining a network of strategic business relationships in the sector/ industry.</li> </ul> </li> </ul>
10	Sr. Associate/ Associate – Package Tours	<ul style="list-style-type: none"> <li>• Conceptualise, design and implement package tours at TTDC so as to generate revenues for the company.</li> <li>• Study other similar package tour options, benchmark prices, and roll out the tours.</li> <li>• Identify means to package and brand the tours so that it elicits adequate market response. Work with the marketing team for the same.</li> <li>• Put in place SoPs for handling the end-to-end customer life cycle, from demand creation to closure of tour and obtaining customer feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelors Degree or Diploma in <ul style="list-style-type: none"> <li>○ Tourism Administration</li> <li>○ Tourism and Travel Management</li> <li>○ Hotel Management, Travel&amp; Tourism.</li> </ul> </li> <li>• Preference shall be given to candidates with Masters/ PG Diploma in: <ul style="list-style-type: none"> <li>○ Tourism and Travel/ Travel and Tourism</li> <li>○ Tourism Administration</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Experience in handling tours, tour bookings; designing/ planning/ conceptualising tours in a reasonably large travel/ tourism agency.</li> <li>• Experience in handling customers on tours/ dealing with customer complaints/ design and implementation of SoPs.</li> </ul>
11	AGM/ Manager – Marketing & Sales	<ul style="list-style-type: none"> <li>• Oversee the marketing and promotion of TTDC including: <ul style="list-style-type: none"> <li>- Digital/ social media marketing</li> <li>- Offline promotion</li> <li>- Branding initiatives</li> <li>- Domestic and international marketing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Masters' Degree in Marketing.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the following areas: <ul style="list-style-type: none"> <li>○ Experience in marketing and promotion of tourism products/ hotel chain/ hospitality chain (online, offline, domestic and international).</li> <li>○ Leading initiatives which resulted in increase in visibility across geographies, customer</li> </ul> </li> </ul>

Sl.	Post Name	Broad/ Indicative Job Descriptions	Qualification	Experience requirement for recruitment
		<p>strategies.</p> <ul style="list-style-type: none"> <li>• Create demand for TTDC's hotels, properties, experiences, events, tours etc.</li> <li>• Meet and engage with new customers (i.e., corporates, industry associations, clubs like Rotary International, youth, honeymooners, religious trusts, educational institutions etc.) to promote TTDC's properties, tours, catering business, Island Grounds, etc.</li> <li>• Focus on improved visibility of TTDC and its offerings across TN, India and the world.</li> <li>• Create a unique brand of TTDC to reach out to a wider audience (both online and offline).</li> </ul>		<p>satisfaction, customer footfalls, revenues, profitability, due to marketing.</p> <ul style="list-style-type: none"> <li>○ Leading marketing/ branding campaigns for particular properties/ chains.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience in: <ul style="list-style-type: none"> <li>○ Hotel Management;</li> <li>○ Hospitality and Hotel Administration;</li> <li>○ Hotel Management and Catering Technology;</li> <li>○ Hospitality, Travel &amp; Tourism.</li> </ul> </li> </ul>
12	Sr. Associate/ Associate - Marketing and Sales	<ul style="list-style-type: none"> <li>• Support the DGM/ AGM (Marketing) in the implementation of their campaigns: <ul style="list-style-type: none"> <li>- Design marketing collateral (online and offline) such as short videos, ads, posts, vlogs, reels, news blobs etc.</li> <li>- Active engagement on social media through platforms such as Instagram, Facebook, YouTube ads etc. Use of marketing channels such as Whatsapp, YouTube etc. to</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bachelors' Degree or Diploma in <ul style="list-style-type: none"> <li>○ Hotel Management;</li> <li>○ Hospitality and Hotel Administration;</li> <li>○ Hotel Management and Catering Technology;</li> <li>○ Hospitality, Travel &amp; Tourism</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the following areas: <ul style="list-style-type: none"> <li>○ Implementation of marketing campaigns in association with identified vendors for different aspects of the campaign (e.g. event management vendors, social media management teams).</li> <li>○ Active engagement on social media through platforms such as Instagram, Facebook, YouTube ads etc. to target different customer segments.</li> <li>○ Increasing visibility of hotel/ resort chain by</li> </ul> </li> </ul>

Sl.	Post Name	Broad/ Indicative Job Descriptions	Qualification	Experience requirement for recruitment
		<p>market different businesses/ assets of TTDC to the existing visitor segments (such as senior citizens) as well.</p> <ul style="list-style-type: none"> <li>- Conceptualise and execute targeted campaigns to bring people into TTDC units/ assets.</li> <li>• Meet and engage with new customers (i.e., corporates, industry associations, clubs like Rotary International, youth, honeymooners, religious trusts, educational institutions etc.) to promote TTDC's properties, tours, catering business, Island Grounds, etc.</li> <li>• Focus on improved visibility of TTDC and its offerings across TN, India and the world.</li> <li>• Plan activities such as contests/ competitions to generate interest among target customer groups.</li> </ul>	<ul style="list-style-type: none"> <li>○ Marketing</li> <li>• Preference shall be given to candidates with Masters in above areas and in Marketing.</li> </ul>	<p>participating in trade shows, expos, engaging with online audience through contests/ competitions etc.</p>

## APPLICATION

- The aspiring candidates may **apply through email only** in the format prescribed in Annexure I of this notification.
- The completed applications in pdf format shall be mailed to **hr@ttdconline.com**
- The subject of email shall be “Application for ---Name of the Post--- / ---Name of the Candidate”
- There is no registration/ application fee.
- The last date for receiving application is **26.08.2022**.

## RECRUITMENT PROCESS

- The candidates, in the sequence of shortlisting, whose experience certificates, qualification certificates, and other proofs submitted satisfy the Authority of their veracity, will be called for an interview. The interview will be conducted in English in Chennai. In exceptional cases, the interviews may also be over a video call based on the decision of TTDC. Subsequent to the interview and the verification of documents TTDC will issue the Offer of Appointment on Fixed Term basis.
- There shall be one notification for appointments, however the appointments can be taken up in batches based on the requirements of TTDC. Candidates whose online applications are complete, but are not shortlisted for the interviews may be placed on a waitlist.
- In case the Interview Panel is convinced of the candidature of a particular candidate despite the candidate not being selected for the said post, the Panel may recommend the candidate for consideration for an alternate post in the same organisation without TTDC having to place fresh advertisements/ call for fresh applications if such recruitments take place within 2 years of the date of this Notification.

## DOCUMENTS TO BE SUBMITTED

- When submitting application form by e-mail:
  - a) Self-attested and signed resume with a clear passport size photograph of the candidate.
  - b) Marksheets and Certificate of Class 10, Class 12, Graduation/ qualifying degree, postgraduation etc.

- c) Candidates serving in Government/ Quasi Govt. offices/ Public Sector Undertakings should apply through proper channel and produce NOC at the time of interview.
- d) Experience certificates.
- e) Any other relevant documents in support of eligibility or evidence of past work (write ups/ proposals etc.).

The above documents will be verified for completeness and their adherence to the online application form previously submitted by the candidate. The documents submitted will be checked by TTDC.

**Original documents to be produced at time of interview for verification:**

- a) Print out of the valid interview Call Letter and Application form.
- b) Proof/ testimonials from a Reporting Manager (or) Former Reporting Manager/ any other relevant proof certifying each of the Experience details that were provided in the application form.
- c) Proof of date of birth (Birth Certificate issued by the competent Municipal authorities or SSLC/X std. with date of birth).
- d) Photo identity proof (with the photo of the candidate clearly visible) issued by the competent authority viz., Aadhar Card/ Passport/ Electors Photo ID Card/ PAN Card or Driving license. No other ID cards will be accepted.
- e) Marksheets and Certificate of Class 10, Class 12, Graduation or qualifying degree examination, Postgraduation etc.
- f) Candidates serving in Government/ Quasi Govt. offices/ Public Sector Undertakings (including nationalised banks and financial institutions) are required to produce a No Objection Certificate from their employer at the time of attending the interview.
- g) Experience certificates.
- h) Any other relevant documents in support of eligibility or evidence of past work (write ups/ proposals etc.)

Note: Non submission of requisite certificate/ documents by the candidate at the time of interview will debar his/ her candidature from further participation in the recruitment process. Issuance of offer of appointment lies solely at the discretion of TTDC and its decision will be final and binding.

**GENERAL INFORMATION:**

- Only Indian Nationals need apply.
- Age, Qualification & experience stipulated above should be as on date of issue of notification. The candidates are advised to ensure before applying that that fulfil the eligibility criteria and other requirements mentioned and that the particulars furnished by them are correct in all aspects. In case, if it is detected at any stage of recruitment process that the candidate does not fulfil the eligibility criteria and/ or does not comply with other requirements of this advertisement and/or the candidate has furnished any incurred or false information or has suppressed any material fact, the candidature is liable to be rejected. If any of the above short comings is/are detected even after appointment. The services will be terminated
- The post is on a fixed term contract, renewable every year based on the performance of the candidates, initially up to three years, extendable for further period (beyond three years) as decided by the Board of TTDC.
- Excellent communication skills in English with working knowledge of Tamil are eligible to apply.
- All interviews at discretion of TTDC will be conducted in English at Chennai.
- While appearing for the interview, the candidate should produce all the required and valid original certificates/ documents prescribed above. In the absence of original certificates/ documents, candidature of the candidate shall be cancelled. TTDC takes no responsibility to receive/ collect any certificate/ remittance/ document sent separately.
- The contract period is initially for a period of 3 years and the same will be extended for further period subject to requirement and performance of the candidates as per the existing terms and conditions on mutual consent.
- In order to regulate the number of candidates to the called for interview, if so required, the management reserves the right to raise the minimum eligibility standards/criteria.
- Merely meeting the above qualifications and experience shall not entitle a candidate to be selected for interview. Only short-listed candidates will be notified for interview. TTDC reserves the right to shortlist the candidates. Acceptance or rejection of application of the candidates will be at the sole discretion of Management.

- Depending on the requirements, the TTDC reserves the right to cancel/curtail/increase the number of vacancies without any further notice and without assigning any reason thereof.
- Depending upon the response, the management reserves the right to increase or decrease the eligibility standards/criteria for the said post.
- No TA/DA will be paid by TTDC to the candidates for attending the interview.
- TTDC reserves the rights to withdraw the advertised posts at any time without assigning any reason and also reserves the right to fill either in the same position or at a lower position or not to fill the posts and TTDC decision in this regard shall be final
- Incomplete application or without relevant supporting enclosures (Self-attested copies of degree/mark sheet/experience certificate of the latest position should indicate a detail/nature /function/job presently being handled) will be out rightly rejected.
- Candidates attempting to influence or interfere with the selection process will be rejected summarily and be declared disqualified for future TTDC recruitment.
- **Certificate of fitness:** Candidates selected for appointment to the post will be required to produce a certificate of physical fitness from a Registered Medical Practitioner. The candidates will also need to certify that they are not insolvent prior to being appointed.
- Applications containing wrong claims relating to basic qualification/eligibility age/ experience if the proof does not satisfy TTDC, will be liable for rejection.
- All appointed candidates will be subject to the policies, rules and regulations as notified/ modified by TTDC from time to time.
- Correct and true information regarding arrest, convictions/debarment/disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized, participated in agitation or any Political Organization, candidature in election for parliament/ State Legislature/Local Bodies, etc., if any, should also be furnished to the TTDC at the time of application, i.e, the details thereof. Original of the judgement of Acquittals, order/or G.O dropping further action in Departmental proceedings or any document that may prove the suitability of such candidates for a Government appointment in such cases must be produced at the stage/time of certificate verification/interview.



**OTHER INSTRUCTIONS:**

- Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given.
- Decision of TTDC in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of conduct of examination, interview, verification etc. and any other matter relating to recruitment process will be final and binding on the candidate. No correspondence and personal enquires shall be entertained by TTDC in this regard.
- Not more than one application should be submitted by the candidate. In case of multiple applications only the latest valid (submitted) application will be retained.
- Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.
- A candidate should ensure that the signatures appended by him/ her in all the places viz. in his/ her call letter, attendance sheet, etc. and in all correspondence with TTDC in future should be identical and there should be no variation of any kind.
- A recent recognizable photograph **MUST** be uploaded by the candidate in the e-mail application
- Candidates will have to appear for the examination/ interview at their own expense.
- Appointment of selected candidates is subject to their being declared medically fit and as per other requirements of TTDC as mentioned in this notification and subject to service and conduct rules of TTDC, as decided by the Board.
- TTDC reserves the right to reschedule/ change (cancel/modify/add) any of the criteria, conduct of examination/interview/method of selection and provisional allotment etc.

- Intimations will be sent to the applicants by email only to the primary email address mentioned in the application form submitted by the candidates. Hence, the applicant shall enter valid and functional mobile number and email ID. However, candidates are required to check the recruitment section of the TTDC website for the latest updates pertaining to this notification.
- Appropriate action against the candidates found guilty of misconduct/ use of unfair means will be taken as per the norms of TTDC.
- TTDC shall not be responsible if the information/intimation does not reach candidates in case of change in the mobile number, technical fault or otherwise, beyond the control of TTDC and the candidates are advised to keep a close watch on our authorised website for latest updates, till the recruitment process gets completed.
- Depending on the requirement, TTDC reserves the right to cancel/ modify the number of vacancies, if the need so arises, without any further notice and without assigning any reasons thereof.
- TTDC reserves the right to alter the pay range/ qualifications/ number of vacancies for posts
- Any attempt by the candidates, either directly or indirectly to influence the selection committee or the authority of the TTDC liable for disqualification.

**ANNOUNCEMENTS:**

All further announcements/details pertaining to this process will only be published in the authorised website <http://www.ttdc.co.in/> from time to time.

The above posts and number of vacancies are subject to change from time to time depending upon the evolving need of the organization. So, you are advised to keep visiting the website for current vacancies and position.

Date: 12-August-2022

Place: Chennai.