

**TERMS OF REFERENCE & SCOPE OF SERVICES FOR
SUBJECT SPECIALIST, INDIVIDUAL CONSULTANTS AND SUPPORT STAFF**

1. Organization Introduction:

Uttarakhand Tourism Development Board is the highest body to advise Government on all matters relating to tourism in the State. The statutory board is chaired by the Tourism Minister Govt. of Uttarakhand and Chief Secretary of Uttarakhand is its Vice Chairman. The Principal Secretary/ Secretary tourism acts as Chief Executive Officer. It also has five non-official members from the private sector and experts in tourism related matters.

The Board also functions as a regulatory and licensing Authority.

Mission & Vision of UTDB.

- To place Uttarakhand on the tourism map of the world as one of the leading tourist destinations, and to make Uttarakhand synonymous with tourism.
- To develop the manifold tourism related resources of the State in an eco-friendly manner, with the active participation of the private sector and the local host communities.
- To develop tourism as a major source of employment and income/revenue generation and as a pivot of the economic and social development in the State.

2. Objective of the Assignment:

UTDB intends to hire eligible Subject Specialist/Individual Consultants / Supporting Staff through open competitive selection process to assist the Chief Executive Officer, Uttarakhand Tourism Development Board (UTDB) in execution of the respective tasks of UTDB in efficient and timely manner. The interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services as mentioned in the **Annexure-1**.

3. Qualification, Professional Experience, Tasks:

As given in the Annexure -1.

4. Application Form:

As per Annexure - 2. (application submitted on any other format may likely to be rejected)
In case experience certificate is not readily available, self-undertaking will be considered. However, UTDB reserves the right to verify the same.

5. Contract Period:

On full-time basis in UTDB head office at Dehradun for three (3) years subject to satisfactory performance, which will be reviewed periodically at least once a year. It may be renewed for further periods but not exceeding in aggregate one year on same terms and conditions.

In case performance is found to be not satisfactory, contract can be terminated with 30 days' prior written notice or remuneration *in lieu* thereof.

6. Facilities and to be provided by the UTDB:

- (i) All the concerned Project / Programme documents as may be required;
- (ii) Office accommodation with furniture, computer and other accessories for effective functioning;
- (iii) Transport for official work; and
- (iv) Travel, lodging & Boarding entitlements as per applicable Board's rules during official tours outside Headquarters (Dehradun).

The Consultants / Supporting Staff shall be responsible for transport from residence to office and back at their own cost.

7. Payment to Consultants / Supporting Staff:

Consultants / Supporting Staff hired shall be required to raise their monthly Invoice along with Monthly report of work/tasks accomplished during previous month. Payment shall be done after deduction of TDS.

8. Review and monitoring of the Consultant / Supporting Staff work:

The Nodal officer nominated by CEO will review the work of the Consultants / Supporting Staff monthly and recommend payment of monthly remuneration subject to satisfactory performance.

9. Remuneration:

A consolidated amount per month given in the Annexure shall be paid. No other emoluments or reimbursement of taxes will be paid.

Based on performance, an annual increase in the monthly remuneration will be considered. Otherwise, same remuneration as during the previous year will continue.

10. General Terms:

- (i) All candidates are required to apply / submit their application through speed-post/ registry/ courier addressed CEO, Uttarakhand Tourism Development Board, Pdt. Deen-Dayal Upadhyay Paryatan Bhawan, Near ONGC Helipad, Nimbuwala, Garhi Cantt, Dehradun till 20-11-2024 5.00 PM super-scribing on the top of the envelop “**Application for the post.....**”. Application submitted in any other mode and late applications shall not be considered and shall be rejected.
- (ii) The prescribed Application Format is given on the website <https://uttarakhandtourism.gov.in/>
- (iii) Each candidate can submit maximum one application for one position however they are free to apply for as many positions as per their suitability. Multiple applications for any position will lead to rejection of the application.
- (iv) All applicants are required to attach their CV, a copy of education certificates in support of required qualification and relevant work experience certificates in support of required work experience. The experience shall be post-qualification.
- (v) Only those application which are received within scheduled date and time shall be considered for evaluation. Late application shall not be accepted.
- (vi) Only shortlisted candidates will be called for Interview. Candidates will be informed through email w.r.t interview and final selection. Any Act of influencing the selection process may lead to rejection of the application, Candidates are advised not to contact any UTDB official during the selection process.
- (vii) All communications will be in English language only.
- (viii) The selected Consultants / Supporting Staff will have to sign an Agreement with the Authority.
- (ix) The Applicants shall be responsible for all of the costs for their participation in the Selection Process including visits to the Authority’s office, interview, etc., The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.
- (x) Interview of the candidates shall be in-person.
- (xi) Shortlisting will be valid for one year for selection in case of selected candidates resign / need replacement.
- (xii) UTDB at its discretion may extend the last date of submission of applications.

(xiii) UTDB reserves the right to cancel any or all post and also to increase the number of posts to as per the UTDB requirements.

11. Right to reject any or all positions:

Notwithstanding anything contained in this document, the Authority reserves the right to accept or reject any or all applications at any time without any liability or any obligation for such acceptance, rejection or cancellation, and

- (i) The Authority reserves the right to reject any Application, if:
 - (a) at any time, a material misrepresentation is made or uncovered, or
 - (b) the applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority.
- (ii) At any time, the Authority may change any condition or time schedule by issuing an addendum. The addendum shall be uploaded on official website: <https://uttarakhandtourism.gov.in/>

All applications must be submitted through speed-post/ registry/ courier before **5:00 PM on 20-11-2024.**

Chief Executive Officer,
Uttarakhand Tourism Development Board
Dehradun.