

F. No. 36(34)/2014-PMUSD
Government of India
Ministry of Tourism

C-1 Hutments,
Dalhousie Road
New Delhi 110 011
Dated the 07 January 2015

1. Applications are invited for the post of Information Assistant in the Programme Monitoring Unit Skill Development (PMUSD) of the Ministry of Tourism on payment of consolidated remuneration of Rs. 15,000/-.
2. Candidate selected will be engaged on contract basis for a period of one year or for the period of the PMUSD, whichever happens to be the shorter. The engagement can be terminated by the Ministry of Tourism at any time without any reason whatsoever.
3. Continuance of a person engaged beyond the period of initial engagement will depend on the continuance of the PMUSD itself and on his / her satisfactory performance.
4. The person engaged shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, Medical Reimbursement etc. No TA / DA shall be admissible for attending the interview or for joining the assignment. He / She however be allowed TA /DA as per rules for official tour within the country.
5. Qualification / Eligibility: -
 - i. Age: 21 to 35 years
 - ii. Educational qualification:
 - a) Atleast a Graduate
 - b) One year Diploma in MS Office from a recognised Institute.
 - iii. Experience:
 - a) Minimum 2 years experience of working in a Govt. organization handling MS Word, MS Power Point and MS Excel. A minimum typing speed of 25 words per minute.

The last date for the receipt of applications is 28/01/2015 and shall be posted / hand delivered / e-mailed (scanned application) to the following in the format prescribed.

Project Manager
Programme Monitoring Unit- Skill Development
Ministry of Tourism
C-1 Hutments, Dalhousie Road
New Delhi 110 011
e-mail : pmuhsrt@gmail.com

APPLICATION FORMAT

(Strike off whichever is not applicable)

APPLICATION FOR ENGAGEMENT AS INFORMATION ASSISTANT

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Mailing Address: _____

i) Tel. /Mob. No: _____

ii) E-mail address: _____

7. Permanent address: _____

8. Educational Qualification: _____

Passport Size
Photograph

S.No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience:

S.No.	Organisation / Institute	Designation	Period		Govt. projects/ Schemes/Initiative handled (Given details)	Nature of Work	Remarks
			From	To			

10. Whether SC/ST/OBC: _____

11. Whether any penalty (major/minor) imposed during the career. If yes, please give details:

12. Address including telephone number of the last employer

Signature of the applicant