



Garhwal Mandal Vikas Nigam Ltd.,
(A Govt. of Uttarakhand Undertaking)
74/1, Rajpur Road, Dehradun
Prescribed Format of Application

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Application format

To,
The Managing Director,
Garhwal Mandal Vikas Nigam Limited
(An Undertaking of Govt. of Uttarakhand)
74/1, Rajpur Road,
Dehradun, Uttarakhand

Affix your latest
passport size
photograph and
sign across the
same

Dear Sir,

Please find enclosed my application for the post of _____ on prescribed format downloaded from your web site "gmvnl.com". I have read all the instructions carefully and I accept to abide with the job scope for which I am applying. All the information given by me is true. Any false information given by me is liable to termination and expulsion of my duties.

(Signature)

Name _____

Date _____

Important Instructions:

Please answer each question clearly and completely. This is a word document so please print with laser printer. Your applications should reach this office by surface mail or by hand latest by 20th April 2010.

You can edit the document but the broad view of the document should not be changed. Read carefully and follow all directions.

Please read the scope of work carefully, and applying for a particular post. Multiple applications for multiple jobs can also be submitted.

Before submitting the applications please fill the checklist and be sure that you submit all the documents.

Job description of various managerial vacancies at GMVN Ltd.

1. JOB SCOPE- CHIEF AUDIT OFFICER

THE SELECTED CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- PROPER FUNCTIONING OF AUDIT SYSTEM
- ALL WORK RELATED WITH COMPANY'S INCOME TAX
- CONDUCTING INTERNAL AND TAX/VAT AUDIT
- HANDLING AND MANAGEMENT OF ALL TAXATION RELATED CASES
- MANAGEMENT AND ADMINISTRATION OF THE OVERALL ACCOUNTING SYSTEM
- TO ENSURE COORDINATION BETWEEN INTERNAL AND STATUTORY/TAX AUDIT
- TO ENSURE THAT PROPER COORDINATION AND SUPPORT IS PROVIDED TO C&AG AND ANNUAL AG AUDIT
- TO UPDATE THE ACCOUNTING AND AUDIT SYSTEM ACCORDING TO THE RECENT CHANGES IN THE POLICY AND LAW
- PREPARATION AND FINALIZATION OF BALANCE SHEETS
- COMPLETION OF ARREARS OF ACCOUNTS FOR PENDING YEARS
- ENSURE IMPLEMENTATION OF NEWLY INTRODUCED COMPUTER APPLICATIONS OF HRMS AND ACCOUNTING AND SALARY PACAKAGE IN COMING 4 MONTHS OF ALL EMPLOYEES.
- ANY OTHER DUTY OR RESPONSIBILITY ALLOTTED BY THE SENIOR OFFICIALS/ MANAGEMENT FROM TIME TO TIME

POSTING: AT CORPORATE OFFICE OF GMVN LTD. AT DEHRA DUN

2. JOB SCOPE- MANAGER AGRICULTURE & HORTICULTURE MARKETING PRODUCE

THE SELECTED CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- MARKETING, SALES AND PROMOTION OF HERBS, HORTICULTURE PRODUCTS AND LOCAL FOOD PRODUCTS OF GARHWAL REGION.
- EXECUTING EFFECTIVE PROMOTIONAL INITIATIVES AND THEREBY ENHANCE THE BUSINESS VOLUMES, FIELD PROMOTIONS, ACTIVITY MANAGEMENT.
- WORK ALONG WITH SALES TEAM FOR BRAND BUILDING.
- EXPLORING NEW AGRO BASED PRODUCTS PRODUCED IN THE GARHWAL REGION
- IMPLEMENTATION SYSTEM OF PURCHASE OF FLOWERS AND OTHER HORTICULTURE PRODUCTS AND GET THEM MARKETED IN NICHE MARKET AREAS

- DEVELOP PRODUCTS FOR THE ORGANIZATION AND MANAGEMENT STRATEGIES FOR MARKETING HORTICULTURE PRODUCTS IN THE REGION.
- SHOULD LIAISON WITH DISTRICT MAGISTRATE AND CHIEF DEVELOPMENT OFFICER FROM TIME TO TIME.
- ANY OTHER DUTY OR RESPONSIBILITY ALLOTTED BY THE SENIOR OFFICIALS/ MANAGEMENT FROM TIME TO TIME

NOTE# THIS JOB INVOLVES A LOT OF TRAVELLING AND MEETING WITH THE FARMERS AND MARKET VENDORS AT VARIOUS LOCATIONS.

POSTING: ANYWHERE IN GARHWAL REGION OF UTTARAKHAND

3. JOB SCOPE- DY. GENERAL MANAGER OPERATIONAL TOURISM

THE SELECTED CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- EFFECTIVE MANAGEMENT OF ALL TOURIST REST HOUSES OF GMVN
- PROMOTION AND MANAGEMENT OF ADVENTURE TOURISM SECTION OF GMVN, COVERING FOLLOWING AREAS:
 - BIRD WATCHING
 - PARAGLIDING
 - WATER SPORTS
 - TREKKING
 - SNOW SKIING
 - MOUNTAINEERING
- PANCHKARAMA-YOGA AND MEDITATION:
 - DEVELOPMENT AND MANAGEMENT OF NEW CONCEPT INTRODUCED BY THE GMVN, WHERE ALL KIND OF MASSAGE THERAPIES AND YOGA IS DONE UNDER ONE ROOF.
- PROMOTION, DEVELOPMENT AND MANAGEMENT OF CHAR DHAM YATRA, TOURS AND PACKAGE TOURS.
- SHOULD LIAISON WITH VARIOUS TRAVEL AND TOUR OPERATORS ACROSS THE COUNTRY AND INTERNATIONAL OPERATORS AND GET BUSINESS FOR THE ORGANISATION.
- DEVELOP VARIOUS TOURISM RELATED PRODUCTS AND MANAGEMENT STRATEGIES FOR THE ORGANISATION.
- ANY OTHER DUTY OR RESPONSIBILITY ALLOTTED BY THE SENIOR OFFICIALS/ MANAGEMENT FROM TIME TO TIME

NOTE # THIS JOB INVOLVES A LOT OF TRAVELLING AND MEETING WITH THE FIELD STAFF.

POSTING: ANYWHERE IN GARHWAL REGION OF UTTARAKHAND

4. JOB SCOPE- DY. GENERAL MANAGER TOURISM (ADMINISTRATION)

THE SELECTED CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING

THE NATURE OF JOB IS THE VIRTUAL MANAGEMENT OF OPERATIONAL ACTIVITIES WITH SOME FIELD WORK.

- SCHEDULING, BOOKING AND TRACK ROUTE PREPARATION FOR THE TRANSPORT FLEET-BUSES, AC COACHES AND TAXIES AND MANAGEMENT THERE OF
- ONLINE RESERVATION FOR
 - LTC- LEAVE TRAVEL CONCESSION
 - PACKAGE TOURS
- STOCK AND SUPPLY CHAIN MANAGEMENT OF LIQUOR BARS AT TOURIST REST HOUSES
- RESPONSIBLE FOR HUMAN RESOURCE MANAGEMENT OF TOURISM PERSONNEL ALREADY EMPLOYED IN THE ORGANIZATION.
- OVERALL PERSONNEL MANAGEMENT SYSTEM FOR THE TOURISM SECTOR.
- DEVELOP VARIOUS TOURISM RELATED PRODUCTS AND MANAGEMENT STRATEGIES FOR THE ORGANISATION.
- TOURISM DEVELOPMENT IN GARHWAL REGION.
- ANY OTHER DUTY OR RESPONSIBILITY ALLOTTED BY THE SENIOR OFFICIALS/ MANAGEMENT FROM TIME TO TIME

POSTING: ANYWHERE IN GARHWAL REGION OF UTTARAKHAND

5. JOB SCOPE- ACCOUNTS OFFICER

THE SELECTED CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- RESPONSIBLE FOR MAINTENANCE AND ADMINISTRATION OF ACCOUNTING SYSTEM OF GMVN
- PREPARATION AND PROJECTION OF ESTIMATED MONTHLY BUDGET
- MAINTENANCE OF ACCOUNTS AND RECORDS AS PER COMPANY PROCEDURES AND APPLICABLE RULES AND REGULATIONS OF VARIOUS STATUTES.
- MAINTENANCE OF CASH FLOWS AND MONTHLY PROGRESS REPORT
- ENSURING RECONCILIATION OF BANK STATEMENTS OF VARIOUS BANKERS OF GMVN
- ANY OTHER DUTY OR RESPONSIBILITY ALLOTTED BY THE SENIOR OFFICIALS/ MANAGEMENT FROM TIME TO TIME.

POSTING: ANYWHERE IN GARHWAL REGION OF UTTARAKHAND

6. JOB SCOPE- CHIEF MANAGER/REGIONAL MANAGER

THE SELECTED CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- SUPERVISION OF MANAGERS WORKING AT DIFFERENT TOURIST REST HOUSES
- KEEPING TRACK OF MONTHLY SALES PER TOURIST REST HOUSE
- SUPERVISION OF REGULAR MAINTENANCE CHECKS IN ALL THE REST HOUSES
- RANDOM INSPECTION OF VARIOUS TOURIST REST HOUSES FROM TIME TO TIME
- PREPARATION OF MONTHLY REPORTS
- MIS MANAGEMENT
- PERFORMANCE APPRAISAL OF STAFF WORKING AT VARIOUS TOURIST REST HOUSES
- MAKING REGULAR VISITS AND AUDITING OF REST HOUSE REGISTERS AND CUSTOMER FEEDBACK FORMS, TO ENSURE A COMFORTABLE AND PLEASANT STAY AT TOURIST REST HOUSES
- ANY OTHER DUTY OR RESPONSIBILITY ALLOTTED BY THE SENIOR OFFICIALS/ MANAGEMENT FROM TIME TO TIME

NOTE# THIS JOB INVOLVES A LOT OF TRAVELLING AND MEETING WITH THE FIELD STAFF.

POSTING: ANYWHERE IN GARHWAL REGION OF UTTARAKHAND

7. JOB SCOPE- MANAGER OPERATIONAL ROPEWAYS

THE SELECTED CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING

- REGULAR MAINTENANCE AND REPAIR OF ROPEWAY
- SALES AND SERVICE MANAGEMENT FOR PASSENGERS
- RESOLVING STAFF ISSUES AT ROPEWAY SITE
- KEEPING TRACK OF MONTHLY BUSINESS OF ROPEWAY.
- PREPARATION OF MONTHLY REPORTS TO ENSURE OPTIMUM UTILIZATION OF THE ROPEWAY
- TO INCREASE THE INCOME GENERATION FROM ROPEWAY
- ANY OTHER DUTY OR RESPONSIBILITY ALLOTTED BY THE SENIOR OFFICIALS/ MANAGEMENT FROM TIME TO TIME.

DUTY STATION : AULI

POSTING: ANYWHERE IN GARHWAL REGION OF UTTARAKHAND

PART- I

JOB/ VACANCY INFO

S. No	Designation	Pay scale	Vacant posts	Minimum Essential qualification, experience etc.	Desirable qualifications, experience etc.
1.	Chief Audit Officer	10325-15850 Revised pay scale 15600-39100 + Grade pay 6600/-	01	CA / ICWA	MBA (Finance), regular course from reputed institute like IIM, IRMA, MANAGE etc. Knowledge of MS office, Tally etc. Experience of finalization of Balance Sheet, handling taxation and Audit work etc. of an organization having turnover of more than Rs. 10 Crore p.a., or member of reputed CA firm.
2	Dy. General Manager Operational Tourism	On Contractual basis for one year at consolidated pay of Rs. 37000/- p.m. (inclusive of Employers' Contribution towards EPF) The contract period can be further extended on satisfactory performance at the pay scale of Rs. 15600- 39100 + Grade Pay of Rs. 6600/- on the sole discretion of	01	Graduate, Degree/ Diploma in Travel trade/ Tourism Trade with minimum 5 years experience in Tourism field.	Regular course in MBA (Tourism) or Masters in Tourism Management or Masters in Tourism Administration or 3 years Degree in Hotel Management alongwith PG Degree / Diploma in Tourism Management from reputed institute. Knowledge of MS office etc. 3 years experience as supervisory Manager in any of the Four Star or above Hotels and 2

S. No	Designation	Pay scale	Vacant posts	Minimum Essential qualification, experience etc.	Desirable qualifications, experience etc.
		the appointing authority.			years experience in any of the IITA / PATA recognized Travel Agencies.
3.	Manager, Agriculture & Horticulture Marketing Produce	On Contractual basis for one year at consolidated pay of Rs. 37000/- p.m. (inclusive of Employers' Contribution towards EPF) The contract period can be further extended on satisfactory performance at the pay scale of Rs. 15600- 39100 + Grade Pay of Rs. 6600/- on the sole discretion of the appointing authority.	01	B.Sc (Agriculture), Degree/ Diploma in Agriculture Horticulture and 5 years experience in the same field.	Regular course of M.Sc (Agriculture / Horticulture) or MBA or PGABM from IIM, IRMA, MANAGE etc. Experience at managerial level in marketing field and Knowledge of MS office etc. will be preferred.
4.	Dy. General Manager Tourism (Administration)	On Contractual basis for one year at consolidated pay of Rs. 37000/- p.m. (inclusive of Employers' Contribution towards EPF). The contract period can be further extended on satisfactory performance at the pay scale of	01	Graduate Degree/ Diploma in Travel trade / Tourism Trade with minimum 5 years experience in Tourism & Personnel Administration	Regular course in MBA (Tourism) or Masters in Tourism Management or Masters in Tourism Administration or 3 years Degree in Hotel Management along with PG Degree / Diploma in Tourism Management from reputed institute. Knowledge of MS office etc.

S. No	Designation	Pay scale	Vacant posts	Minimum Essential qualification, experience etc.	Desirable qualifications, experience etc.
		Rs. 15600- 39100 + Grade Pay of Rs. 6600/- on the sole discretion of the appointing authority.			3 years experience as supervisory Manager in any of the Four Star or above Hotels and 2 years experience in any of the IITA / PATA recognized Travel Agencies.
5.	Chief Manager/ Regional Manager	On Contractual basis for one year at consolidated pay of Rs. 34500/- p.m. (inclusive of Employers Contribution towards EPF) The contract period can be further extended on satisfactory performance at the pay scale of Rs. 15600- 39100 + Grade Pay of Rs. 5400/- on the sole discretion of the appointing authority.	03 General (including one women), 01 S.C.	Graduate, Degree / Diploma in Travel Trade/ Tourism Trade & 5 Years experience in Tourism Field.	Regular course in MBA (Tourism) or Masters in Tourism Management / Hotel Management or Masters in Tourism Administration or 3 years Degree in Hotel Management alongwith PG Degree / Diploma in Tourism Management from reputed institute. Knowledge of MS office etc. 3 years experience as supervisory Manager in any of the Four Star or above Hotels and 2 years experience in any of the IITA / PATA recognized Travel Agencies.
6.	Accounts Officer	8000-13500 Revised pay scale 15600-39100 + Grade pay 5400/-	01	Commerce graduate, Chartered Accountant (Inter) / ICWA (Inter) & 5 years	Regular Course in MBA (Finance) from a reputed institute. Knowledge of Tally, MS ACCESS & MS Office and other prevailing Accounting

S. No	Designation	Pay scale	Vacant posts	Minimum Essential qualification, experience etc.	Desirable qualifications, experience etc.
				experience in accounts	Packages. 5 years working experience in Tourism / Hotel Management related PSUs / Government Department.
7.	Manager Operational Ropeways	8000-13500 Revised pay scale 15600-39100 + Grade pay 5400/-	01	B.E. in Electrical/ Mechanical/Electronic and 5 years experience.	Experience in operational & commercial management of passenger ropeways and chair lift projects in any Govt./Public sector undertaking company.

PART – IV

QUALIFICATION INFO

14) EDUCATIONAL QUALIFICATION

EDUCATION	YEAR OF PASSING	SUBJECTS	DIV.	% OF MARKS	SPECIALISATION
HIGH SCHOOL					
INTER MEDIATE					
GRADUATION					
POST GRADUATION					

15) PROFESSIONAL QUALIFICATION

EDUCATION	YEAR OF PASSING	SUBJECTS	% OF MARKS	SPECIALISATION	REMRKS

(More rows can be added if necessary)

Name:

Date:

(Signature)

PART – V

JOB RELATED INFO

16) COMMUNICATION SKILLS

Knowledge of languages list mother-tongue first	READ				WRITE				SPEAK			
	Slight	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight	Excellent	Good	Fair
Hindi												
English												

17) COMPUTER SKILLS

APPLICATIONS	EXCELLENT	GOOD	FAIR	SLIGHT
OFFICE APPLICATIONS LIKE M/S OFFICE/ OPEN OFFICE/ ANY OTHER SUIT				
TALLY/ ACCOUNTING PACKAGE				
ANY COMPUTER LANGUAGE (Pl. Specify)				
ANY OTHER PACKAGE (Pl. Specify)				
Presentation skills				

EMPLOYMENT RECORD

(PLEASE MENTION SINCE COMPLETION OF PROFESSIONAL QUALIFICATION)

SL	NAME OF THE EMPLOYER	POST HELD	PERIOD SINCE		JOB PROFILE	GROSS PAY DRAWN	REASON FOR SWITCH OVER
			FROM	TO			

(YOU CAN ADD THE ROWS AS PER CONVENIENCE)

19) LEGAL CONVICTIONS YES NO

IF YES, PLEASE EXPLAIN _____

20) NAME OF THE PROFESSIONAL REFEREES

1- _____

2- _____

Professional/ academic reference form

Instructions to Applicants

Applicants who apply for the post will be required to submit two references – one academic and professional reference each or two professional referees. Professional referee should be your current or past employer or an individual who has known you in a professional capacity. Please ask your referee(s) to complete this form in support of your application. Please note that your application will not be processed further until both references have been received at the office of GMVN.

To be completed by the Applicant

Name

Name of the Job for which application is being made _____

(Please mention the programme name)

Signature _____ Date: _____

Instructions to Referees

The above applicant is applying for the Garhwal Mandal Vikas Nigam Ltd, the Uttarakhand government owned company with experience in Tourism and allied activities. In order to improve our tourism sector as a whole we are aiming at future leaders, opinion formers and decision-makers. We would appreciate your feedback on the applicant's candidature. Please complete this form and return it to the applicant with your signature in a sealed envelope. You do not need to attach any additional reference on your headed paper and this form signed by you will suffice us. However, should you wish to provide any additional details, you may attach an extra sheet. We would appreciate if you could substantiate your comments with examples. We would like to thank you in anticipation for providing this reference.

Referee's Report – To be completed by the Referee

1. How long have you known the applicant? _____

a) No. of years: _____

b) In what capacity: _____

Please tick (✓) the appropriate boxes for questions 2-5

2. How would you rate the applicant as compared to his/her peers?

Outstanding Very good Good Average Below
 Top 5% Top 20% Top 40% Average

3. Please rate the applicant on the following attributes:

	Outstanding Top 5%	Very Good Top 20%	Good Top 40%	Average	Below Average
Intellectual capabilities					
Motivation					
Analytical skills					
Communication skills					

4. Please rate the applicant's management skills:

	Outstanding Top 5%	Very Good Top 20%	Good Top 40%	Average	Below Average
Problem solving ability					
Leadership qualities					
Team management skills					

5. Where would you place him/her in your organisation in the next 5 years?

Top Management Senior Management Middle Management

And why?

6. The Garhwal Mandal Vikas Nigam is looking at future leaders, decision-makers and opinion-formers. In this context, do you feel that the applicant is likely to be a high-flier, a future leader in his/her field of specialisation or is likely to contribute to the development of the organisation in near future?

7. Based on your interaction(s) with the applicant, please list two key areas of strength and two key areas for improvement. Please give reasons or evidence to support your assessment, wherever possible.

Areas of strength:

Areas for improvement:

Referee's Details – To be completed by the referee

Name of referee:

Post Held/Designation:

University/College/Institution/Organisation you represent: _____

Mailing Address: _____

Telephone Number(s): _____ E-mail address: _____

Note:

Please affix the
Institution seal in
Original.

Signature: _____ Date: _____

Name:

Date:

(Signature)

PART – VI
APPLICATION FEE INFO

Name and address of the issuing Bank	Name and address of the drawee Bank	Date of issue	DD/Bank pay order No.	Amount (Rs.)

(Bank demand drafts/Bank Pay Orders may be drawn on any scheduled Bank in favor of “GARHWAL MANDAL VIKAS NIGAM LIMITED” payable at Dehradun, Uttarakhand. They are to be crossed “A/c Payee Only”

(Fee for the post is Rs.500/- for General candidates and Rs.100/- for SC candidates) Payment by Cash, Cheque, Postal Stamps, Money Order etc. will not be accepted and such applications will be rejected)

Name:

Date:

(Signature)

Checklist

1. Read the minimum essential and desirable qualification.

2. Read and understood the scope of work and signed the declaration form

3. Attached mandatory certificates as mentioned on

4. Attached the requisite fee draft/ cheque/ Postal stamp/ money order
