

Karnataka Tourism Infrastructure Limited  
#49, West Wing Second Floor, Khanija Bhavan, Race Course Road,  
Bangalore – 560 001. Ph (080) 22352525 . Fax: (080) 22352963

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No: PraE/Yo-7/26/2019-20

Date:08.07.2019

### **INVITATION FOR JOB APPLICATIONS**

The Managing Director, Karnataka Tourism Infrastructure Limited (KTIL) invites applications from interested candidates for various positions on contract basis. Eligible candidates may apply for the vacancies by sending their up-to-date resumes only in the prescribed Resume Format along with documentary proof for educational qualifications, experience and certifications to [ktilkarnataka@gmail.com](mailto:ktilkarnataka@gmail.com) by **23<sup>th</sup> July 2019**. A candidate can apply for only one position. Shortlisted candidates based shall be called for document verification. Candidates whose document verification is successful shall be asked to appear for an interview by a panel of experts formed by KTIL. The number of candidates called for interview and the number of vacancies for that position shall be in the ratio of 5:1.

Details of the advertisement, open positions, eligibility criteria, skill requirements, evaluation criteria and resume format are available on [www.karnatakaturism.org](http://www.karnatakaturism.org)

SL. No.	Position Name	Nos.
1	Assistant Engineer	9
2	PPP Specialist	1
3	Heritage Advisor	1
4	General Manager (HR)	1
5	Finance Officer	1
6	Finance Executive	1
<b>Total Vacancies: 14</b>		

For any further clarifications contact:

Dr Sreenath K.S., Assistant Director, Department of Tourism, Bangalore (Mob - 96866 78111)

Sd/-  
Managing Director  
Karnataka Tourism  
Infrastructure limited

## **SELECTION OF CANDIDATES FOR VARIOUS POSITIONS IN KTIL**

Karnataka Tourism Infrastructure Limited (KTIL) is seeking to appoint qualified personnel in various domains to assist KTIL in its day to day operations and business expansion plans. The positions are to be filled on contract basis for a period of one year subject to extension on an annual basis on candidate's performance and KTIL's requirements for another one year.

The document contains the following details:

- [POSITIONS – AGE, SALARY, ELIGIBILITY CRITERIA, SKILLS](#)
- [EVALUATION CRITERIA FOR EACH POSITION](#)
- [RESUME FORMAT](#)

Eligible candidates may apply for the vacancies by sending their up-to-date resumes only in the prescribed Resume Format along with documentary proof for educational qualifications, experience and certifications to [ktilkarnataka@gmail.com](mailto:ktilkarnataka@gmail.com) by **23<sup>th</sup> July 2019**.

The due date of applications reaching the office of Managing Director, KTIL is **23<sup>th</sup> July 2019**. No applications shall be entertained after the due date. It is mandatory to provide applications in the prescribed resume format given in the notification along with the documents mentioned for each position. No resumes shall be entertained in any other format than the prescribed Resume Format. Applications without adequate documentary proof shall be summarily rejected. A candidate can apply for only one position. If it is found that a candidate has applied for more than one position, his/her applications for all the applied positions shall be rejected.

### **Company Overview:**

Karnataka Tourism Infrastructure Limited (KTIL) is positioned as an implementation arm of Department of Tourism, Government of Karnataka. KTIL shall implement tourism infrastructure projects of Department of Tourism, Government of Karnataka.

**POSITIONS – AGE, SALARY, ELIGIBILITY CRITERIA, SKILLS**

SL. No.	Position & no. of positions	Age as on date of notification	Consolidated Salary per month	Eligibility Criteria – Qualification and Experience (Minimum 50% marks in all examinations is necessary of qualification)	Must have skills	Documents Required to be submitted along with the Application
1	<b>Assistant Engineer</b> No. of positions : 9	22 years to 35 years	Rs.30,000 + VDA	<ul style="list-style-type: none"> <li>• Must be a B.E / B Tech with Specialization in Civil Engineering with minimum 50% aggregate marks from AICTE / UGC recognized university</li> <li>• Minimum 2 years' experience working in preparation of Techno Economic Feasibility Report / Detailed Project Reports for Building Construction Projects / Infrastructure projects / Tourism projects / Urban projects</li> <li>• Experience of working in construction supervision which includes field studies as per standard engineering practices and applicable codes, perform survey measurement of works where required for the determination of quantities, preparation of Reports on the progress of construction projects, prepare and maintain</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of Civil engineering projects.</li> <li>• Experience in preparation of Tender Documents for Goods &amp; Works tenders, KTPP Act and e-Procurement procedures.</li> <li>• Should possess good computer knowledge especially AUTO CAD.</li> <li>• Strong Knowledge of MS Office especially MS Word &amp; MS Excel.</li> <li>• Excellent written and verbal communication skills</li> <li>• Proficient in English and Kannada</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of B.E / B. Tech Mark sheet</li> <li>• Copy of B.E / B. Tech Degree Certificate</li> <li>• Copy of 10<sup>th</sup> Mark sheet</li> <li>• Copy of 12<sup>th</sup> Mark sheet</li> <li>• Copy of AUTOCAD certificate (If applicable)</li> <li>• Copy of Experience certificate / Appointment Letter pertaining to organizations mentioned in the Professional experience section of the prescribed Resume Format.</li> </ul>

SL. No.	Position & no. of positions	Age as on date of notification	Consolidated Salary per month	Eligibility Criteria – Qualification and Experience (Minimum 50% marks in all examinations is necessary of qualification)	Must have skills	Documents Required to be submitted along with the Application
				<p>inspection and engineering reports and records to adequately document the progress of works</p> <ul style="list-style-type: none"> <li>• Preference will be given to applicants skilled in AUTOCAD by KEONICS or equivalent certification through a minimum 3 months course</li> </ul>		
2	<b>PPP Specialist</b> No. of positions : 1	25 years to 40 years	Rs. 50,000 + VDA	<ul style="list-style-type: none"> <li>• Must be an MBA / PGDM with specialization in Finance.</li> <li>• At least 3 years of experience in working in PPP Projects which includes preparing Financial Models, drafting of Bid Documents &amp; Concession Agreements and structuring of PPP Projects.</li> <li>• Experience in Tourism/Hospitality Industry shall also be given additional weightage</li> <li>• Certification in PPP by Government / international bodies / Recognized universities shall be given an additional weightage</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of PPP Projects, preparation of Tender Documents, KTPP Act and e-Procurement procedures.</li> <li>• Should possess good computer knowledge.</li> <li>• Strong Knowledge of MS Office especially MS Word &amp; MS Excel.</li> <li>• Excellent written and verbal communication skills</li> <li>• Proficient in English and Kannada</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of MBA/ PGDM mark sheet</li> <li>• Copy of MBA / PGDM Certificate</li> <li>• PPP certification (if applicable)</li> <li>• Copy of Experience certificate / Appointment Letter pertaining to organizations mentioned in the Professional experience section of the prescribed Resume Format.</li> </ul>

SL. No.	Position & no. of positions	Age as on date of notification	Consolidated Salary per month	Eligibility Criteria – Qualification and Experience (Minimum 50% marks in all examinations is necessary of qualification)	Must have skills	Documents Required to be submitted along with the Application
3	<b>Heritage Advisor</b> No. of positions : 1	25 years to 40 years	Rs. 50,000 + VDA	<ul style="list-style-type: none"> <li>• Must be a B.E / B Tech with Specialization in Civil Engineering / B Arch with minimum 50% aggregate marks from AICTE / UGC recognized university</li> <li>• At least 3 years of experience in working in Heritage sector Projects which includes preparation of Detailed Project Report for Conservation of Monuments archaeological and heritage sites.</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of Heritage Projects.</li> <li>• Should possess good computer knowledge.</li> <li>• Strong Knowledge of MS Office especially MS Word &amp; MS Excel.</li> <li>• Excellent written and verbal communication skills</li> <li>• Proficient in English and Kannada</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of B.E / B Tech Degree Mark sheet</li> <li>• Copy of B.E / B Tech Degree Certificate</li> <li>• Copy of Experience certificate / Appointment Letter for organizations mentioned in the Professional experience section of the prescribed Resume Format.</li> </ul>
4	<b>General Manager (HR)</b> No. of positions : 1	24 years to 45 years Age limit for Retd. Govt. officials is 65 years	Rs. 50,000 + VDA	<ul style="list-style-type: none"> <li>• Must be an MBA / PGDM / MTA with specialization in HR.</li> <li>• At least 10 years of experience in Administration Department of Firms/ Companies/Public Sector Enterprises with an average Turnover of Rs.50 Crore in 3 years out of last 5 financial years</li> <li>• Must have experience in HR Administration &amp; Management for at least 3 years during past 5 financial years.</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of Government procedures and standards.</li> <li>• Knowledge of statutory requirements viz. 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> </ul>	<ul style="list-style-type: none"> <li>• Copy of MBA / PGDM / MTA Mark sheet</li> <li>• Copy of MBA / PGDM / MTA Certificate</li> <li>• Copy of Experience certificate / Appointment Letter pertaining to organizations mentioned in the Professional experience section of the prescribed Resume Format.</li> </ul>

SL. No.	Position & no. of positions	Age as on date of notification	Consolidated Salary per month	Eligibility Criteria – Qualification and Experience (Minimum 50% marks in all examinations is necessary of qualification)	Must have skills	Documents Required to be submitted along with the Application
				<ul style="list-style-type: none"> <li>Relevant Experience in Government undertakings shall get an additional weightage</li> <li>Group A retired Government officials can also apply and age limit for them will be relaxed to 65 years.</li> </ul>	<ul style="list-style-type: none"> <li>Good organizational skills, which are essential for managing HR Department.</li> <li>Excellent written and verbal communication skills</li> <li>Proficient in English and Kannada</li> </ul>	
5	<b>Finance Officer</b> No. of positions : 1	25 years to 45 years	Rs. 40,000+ VDA	<ul style="list-style-type: none"> <li>M.Com. / MBA (Finance) or equivalent Commerce stream qualification with minimum 50% aggregate marks from AICTE / UGC recognized university</li> <li>Minimum 5 years post qualification experience in the Finance Department in reputed private / govt. firms</li> <li>Candidates who have undergone Article ship in a CA Firm and those who completed CA / CMA / CS Inter shall be given additional weightage</li> <li>Preference will be given to applicants skilled 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 &amp; Accounting</li> <li>Should possess good computer knowledge</li> <li>Strong Knowledge of MS Office especially 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 English and Kannada</li> </ul>	<ul style="list-style-type: none"> <li>Copy of M.Com. / MBA (Finance) Mark sheet</li> <li>Copy of M.Com. / MBA (Finance) Certificate</li> <li>Certificate of CA/CMA/CS/Article ship (if applicable)</li> <li>Certificate in Tally ERP – 9 (if applicable)</li> <li>Copy of Experience certificate / Appointment Letter pertaining to organizations mentioned in the Professional experience section of the prescribed Resume Format.</li> </ul>

SL. No.	Position & no. of positions	Age as on date of notification	Consolidated Salary per month	Eligibility Criteria – Qualification and Experience (Minimum 50% marks in all examinations is necessary of qualification)	Must have skills	Documents Required to be submitted along with the Application
6	<b>Finance Executive</b> No. of positions : 1	21 years to 30 years	Rs. 24,000 + VDA	<ul style="list-style-type: none"> <li>• B.Com. / BBM or equivalent Commerce stream qualification with minimum 50% aggregate marks from AICTE / UGC recognized university</li> <li>• Minimum 3 years post qualification experience in the Finance Department in reputed private / govt. firms</li> <li>• Preference will be given to applicants skilled in Tally ERP-9 by KEONICS or equivalent certification through a minimum 3 months course</li> </ul>	<ul style="list-style-type: none"> <li>• Good Knowledge of Accounting</li> <li>• Should possess good computer knowledge</li> <li>• Strong Knowledge of MS Office specially MS Excel and Tally</li> <li>• Good People Management skills</li> <li>• Excellent written and verbal communication skills.</li> <li>• Proficient in English and Kannada</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of B.Com. / BBM / equivalent qualification Mark sheet</li> <li>• Copy of B.Com. / BBM / equivalent qualification Degree Certificate</li> <li>• Certificate in Tally ERP – 9 (if applicable)</li> <li>• Copy of Experience certificate / Appointment Letter pertaining to organizations mentioned in the Professional experience section of the prescribed Resume Format.</li> </ul>

### EVALUATION CRITERIA FOR EACH POSITION

SL. No.	Position	Additional Weightage for <u>experience</u> over and above minimum criteria	Additional Weightage for <u>education</u> over and above minimum criteria	Additional Weightage for <u>certifications</u> over and above minimum criteria	Interview performance	Total Marks
1.	Assistant Engineer	<ul style="list-style-type: none"> <li>• 2-5 years relevant experience: 10 marks</li> <li>• Greater than 5 years – upto 7 years relevant experience: 15 marks</li> <li>• 7+ years relevant experience:: 20 marks</li> <li>• <b>Additional marks for 2 years of Relevant Experience in Government sector / Government sector projects: 20 marks</b></li> </ul>	<ul style="list-style-type: none"> <li>• 70% + in 12th - 10 marks</li> <li>• 70% + in Graduation - 10 marks</li> </ul>	<ul style="list-style-type: none"> <li>• Certified in AUTOCAD by KEONICS or equivalent certification through a minimum 3 months course – 15 marks</li> </ul>	25	100
2.	PPP Specialist	<ul style="list-style-type: none"> <li>• 3 - 5 years relevant experience: 10 marks</li> <li>• Greater than 5 years – upto 7 years of relevant experience: 15 marks</li> <li>• 7+ years relevant experience: 20 marks</li> <li>• <b>Additional marks for 3 years of Relevant PPP Experience in Tourism / Hospitality Domain OR Experience in working at least minimum of 3 PPP Projects in Tourism / Hospitality Domain : 20 marks</b></li> </ul>	<ul style="list-style-type: none"> <li>• MBA (Finance) / PGDM (Finance) with minimum 60% aggregate marks – 20 marks</li> </ul>	<ul style="list-style-type: none"> <li>• National / International Certification in PPP by Government / International Bodies / Recognized Universities -15 marks</li> </ul>	25	100

SL. No.	Position	Additional Weightage for <u>experience</u> over and above minimum criteria	Additional Weightage for <u>education</u> over and above minimum criteria	Additional Weightage for <u>certifications</u> over and above minimum criteria	Interview performance	Total Marks
3.	Heritage Advisor	<ul style="list-style-type: none"> <li>• 3 - 5 years relevant experience: 10 marks</li> <li>• Greater than 5 years – upto 7 years of relevant experience: 15 marks</li> <li>• 7+ years relevant experience: 20 marks</li> <li>• <b>Additional marks for 3 years of Relevant Experience in working in heritage monuments, archaeological and heritage sites in Karnataka : 15 marks</b></li> <li>• <b>Additional Marks for Experience of working in 1 World Heritage Site project OR a site nominated for World Heritage Site – 15 marks</b></li> </ul>	<ul style="list-style-type: none"> <li>• B Tech (Civil) / B.E. (Civil) / B Arch with minimum 60% aggregate marks – 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	25	100
4.	General Manager (HR)	<ul style="list-style-type: none"> <li>• 10 - 15 years relevant experience: 15 marks</li> <li>• Greater than 15 – up to 18 years relevant experience: 20 marks</li> <li>• 18+ years relevant experience: 30 marks</li> <li>• <b>Additional Marks for Min 3 years of Relevant Experience in Government undertakings – 20 marks</b></li> </ul>	<ul style="list-style-type: none"> <li>• Full Time MBA / PGDM in HR with minimum 60% aggregate marks- 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	25	100

SL. No.	Position	Additional Weightage for <u>experience</u> over and above minimum criteria	Additional Weightage for <u>education</u> over and above minimum criteria	Additional Weightage for <u>certifications</u> over and above minimum criteria	Interview performance	Total Marks
5.	Finance Officer	<ul style="list-style-type: none"> <li>• 5 - 7 years relevant experience: 10 marks</li> <li>• Greater than 7 years – up to 10 years relevant experience: 15 marks</li> <li>• 10+ years relevant experience: 20 marks</li> </ul>	<ul style="list-style-type: none"> <li>• Articleship / CA / CMA CS Inter / - 25 marks</li> <li>• 70% + in Graduation - 10 marks</li> <li>• 70% + in Post-Graduation - 10 marks</li> </ul>	<ul style="list-style-type: none"> <li>• Certified in Tally ERP-9 by KEONICS or equivalent certification through a minimum 3 months course – 10 marks</li> </ul>	25	100
6.	Finance Executive	<ul style="list-style-type: none"> <li>• 3 -7 years relevant experience: 15 marks</li> <li>• Greater than 7 years - up to 10 years of relevant experience: 20 marks</li> <li>• 10+ years relevant experience: 25 mark</li> </ul>	<ul style="list-style-type: none"> <li>• 70% + in 12th - 15 marks</li> <li>• 70% + in Graduation - 15 marks</li> </ul>	<ul style="list-style-type: none"> <li>• Certification in Tally ERP-9 by KEONICS or equivalent certification through a minimum 3 months course – 20 marks</li> </ul>	25	100

## RESUME FORMAT

<Fill Sl. No. & Name of Position applied for as mentioned in Advertisement>

<Candidate Name>

<Candidate Address>

<Candidate D.O.B.>

<Candidate Mobile No.>

<Candidate Email Id>

### PROFILE SUMMARY

Category	Details
Highest Educational Qualification	SSLC / 10 <sup>th</sup> / PUC / Higher Secondary / Graduate / Post Graduate/M Phil / PhD
Total months of professional experience as on 8 <sup>th</sup> February 2019	Years - Months
Age as on 8 <sup>th</sup> February 2019	Years - Months
Certification Details (if any)	Certificate Name & Details: <add more rows to include more certificates>

### PROFESSIONAL EXPERIENCE

Employer Name	Position	From	To	Details of Work undertaken that best illustrates capability to handle the task assigned for the applied Position
<add rows if required>				

### EDUCATIONAL DETAILS

Educational Institute Name	Qualification	Year of passing	% Marks
<add rows if required>			

### COMPUTER SKILLS

Skill <select none / basic / advanced>	MS Word	MS PowerPoint	MS Excel	Other Relevant software certifications done by the candidate as per Job requirement
Computer Skills	None / Basic / Advanced	None / Basic / Advanced	None / Basic / Advanced	None / Basic / Advanced

### LANGUAGE SKILLS

Language <select Yes / No>	Read	Write	Speak
Kannada	Yes / No	Yes / No	Yes / No
English	Yes / No	Yes / No	Yes / No

### DOCUMENT CHECKLIST

Category	Instructions <select Yes / No>	Enclosed
<b>Educational</b>	Enclose all educational certificates (e.g. school, graduation etc.)	Yes / No
<b>Experience</b>	Enclose all experience certificates (relieving / appointment letters from employers)	Yes / No
<b>Certifications</b>	Enclose all professional certificates (MS office, Tally, other trainings etc.)	Yes / No
<b>Valid Identity Proof</b>	Enclose valid proof of age	Yes / No