



No: KSTDC/23/Admn/2017-18/666

Date: 29.07.2017

### **INVITATION FOR JOB APPLICATIONS**

The Managing Director, KSTDC Ltd., 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 [recruitment@kstdc.co](mailto:recruitment@kstdc.co) by **19<sup>th</sup> August 2017**. A candidate can apply for only one position. Shortlisted candidates shall be called for document verification cum an interview by a panel of experts formed by KSTDC based on their Qualification, Experience and skills. The number of candidates called for interview cum document verification 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.kstdc.co](http://www.kstdc.co)

SL. No.	Position Name	Nos.	SL. No.	Position Name	Nos.
1	Project Director (The Golden Chariot)	01	17	Asst. Manager (Tour)	01
2	Manager (Admin)	01	18	Head Mechanic	01
3	Manager (Finance)	01	19	Sr. Administrative Assistant	02
4	Manager (Hotels)	02	20	Stenographer	01
5	Manager (Tours)	01	21	Receptionist	06
6	Manager (Marketing and Sales)	02	22	Store Keeper	05
7	Executive Assistant to MD	01	23	Mechanic	03
8	Public Relations officer	01	24	Fitter	01
9	IT Consultant	01	25	Assistant Cook	21
10	Software Engineer	02	26	Jr. Administrative Assistant	02
11	Data Base Administrator	01	27	Second Division Account Assistant	19
12	Network Engineer	01	28	Marketing Agents	04
13	Assistant Manager (Admin)	01	29	Data entry operator	04
14	Assistant Manager (Finance)	05	30	Driver	10
15	Assistant Manager (Law)	01	31	Electrician Grade II	01
16	Assistant Manager (Hotels)	07	32	Peon	03
<b>Total Vacancies: 113</b>					

Sd/-Managing Director

**Karnataka State Tourism Development Corporation Ltd.,**

**SELECTION OF CANDIDATES FOR VARIOUS POSITIONS IN KSTDC LTD.,**

Karnataka State Tourism Development Corporation Ltd. (KSTDC) is seeking to appoint qualified personnel in various domains to assist KSTDC 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 based on candidate's performance and KSTDC'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 [recruitment@kstdc.co](mailto:recruitment@kstdc.co) by 19<sup>th</sup> August 2017.

The due date of reaching applications at the office of Managing Director, KSTDC Ltd., is 19/08/2017. No applications shall be entertained after the due date. No resumes shall be entertained in any other format than the prescribed Resume Format. Applications without adequate documentary proof shall be summarily rejected.

**Company Overview:**

Karnataka State Tourism Development Corporation Ltd. (KSTDC Ltd.) was established in 1971, wholly owned by the Government of Karnataka. It provides accommodation and conveyance facilities for tourists visiting Karnataka. It also conducts package tours through its fleet of buses equipped with state of the art facilities and owns Hotels and Guest Houses throughout the State. It owns various properties at unrivalled locations across popular destinations. In addition, it also operates The Golden Chariot, South India's first and only Luxury Train. More details on KSTDC Ltd., can be found at <http://www.kstdc.co/>

**Karnataka State Tourism Development Corporation Ltd.,**

**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
1	<b>Project Director (The Golden Chariot)</b> No. of Positions - 1	18 to 45 years	Rs.35000 + VDA	<ul style="list-style-type: none"> <li>• Must be an MBA / PGDM / MTA from an AICTE / UGC recognized University.</li> <li>• Minimum 8 years of work experience in Government PSUs or Private Companies with average minimum turnover of Rs.50.00 Crore in 3 years out of last 5 financial years.</li> <li>• Must have at least 3 years of experience in Tour and Travels Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Should Possess Strong Leadership and Decision Making credentials.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Good Personnel Management Skill.</li> <li>• Good marketing skills, in promoting Tourism products &amp; services</li> <li>• Brand management skills.</li> <li>• Proficient in Kannada and English.</li> </ul>
2	<b>Manager (Admin)</b> No. of positions: 1	18 years to 45 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>• Must be an MBA / PGDM / MTA with specialization in HR.</li> <li>• At least 7 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> <li>• Experience in Government undertakings shall get an additional weightage</li> <li>• Experience in Tourism/Hospitality Industry shall also be given additional weightage</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of Government procedures and standards.</li> <li>• Knowledge of statutory requirements viz KTPP Act, 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> <li>• Good organizational skills, which are essential for managing Administration Department.</li> <li>• Excellent written and verbal communication skills</li> <li>• Proficient in Kannada and English.</li> </ul>
3	<b>Manager (Finance)</b>	18 years to 45 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>• B.Com / BBM / M.Com. / MBA (Finance) or equivalent Commerce qualification with</li> </ul>	<ul style="list-style-type: none"> <li>• Strong management and organizational skills.</li> <li>• Advanced Knowledge of Finance</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
	No. of positions: 1			<ul style="list-style-type: none"> <li>minimum 50% aggregate marks from AICTE/ UGC recognized university</li> <li>Minimum 8 years post qualification experience for graduates or 4 years post qualification experience for post graduates in Finance Department in reputed private / govt. firms</li> <li>Candidates who have undergone Articleship in a CA Firm and those who completed CA / CMA / CS Inter shall be given additional weightage</li> <li>Must be certified in Tally ERP-9 by KEONICS or equivalent certification through a minimum 3 months course</li> </ul>	<ul style="list-style-type: none"> <li>Should possess good computer knowledge</li> <li>Strong Knowledge of MS Office specially 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 Kannada and English.</li> </ul>
4	<b>Manager (Hotels)</b> No. of Positions - 2	18 to 45 years	Rs. 30000 + VDA	<ul style="list-style-type: none"> <li>Graduate / diploma in Hotel Management from AICTE / UGC recognized university</li> <li>Minimum 7 years' experience in the Hospitality Industry</li> <li>Experience in working as a Manager of a reputed Hotel with minimum 20 rooms for at least 3 years</li> </ul>	<ul style="list-style-type: none"> <li>Strong communication and problem solving skills</li> <li>Good leadership and team management skills</li> <li>Proficient in Kannada, English and Hindi</li> <li>Excellent verbal and written communication skills</li> <li>Basic accounting, marketing, MIS and computer skills</li> </ul>
5	<b>Manager (Tours)</b> No. of Positions - 1	18 to 40 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>MBA / PGDBM Operations/ MTA / BE / B Tech(Mechanical or Automobile) from AICTE / UGC recognized university</li> <li>Minimum 7 years of experience in the field of Logistics / Transport /Tours &amp; Travels.</li> </ul>	<ul style="list-style-type: none"> <li>Strong tour operations and planning skills</li> <li>Strong numerical, verbal and written communication skills</li> <li>Basic accounting skills</li> <li>Conversant with MS Excel, MS Power Point and MS Word</li> <li>Strong skills in product development &amp; promotion, cost analysis, tour planning and</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
					<p>MIS reporting</p> <ul style="list-style-type: none"> <li>• Good leadership, team management and project management skills</li> </ul>
6	<p><b>Manager (Marketing and Sales)</b> No. of Positions - 2</p>	18 to 35 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>• MBA (Marketing) or MTA from an AICTE / UGC recognized University</li> <li>• At least 5 years of experience in marketing of products/services.</li> <li>• Experience in Hospitality/ Travel Industry shall be given additional weightage.</li> <li>• Minimum one year of experience of working as a Team Leader in Marketing Profile.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of various marketing techniques and planning.</li> <li>• Designing of marketing plan / campaigns and its execution.</li> <li>• Good organizational and marketing skills.</li> <li>• Good PR management skills.</li> <li>• Proficient in Kannada and English..</li> <li>• Must be a computer Literate and proficient in MS Office</li> <li>• Strong MIS reporting skills</li> </ul>
7	<p><b>Executive Assistant to MD</b> No. of positions: 1</p>	18 years to 40 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>• Must be an MBA / PGDM / MTA from an AICTE / UGC recognized University</li> <li>• Must have a work experience of minimum 5 years as Executive Assistant to Senior Management in Private Companies/ Govt. Undertakings with average annual turnover of Rs.50 Crore or more in 3 years out of the last 5 financial years</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency in MS Office</li> <li>• Good Written and verbal Communication Skills</li> <li>• Proficient in Kannada and English.</li> <li>• Good coordination skills</li> </ul>
8	<p><b>Public Relations officer</b> No. of positions: 1</p>	18 years to 40 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>• Graduate from AICTE/ UGC recognized university</li> <li>• Minimum 5 years of experience in the role of Public Relations Officer / Media relations officer / Corporate communications officer at any of the Government Undertakings or Reputed Private Companies, with minimum average Annual Turnover of Rs.50 Crore in 3</li> </ul>	<ul style="list-style-type: none"> <li>• Must have a good understanding of Government procedures and standards with respect to Public Relations</li> <li>• Ability to understand briefs, work with content and media teams, build brand strategy and consult clients on communication requirements</li> <li>• Content creation and review, execution of special events designed for public outreach</li> </ul>

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				<ul style="list-style-type: none"> <li>years out of the last 5 financial years</li> <li>Candidates with Masters in Mass Communication shall be given additional weightage</li> </ul>	<ul style="list-style-type: none"> <li>and media relations communication</li> <li>Good written and verbal communication skills</li> <li>Good presentation and drafting skills</li> <li>Good Personnel Relations and Organizational skills</li> <li>Proficient in Kannada and English.</li> </ul>
9	<b>IT Consultant</b> No. of positions: 1	18 years to 40 years	Rs.30000 + VDA	<ul style="list-style-type: none"> <li>B.E. / B Tech (Computer Science or Information Technology or Information Science) / BCA / MCA from AICTE / UGC recognized university</li> <li>Minimum of 5 years of work experience in implementation of IT transformation for a Govt. organizations / PSUs/ Private Organizations with an average Turnover of Rs.50 Crore in 3 years out of the last 5 financial years</li> <li>Must have at least one certification out of ITIL (Information Technology and Infrastructure Library –V3 Foundation certification)/ CSSLP (Certified Secure Software Lifecycle Professional)</li> </ul>	<ul style="list-style-type: none"> <li>Experience in leading IT team and supervising smooth functioning to ensure digital transformation of an Organization / Firm</li> <li>Good Leadership and management skills.</li> <li>Proficiency in prevalent IT Modules and trends, programming, Networking and Database administration</li> <li>Excellent written and verbal communication skills</li> <li>Expert in Identifying and articulating functional requirements for technical development / IT solutions</li> <li>Proficient in Kannada and English.</li> </ul>
10	<b>Software Engineer</b> No. of positions: 2	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>B.E. / B Tech (Computer Science or Information Technology or Information Science) / BCA / MCA from AICTE / UGC recognized university</li> <li>Must have a work experience of at least 3 years in reputed private companies or Govt. undertakings as a software Engineer</li> </ul>	<ul style="list-style-type: none"> <li>Analytical skills, Solution development and designing system specifications, standards, and programming</li> <li>Capable of preparing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code</li> <li>Ability to adapt with changing technology requirements</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
				<ul style="list-style-type: none"> <li>Should at least have 2 certifications in programming languages such as : Java &amp; J2EE frameworks, C/C++/ PHP/ Dot net, Python, Ruby, and Perl from a reputed institute through course work of minimum 1 month duration</li> </ul>	<ul style="list-style-type: none"> <li>Problem solving capability</li> <li>Excellent written and verbal communication skills</li> </ul>
11	<b>Data Base Administrator</b> No. of positions: 1	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>B.E. / B Tech (Computer Science or Information Technology or Information Science) /BCA/ MCA from AICTE/ UGC recognized university</li> <li>Must have a work experience of at least 3 years in reputed private companies or Govt. undertakings as a Database Administrator.</li> <li>Must have SQL certification from a reputed institute through course work of minimum 1 month duration</li> </ul>	<ul style="list-style-type: none"> <li>Proficient in MS Office</li> <li>Must have expertise in RDBMS (Relational Database Management System) and Structured Query Language (SQL)</li> <li>Ability to adapt with changing technology requirements</li> <li>Problem solving capability</li> <li>Excellent written and verbal communication skills</li> <li>Strong knowledge of database designs, data models, text models etc.</li> </ul>
12	<b>Network Engineer</b> No. of positions: 1	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>B.E. / B Tech (Computer Science or Information Technology or Information Science) /BCA/ MCA from AICTE/ UGC recognized university</li> <li>Must have a work experience of at least 3 years in reputed private companies or Govt. undertakings as a Network Engineer</li> <li>Must have CCNA (Cisco Certified Network Associate) certification</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of systems networking and IT security</li> <li>Design, deploy, monitor, and troubleshoot network (hardware &amp; software)</li> <li>Solid understanding of OSI or TCP/ IP model</li> <li>Should have good knowledge in configuring and installing various network devices and services (e.g. : routers, switches, firewalls, load balancers, VPN, networking protocols )</li> <li>Should be skilled in performing network maintenance and system upgrades including service packs/, patches, hot fixes and security</li> </ul>

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					configurations
13	<b>Assistant Manager (Admin)</b> No. of Positions - 1	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>Graduate from AICTE / UGC recognized university with at least 3 years of experience in Admin Department in reputed private / govt. firms</li> <li>Candidates with Masters in Mass Tourism Administration (MTA) / MBA (HR) / PGDM (HR) shall be given additional weightage</li> </ul>	<ul style="list-style-type: none"> <li>Strong management and organizational skills</li> <li>Advanced Knowledge of Administrative structure of Firms</li> <li>Should possess good computer knowledge</li> <li>Strong knowledge of MS Office</li> <li>Strong MIS reporting skills</li> <li>Good People Management skills</li> <li>Excellent written and verbal communication skills</li> <li>Proficient in Kannada and English.</li> </ul>
14	<b>Assistant Manager (Finance)</b> No. of Positions - 5	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>B.Com / BBM / M.Com. / MBA (Finance) or equivalent Commerce qualification with minimum 50% aggregate marks from AICTE/ UGC recognized university</li> <li>Minimum 6 years post qualification experience for graduates or 3 years post qualification experience for post graduates in Finance Department in reputed private / govt. firms</li> <li>Candidates who have undergone Articleship in a CA Firm and those who completed CA / CMA / CS Inter shall be given additional weightage</li> <li>Must be certified 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</li> <li>Should possess good computer knowledge</li> <li>Strong Knowledge of MS Office specially 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 Kannada and English.</li> </ul>
15	<b>Assistant Manager (Law)</b>	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>Must be a Graduate in Law from recognized university with at least 3 years of experience</li> </ul>	<ul style="list-style-type: none"> <li>Strong management and organizational skills.</li> <li>Advanced Knowledge of Legal Aspects of</li> </ul>



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	No. of Positions - 1			<p>in Legal department of reputed private / govt. firms</p> <ul style="list-style-type: none"> <li>Experienced in drafting and verifying agreements, MoUs, Contracts from a legal standpoint</li> <li>Candidates with specialization in Business Law / Corporate Law shall be given additional weightage</li> </ul>	<p>Management</p> <ul style="list-style-type: none"> <li>Should possess good computer knowledge</li> <li>Strong Knowledge of MS Office</li> <li>Good People Management skills</li> <li>Excellent written and verbal communication skills.</li> <li>Proficient in Kannada and English.</li> </ul>
16	<b>Assistant Manager (Hotels)</b> No. of Positions - 7	18 to 40 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>Graduate / diploma in Hotel Management from AICTE / UGC recognized university</li> <li>Minimum 3 years' experience in the Hospitality Industry</li> <li>Experience of working as a Manager or Assistant Manager in a Hotel with not less than 20 rooms, for at least 2 years</li> </ul>	<ul style="list-style-type: none"> <li>Strong communication and problem solving skills</li> <li>Good leadership and team management skills</li> <li>Proficient in Kannada, English and Hindi.</li> <li>Excellent verbal and written communication skills</li> <li>Basic accounting, marketing, MIS and computer skills</li> </ul>
17	<b>Asst. Manager (Tour)</b> No. of Positions - 1	18 to 35 years	Rs.24000 + VDA	<ul style="list-style-type: none"> <li>MBA / PGDBM Operations/ MTA / BE / B Tech(Mechanical or Automobile) from AICTE / UGC recognized university</li> <li>Minimum 3 years of experience in the field of Logistics / Transport / Tours &amp; Travels</li> </ul>	<ul style="list-style-type: none"> <li>Strong tour operations and planning skills</li> <li>Strong numerical, verbal and written communication skills</li> <li>Basic accounting skills</li> <li>Conversant with MS Excel, MS Power Point and MS Word</li> <li>Strong skills in product development &amp; promotion, cost analysis, tour planning and MIS reporting</li> <li>Good leadership, team management and project management skills</li> </ul>
18	<b>Head Mechanic</b> No. of Positions	18 to 40 years	Rs.18000 + VDA	<ul style="list-style-type: none"> <li>Graduate / Diploma in Mechanical /</li> </ul>	<ul style="list-style-type: none"> <li>Skilled in periodic maintenance and</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
	- 1			<p>Automobile Engineering from AICTE / UGC recognized institute</p> <ul style="list-style-type: none"> <li>• Minimum 7 years' experience in reputed automobile workshops</li> <li>• Minimum 3 years' experience in repairing heavy vehicles such as Buses</li> </ul>	<p>troubleshooting</p> <ul style="list-style-type: none"> <li>• Good knowledge of cars and buses</li> <li>• Skilled in Cost estimation, repairs and servicing</li> <li>• Good leadership, team management and project management skills.</li> </ul>
19	<p><b>Senior Administrative Assistant</b> No. of Positions - 2</p>	18 to 35 years	Rs.15000 + VDA	<ul style="list-style-type: none"> <li>• Graduate from AICTE/ UGC recognized university</li> <li>• Must not have not less than five years' experience working in Administration Department of Govt. or Private firms</li> <li>• Must have Diploma In Computer Financial Accounting (DICFA) by KEONICS or equivalent certification through a minimum 6 months course</li> </ul>	<ul style="list-style-type: none"> <li>• Strong management skills</li> <li>• Good people management skills</li> <li>• Good knowledge in MS Office</li> <li>• Proficient in Kannada and English.</li> <li>• Strong MIS Reporting skills</li> </ul>
20	<p><b>Stenographer</b> No. of Positions - 1</p>	18 to 35 years	Rs.15000 + VDA	<ul style="list-style-type: none"> <li>• Graduate from AICTE/ UGC recognized university.</li> <li>• Must not have less than three years' experience as Stenographer.</li> <li>• Must have passed Kannada Senior Short hand Type Writing examination conducted by Karnataka Secondary Education Examination Board or possess a Diploma in Commercial Practices or equivalent</li> <li>• Must have Diploma In Computer Financial Accounting (DICFA) by KEONICS or equivalent certification through a minimum 6 months course</li> </ul>	<ul style="list-style-type: none"> <li>• Strong Language Proficiency of Kannada and English</li> <li>• Strong Typing skills and Computer handling skills</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
21	<b>Receptionist</b> No. of Positions - 6	18 to 30 Years	Rs.15000 + VDA	<ul style="list-style-type: none"> <li>Graduate from AICTE / UGC recognized university</li> <li>Minimum 2 years' experience of working as a receptionist/ front Office Manager in a hotel / restaurant.</li> <li>Additional weightage shall be given to candidates with degree in Masters in Tourism Administration (MTA)</li> </ul>	<ul style="list-style-type: none"> <li>Strong communication and coordination skills</li> <li>Proficient in Kannada, English and Hindi</li> <li>Excellent numerical, verbal and written communication skills</li> <li>Strong Customer handling skills</li> <li>Strong knowledge of different products, services and processes of Hotel industry</li> </ul>
22	<b>Store Keeper</b> No. of Positions - 5	18 to 30 years	Rs.15000 + VDA	<ul style="list-style-type: none"> <li>Graduate from AICTE / UGC recognized university</li> <li>Must have Diploma In Computer Financial Accounting (DICFA) by KEONICS or equivalent certification through a minimum 6 months course</li> <li>Minimum 2 years' experience of working as a Store Keeper in Hotel / Restaurant</li> </ul>	<ul style="list-style-type: none"> <li>Strong communication and coordination skills</li> <li>Strong record keeping and numerical skills</li> <li>Strong knowledge of different products, services and processes of Hospitality industry</li> </ul>
23	<b>Mechanic</b> No. of Positions - 3	18to 35 years	Rs.15000 + VDA	<ul style="list-style-type: none"> <li>ITI certified (Diesel Mechanic) or Diploma in Mechanical / Automobile Engineering from AICTE / UGC recognized institute.</li> <li>Minimum 3 years' experience in reputed automobile workshops.</li> <li>Minimum 1 year experience in repairing heavy vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>Skilled in periodic maintenance and troubleshooting</li> <li>Good knowledge of cars and buses</li> <li>Skilled in Cost estimation, repairs and servicing</li> <li>Good leadership, team management and project management skills</li> </ul>
24	<b>Fitter</b> No. of Positions - 1	18 to 35 years	Rs.15000 + VDA	<ul style="list-style-type: none"> <li>ITI certified (Fitter trade) or Diploma in Mechanical / Automobile Engineering from AICTE / UGC recognized institute.</li> </ul>	<ul style="list-style-type: none"> <li>Skilled in periodic maintenance and troubleshooting</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
				<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in reputed automobile workshops.</li> <li>• Minimum 1 year experience in fitting activities heavy vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of cars and buses</li> <li>• Skilled in Cost estimation, repairs and servicing</li> <li>• Good leadership, team management and project management skills</li> </ul>
25	<b>Assistant Cook</b> No. of Positions - 21	18 to 35 years	Rs.15000 + VDA	<ul style="list-style-type: none"> <li>• Minimum PUC/10+2 pass</li> <li>• Must have diploma in Hotel Management or Culinary Diploma from Food Craft Institute</li> <li>• Minimum 5 years' experience as an assistant cook in a hotel / restaurant</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of preparing South Indian, North Indian, Continental &amp; Chinese cuisine</li> <li>• Conversant with Kitchen Hygiene &amp; safety processes</li> </ul>
26	<b>Junior Administrative Assistant</b> No. of Positions - 2	18 to 30 years	Rs.12500 + VDA	<ul style="list-style-type: none"> <li>• Minimum Senior Secondary/PUC/10+2 with Kannada as one of the language.</li> <li>• Must have Diploma In Computer Financial Accounting (DICFA) by KEONICS or equivalent certification through a minimum 6 months course</li> <li>• Candidates with get additional weightage for exemplary academic performance</li> </ul>	<ul style="list-style-type: none"> <li>• Good management skills and organizational skills.</li> <li>• Good Writing and drafting skills</li> <li>• Proficient in Kannada and English.</li> </ul>
27	<b>Second Division Account Assistant</b> No. of Positions - 19	18 to 35 years	Rs.12500 + VDA	<ul style="list-style-type: none"> <li>• Graduate in Commerce from AICTE / UGC recognized university</li> <li>• Minimum 3 years of experience in Finance &amp; Accounts departments of reputed private firms / Government organizations</li> <li>• Must have Diploma In Computer Financial Accounting (DICFA) by KEONICS or equivalent certification through a minimum 6 months course</li> </ul>	<ul style="list-style-type: none"> <li>• Strong numerical, verbal and written communication skills</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
				•	
28	<b>Marketing Agents</b> No. of Positions - 4	18 to 30 years	Honorarium of Rs.7000 per month + 5% commission on the amount of business brought to KSTDC	<ul style="list-style-type: none"> <li>• Graduate or a diploma from AICTE/ UGC recognized university</li> <li>• Minimum 1 year of experience</li> <li>• MBA/MTA/BBM graduates shall be given additional weightage</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of various marketing techniques and planning</li> <li>• Good people management and networking skills</li> <li>• Good vendor management skills</li> <li>• Capability to execute marketing strategy</li> <li>• Proficient in Kannada and English.</li> <li>• Ability to work in the field</li> </ul>
29	<b>Data entry operator</b> No. of Positions - 4	18 to 30 Years	Rs.12500 +VDA	<ul style="list-style-type: none"> <li>• Minimum Higher Secondary / PUC / 10+2 pass</li> <li>• Must have completed a certificate course for Data Entry Operator by KEONICS or equivalent certification through a minimum 3 months course</li> </ul>	<ul style="list-style-type: none"> <li>• Very good computer operating skills.</li> <li>• Good knowledge of MS Office</li> <li>• Proficient in Kannada (Nudi) and English typing</li> </ul>
30	<b>Driver</b> No. of Positions -10	18 to 35 years	Rs. 12500 + VDA	<ul style="list-style-type: none"> <li>• Minimum SSLC Pass with Kannada as one of the subjects</li> <li>• Must possess heavy passenger vehicle as well as LMV driving license</li> <li>• Must have not less than three years' experience in driving heavy passenger vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Conversant with traffic rules</li> <li>• Experience in basic troubleshooting</li> </ul>
31	<b>Electrician Grade II</b> No. of Positions - 1	18 to 35 years	Rs. 12500 + VDA	<ul style="list-style-type: none"> <li>• Minimum Secondary Education (10<sup>th</sup> Standard) Pass or ITI in Electrical</li> <li>• Must have at least three years of work experience in Automobile workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Conversant with electrical systems of buses and cars and other passenger vehicles</li> </ul>
32	<b>Peon</b> No. of Positions - 3	18 to 30 years	Rs.10000 +VDA	<ul style="list-style-type: none"> <li>• Must have passed the Secondary School Leaving Certificate / Std 10th</li> </ul>	<ul style="list-style-type: none"> <li>• Good coordination skills</li> </ul>

## Karnataka State Tourism Development Corporation Ltd.,

### 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	Project Director (The Golden Chariot)	<ul style="list-style-type: none"> <li>10 - 15 years relevant experience: 20 marks</li> <li>15+ years relevant experience: 30 marks</li> <li>Experience as executive staff in Luxury Trains in India: 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
2.	Manager (Admin)	<ul style="list-style-type: none"> <li>10+ years overall experience: 15 marks</li> <li>Tourism / Hospitality industry experience over 5 years: 10 marks</li> <li>Experience in Government sector over 3 years: 20 marks</li> </ul>	<ul style="list-style-type: none"> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>Diploma In Computer Financial Accounting (DICFA) by KEONICS or Equivalent certification for MS Office through a minimum 6 months course – 10 marks</li> </ul>	25	100
3.	Manager (Finance)	<ul style="list-style-type: none"> <li>10 - 12 years relevant experience: 15 marks</li> <li>12 - 15 years relevant experience: 20 marks</li> <li>15+ years relevant experience: 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>Articleship / CA / CMA CS Inter / - 20 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>Diploma In Computer Financial Accounting (DICFA) by KEONICS or Equivalent certification for MS Office through a minimum 6 months course – 10 marks</li> </ul>	25	100
4	Manager (Hotels)	<ul style="list-style-type: none"> <li>9 - 12 years' experience in Hospitality Industry: 15 marks</li> <li>12+ years' experience in Hospitality Industry: 25 marks</li> <li>5+ years' experience in working as a Manager in reputed hotel with minimum 20 rooms – 20 marks</li> </ul>	<ul style="list-style-type: none"> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>Diploma In Computer Financial Accounting (DICFA) by KEONICS or Equivalent certification for MS Office through a minimum 6 months course – 10 marks</li> </ul>	25	100

SL. No.	Position	Additional Weightage for <u>experience over and above minimum criteria</u>	Additional Weightage for <u>education over and above minimum criteria</u>	Additional Weightage for <u>certifications over and above minimum criteria</u>	Interview performance	Total Marks
5	Manager (Tours)	<ul style="list-style-type: none"> <li>9 - 12 years overall experience: 5 marks</li> <li>12+ years overall experience: 10 marks</li> <li>Tourism / Hospitality industry experience over 5 years: 15 marks</li> <li>Experience in Government sector over 3 years: 20 marks</li> </ul>	<ul style="list-style-type: none"> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>Diploma In Computer Financial Accounting (DICFA) by KEONICS or Equivalent certification for MS Office through a minimum 6 months course – 10 marks</li> </ul>	25	100
6.	Manager (Marketing and Sales)	<ul style="list-style-type: none"> <li>7 - 9 years relevant experience: 15 marks</li> <li>9+ years relevant experience: 25 marks</li> <li>3+ years' experience in hospitality / travel industry – 30 marks</li> </ul>	<ul style="list-style-type: none"> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
7.	Executive Assistant to MD	<ul style="list-style-type: none"> <li>7 - 9 years relevant experience: 15 marks</li> <li>9 - 12 years overall experience: 25 marks</li> <li>12+ years overall experience: 35 marks</li> </ul>	<ul style="list-style-type: none"> <li>70% + in 10th - 10 marks</li> <li>70% + in graduation - 10 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
8.	Public Relations officer	<ul style="list-style-type: none"> <li>7 - 9 years relevant experience: 15 marks</li> <li>9 - 12 years overall experience: 25 marks</li> <li>12+ years overall experience: 35 marks</li> </ul>	<ul style="list-style-type: none"> <li>Full time MBA / PGDM - 10 marks</li> <li>MBA / PGDM in Mass Communications - 10 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100

SL. No.	Position	Additional Weightage for <u>experience over and above minimum criteria</u>	Additional Weightage for <u>education over and above minimum criteria</u>	Additional Weightage for <u>certifications over and above minimum criteria</u>	Interview performance	Total Marks
9.	IT Consultant	<ul style="list-style-type: none"> <li>7 - 9 years relevant experience: 15 marks</li> <li>9 - 12 years overall experience: 25 marks</li> <li>12+ years overall experience: 35 marks</li> </ul>	<ul style="list-style-type: none"> <li>M Tech degree (Computer science / IT / IS) – 10 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>ITIL Masters certification – 10 marks</li> </ul>	25	100
10.	Software Engineer	<ul style="list-style-type: none"> <li>5 - 7 years relevant experience: 15 marks</li> <li>7+ years relevant experience: 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>70% + in 10th - 10 marks</li> <li>70% + in graduation - 10 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>ISTQB certification – 5 marks</li> <li>CSDP certification from IEEE society – 5 marks</li> </ul>	25	100
11	Data Base Administrator	<ul style="list-style-type: none"> <li>5 - 7 years relevant experience: 20 marks</li> <li>7+ years relevant experience: 35 marks</li> </ul>	<ul style="list-style-type: none"> <li>70% + in 10th - 10 marks</li> <li>70% + in graduation - 10 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
12	Network Engineer	<ul style="list-style-type: none"> <li>5 - 7 years relevant experience: 15 marks</li> <li>7+ years relevant experience: 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>70% + in 10th - 10 marks</li> <li>70% + in graduation - 10 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>CCNP certification – 10 marks</li> </ul>	25	100
13	Assistant Manager (Admin)	<ul style="list-style-type: none"> <li>5 - 7 years relevant experience: 15 marks</li> <li>7+ years relevant experience: 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>MTA / MBA (HR) / PGDM (HR) – 20 marks</li> <li>Extra marks for better educational record in Std. XII or</li> </ul>	<ul style="list-style-type: none"> <li>Diploma In Computer Financial Accounting (DICFA) by KEONICS or Equivalent certification</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
			equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)	for MS Office through a minimum 6 months course – 10 marks		
14	Assistant Manager (Finance)	<ul style="list-style-type: none"> <li>8 - 10 years relevant experience: 10 marks</li> <li>10 - 12 years relevant experience: 20 marks</li> <li>12+ years relevant experience: 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>Articleship / CA / CMA CS Inter / - 20 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>Diploma In Computer Financial Accounting (DICFA) by KEONICS or Equivalent certification for MS Office through a minimum 6 months course – 10 marks</li> </ul>	25	100
15	Assistant Manager (Law)	<ul style="list-style-type: none"> <li>5 - 7 years relevant experience: 20 marks</li> <li>7+ years relevant experience: 35 marks</li> </ul>	<ul style="list-style-type: none"> <li>Business Law / Corporate Law specialization – 20 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
16	Assistant Manager (Hotels)	<ul style="list-style-type: none"> <li>5+ years' experience in Hospitality Industry: 20 marks</li> <li>3+ years' experience in working as a Manager in reputed hotel with minimum 20 rooms – 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>Diploma In Computer Financial Accounting (DICFA) by KEONICS or Equivalent certification for MS Office through a minimum 6 months course – 10 marks</li> </ul>	25	100
17	Asst. Manager (Tour)	<ul style="list-style-type: none"> <li>5+ years overall experience: 15 marks</li> <li>Tourism / Hospitality industry experience over 3 years: 15 marks</li> <li>Experience in Government sector over 2 years: 15 marks</li> </ul>	<ul style="list-style-type: none"> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>Diploma In Computer Financial Accounting (DICFA) by KEONICS or Equivalent certification for MS Office through a minimum 6 months course – 10 marks</li> </ul>	25	100

SL. No.	Position	Additional Weightage for <u>experience over and above minimum criteria</u>	Additional Weightage for <u>education over and above minimum criteria</u>	Additional Weightage for <u>certifications over and above minimum criteria</u>	Interview performance	Total Marks
18.	Head Mechanic	<ul style="list-style-type: none"> <li>9 - 12 years relevant experience: 20 marks</li> <li>12 - 15 years relevant experience: 25 marks</li> <li>15+ years relevant experience: 40 marks</li> <li>5+ years' experience in repairing heavy vehicles : 15 marks</li> </ul>	<ul style="list-style-type: none"> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
19	Sr. Administrative Assistant	<ul style="list-style-type: none"> <li>5 - 7 years relevant experience: 20 marks</li> <li>7+ years relevant experience: 35 marks</li> </ul>	<ul style="list-style-type: none"> <li>70% + in 10<sup>th</sup>- 10 marks</li> <li>70% + in graduation - 10 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
20	Stenographer	<ul style="list-style-type: none"> <li>5 - 7 years relevant experience: 20 marks</li> <li>7+ years relevant experience: 35 marks</li> </ul>	<ul style="list-style-type: none"> <li>70% + in 10<sup>th</sup>- 10 marks</li> <li>70% + in graduation - 10 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
21	Receptionist	<ul style="list-style-type: none"> <li>4-7 years' experience as receptionist in reputed Hotels / restaurants: 25 marks</li> <li>7+ years' experience as receptionist in reputed Hotels / restaurants: 40 marks</li> </ul>	<ul style="list-style-type: none"> <li>MTA degree – 15 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
22	Store Keeper	<ul style="list-style-type: none"> <li>3-5 years' experience as Store Keeper reputed Hotels / restaurants: 15 marks</li> </ul>	<ul style="list-style-type: none"> <li>70% + in 10<sup>th</sup> - 15 marks</li> <li>70% + in graduation - 15 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
		<ul style="list-style-type: none"> <li>5+ years' experience as Store Keeper reputed Hotels / restaurants: 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>			
23	Mechanic	<ul style="list-style-type: none"> <li>5 - 8 years relevant experience: 15 marks</li> <li>8 - 10 years relevant experience: 25 marks</li> <li>10+ years relevant experience: 35 marks</li> <li>2+ years' experience in repairing heavy vehicles : 20 marks</li> </ul>	<ul style="list-style-type: none"> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
24	Fitter	<ul style="list-style-type: none"> <li>5 - 8 years relevant experience: 15 marks</li> <li>8 - 10 years relevant experience: 25 marks</li> <li>10+ years relevant experience: 35 marks</li> <li>2+ years' experience in fitting activities in heavy vehicles : 20 marks</li> </ul>	<ul style="list-style-type: none"> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
25	Assistant Cook	Shortlisted candidates shall be required to prepare different cuisines by a panel of experts from IHM, FCI etc. nominated by KSTDC. The expert panel shall test the candidates on various parameters to finalize the successful candidates				100
26	Junior Administrative Assistant	<ul style="list-style-type: none"> <li>2+ years relevant experience: 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>70% + in 10th - 15 marks</li> <li>70% + in graduation - 15 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100

SL. No.	Position	Additional Weightage for <u>experience over and above minimum criteria</u>	Additional Weightage for <u>education over and above minimum criteria</u>	Additional Weightage for <u>certifications over and above minimum criteria</u>	Interview performance	Total Marks
27	Second Division Account Assistant	<ul style="list-style-type: none"> <li>5 - 7 years relevant experience: 15 marks</li> <li>7+ years relevant experience: 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>70% + in 10th - 15 marks</li> <li>70% + in graduation - 15 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
28.	Marketing Agents	<ul style="list-style-type: none"> <li>3-5 years' relevant experience – 20 marks</li> <li>5+ years' relevant experience – 40 marks</li> </ul>	<ul style="list-style-type: none"> <li>MBA / MTA / BBM degree – 15 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
29	Data entry operator	<ul style="list-style-type: none"> <li>2+ years relevant experience: 25 marks</li> </ul>	<ul style="list-style-type: none"> <li>70% + in 10th - 15 marks</li> <li>70% + in graduation - 15 marks</li> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	25	100
30	Driver	Shortlisted candidates shall be required undergo driving test before a screening committee comprising BMTC / RTO officials. The screening committee shall evaluate the candidates based on driving test, physical standards, eye sight etc. to finalize the successful candidates				100
31	Electrician Grade II	<ul style="list-style-type: none"> <li>5 - 7 years relevant experience: 15 marks</li> <li>8 - 10 years relevant experience: 30 marks</li> <li>10 - 14 years relevant experience: 40 marks</li> <li>14+ years relevant experience: 55 marks</li> </ul>	<ul style="list-style-type: none"> <li>Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 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
32.	Peon	<ul style="list-style-type: none"> <li>• 2 - 5 years relevant experience: 20 marks</li> <li>• 5+ years relevant experience: 35 marks</li> </ul>	<ul style="list-style-type: none"> <li>• 70% + in 10th - 20 marks</li> <li>• Extra marks for better educational record in Std. XII or equivalent (1 mark for each 2.5% above 50% aggregate marks – up to a maximum of 20 marks)</li> </ul>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	25	100

**Karnataka State Tourism Development Corporation Ltd.,**  
**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 Grad.
Total months of professional experience as on 31 <sup>st</sup> July 2017	Years - Months
Age as on 31 <sup>st</sup> July 2017	Years - Months
Certification Details (if any)	Certificate Name & Details: <add more rows to include more certificates>

**PROFESSIONAL EXPERIENCE**

Employer Name	Position	From	To
<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	Tally
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
Hindi	Yes / No	Yes / No	Yes / No
<Other Language if applicable>	Yes / No	Yes / No	Yes / No

**DOCUMENT CHECKLIST**

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