

Terms and Conditions for engagement of professionals in the State Ecotourism Cell of the Principal Chief Conservator of Forests (Wildlife) and Chief Wildlife Warden, Odisha.

Applications in registered post/speed post are invited by Principal Chief Conservator of Forests (Wildlife) and Chief Wildlife Warden, Odisha from eligible candidates having good communication skill for engagement in the State Ecotourism Cell on contractual basis as detailed below:

SI No.	Name of the Post.	Educational Qualifications and Experience	No. of Post	Remuneration
1	Sales and Marketing Executive	Masters Degree in Tourism/ Travel/ Hotel/ Hospitality Management with specialization in Marketing from reputed institution with good communication skill.  Experience: Minimum 2 years of experience in managing Hotel/ Tourism sector/ work experience in front office management in Hotel or Tourism sector/ Marketing experience in Tourism/ Travel/ Hospitality Sectors.	1 (One)	Consolidated Salary Negotiable
2	Site Manager	Graduate in Tourism/ Travel/ Hotel/ Hospitality Management with good communication skill.  Experience: Minimum 2 years of experience in Hotel /Travel/ Hospitality/Tourism sector.	6 (Six)	Consolidated Salary Negotiable

1. **Mode of Application:** Application Forms( available in [www.ecotourodisha.com](http://www.ecotourodisha.com) and [www.wildlife.odisha.gov.in](http://www.wildlife.odisha.gov.in) ) in prescribed format giving details of Name, Address (Both Permanent & Present Address for Communication), Email id, Contact- Mobile Number, educational qualification and post-qualification experience (attested supporting documents) along with two recent passport size photographs is to be sent through Registered/Speed Post only addressed to **the Principal Chief Conservator of Forests (Wildlife) and Chief Wildlife Warden, Odisha, 5<sup>th</sup> Floor, BDA Apartment, Prakruti Bhawan, Nilakantha Nagar, Nayapalli, Bhubaneswar - 751012.** The application form should accompany self attested copies of all the supporting documents in relation to age, qualification and experience as mentioned in the Application form. The application should contain a declaration about the correctness/truthfulness of the documents/information furnished therein with date and full signature of the candidate. **Name of the post –Sales and Marketing Executive or Site Manager in the Eco-tourism Cell** must be mentioned on the top of the envelope containing the Application Form and on the Application Form. One person can apply for both the posts (in envelopes and separate application forms) subject to the respective educational qualification or experience .
2. **Period of Engagement:** The period of engagement is initially for 1 (one) year which may be extendable for further period on the basis of satisfactory performance during the contract period.
3. **Emoluments & Perquisites:** Monthly consolidated remuneration for the post is negotiable in consideration of their qualification and experience.
4. **Place of Posting:** The Sales and Marketing Executive are to be placed at the Eco-tourism cell in the office of the Principal Chief Conservator of Forests (Wildlife) and Chief Wildlife Warden, Odisha. Site Managers are to be posted at different Eco-tourism / Nature camp destinations i.e. Bhitarkanika, Similipal, Satkosia, Chilika, Debrigarh (Sambalpur), Phulbani, Puri, Chilika, Balasore etc as per the requirement.

## 5. Job Description

### a. Sales and Marketing Executive (Ecotourism):

- i. To liaise with different stakeholders for promotion and effective management of the Ecotourism.
- ii. To organise site specific events to popularise the eco-tourism destinations of the state.
- iii. To plan and execute publicities / display of signages / hoardings for different destinations in coordination with the Tourism Department.
- iv. To coordinate with the field units for smooth functioning of the various activities related to ecotourism and supervise the functions of staffs.
- v. Planning events and other cultural development activities in various ecotourism destinations in consultation with the *authorities*. He should have authorship in publishing monograph/various reports and must possess proven ability to communicate independently.
- vi. Preparation of Capacity Building training module for staff/ EDC members for due discharge of their job and arrange training programme.
- vii. Preparation of tenders in consultation with Architects, verification of estimates, assist in selection of agencies etc.
- viii. Managing Ecotourism Website and attending the booking related queries of the visitors and to prepare and submit various reports and returns as required by the authorities.

### b. Site Managers :

- i. To remain on overall charge of the Nature Camp and supervise the activities i.e. sanitation, housekeeping, food and beverages and maintenance of other infrastructures with due approval of the authority.
- ii. To receive the visitors and ensure their comfortable stay at site.
- iii. To maintain the records / registers on Visitors.
- iv. To maintain the accounts, stock and store articles at the site.

6. Mode of Selection: Shortlisted candidates on the basis of their resume and field experience suitable for the job will be called for interview at Bhubaneswar. Candidates are required to produce original documents in support of their Educational Qualification, Age and Experience at the time of interview for verification.
7. The date / time and venue of the interview will be informed to the shortlisted candidates by post/email. All the candidates are required to **mention their email-id and Phone Number correctly** in the application form.
8. Authority does not take any responsibility for non-receipt of intimation or inability to print call letter from the Email.
9. If the submission of any incorrect / false information, certificates, documents or suppression of material fact(s) is detected during the course of selection, the candidature of the concerned candidate will be cancelled. Even after engagement if the same is/are detected, his/her engagement will be terminated by the authority without any notice or assigning any reason thereof.
10. Selection of candidates for engagement is purely temporary basis and terminable at any time without any notice or assigning any reason thereof.
11. Last date: Last date for receipt of resume along with all requisite documents **on or before 5.00PM of 15.08.2018. Applications received beyond the stipulated date and time will not be taken into consideration.**

12. Mere submission of application does confer any right for the engagement. The authority reserves the right to cancel this advertisement at any point of time without assigning any reason thereof.

**Contact :** For any query relating to the advertisement the following officials may be contacted :-

1. Sri Jagadish Satapathy, ACF, Eco-tourism Cell - Mob- 9178202630.
2. Sri Swadesh Biswal, Manager, Eco-tourism Cell- Mob- 9437279340.
3. Sri Santosh Sundaray- Mob-9937147813.

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## Application Form

**For the Post of "Marketing & Sales Executive" or "Site Manager"  
in State Eco-Tourism Cell in Office of the PCCF (Wildlife) and Chief Wildlife Warden, Odisha.**

1. POST APPLIED FOR :  
2. NAME :  
3. FATHERS NAME :  
4. ADDRESS: a). PRESENT:

b).PERMANENT:

5. EMAIL ID :  
6. MOBILE NO :  
7. SEX :  
8. DATE OF BIRTH :  
9. NATIONALITY :  
10. EDUCATIONAL QUALIFICATION :

Name of the Examination	Board/ University	Name of the Institute	Year of Passing	% of Marks

11. EXPERIENCE :

This is to certify that the facts stated above are true to the best of my knowledge and believe.

DATE :

PLACE:

**SIGNATURE OF THE APPLICANT**