

MADHYA PRADESH ECOTOURISM DEVELOPMENT BOARD

Recruitment to the Post of Managers Marketing / Ecotourism Project in MPEDB.

The Madhya Pradesh Ecotourism Development Board (MPEDB) Bhopal requires qualified specialists for a period of three years on contract basis as per the details mentioned below:

1. Number of vacancies:

- a. Manager- Marketing - 01
- b. Manager- Ecotourism Project - 01

2. Age: Not less than 21 years but not exceeding 40 years, as on the last date of application.

3. Essential Education Qualifications, Experiences and Job Descriptions:

Particulars	Details
Position	Manager- Marketing [on Contract]
Qualification	Graduation /Post graduation degree or Post graduation diploma in Tourism and Travel management from recognized Universities/ institutes
Experience	Minimum 2 years field experience of Ecotourism Management / Marketing in Protected Areas, Buffer areas and other forest areas.
Job Description	<ol style="list-style-type: none">1. Publicity of ecotourism destinations through various means e.g. Articles, blogs, social media, etc.2. Identification of potential clients and facilitating them for visits to destinations.3. Based on feedbacks and other means, prepare action plan for enhancing visitor's satisfaction and execution of the same.4. Coordination with local forest staff and community for better outcome.5. Ensuring at least 40% occupancy in all ecotourism destinations.6. Promotion and management of online booking of ecotourism destinations.7. Assessing Current market trends and analysis of the same for better ecotourism services.8. Organising various promotional events for destinations and board.9. Conceptualise, design and publication of various materials for the board.10. Resource mobilization for the board.11. Record and maintain database needed for the job.12. Facilitate private investment in eco-tourism sector as per GoMP guidelines for PPP Projects.13. Any other works as assigned by CEO, MP Ecotourism Development Board from time to time.

Particulars	Details
Position	Manager- Ecotourism Project [on Contract]
Qualification	Graduation /Post graduation degree or Post graduation diploma in Tourism and Travel management from recognized Universities/ institutes
Experience	Minimum 2 years experience of ecotourism related activities and destination development in Protected Areas, Buffer areas and other forest areas.
Job Description	<ol style="list-style-type: none"> 1. Development and implementation of business plan for eco-tourism destination development. 2. Identification of potential sites, their market assessment and project formulation. 3. Research and study of various eco-friendly ecotourism infrastructures. 4. Field visits for improvement of ecotourism activities. 5. Ensuring public participation at various destinations. 6. Identification of IGA and potential community members, their capacity building and linkage with livelihood. 7. Publicity of innovations and other highlights of various destinations. 8. Co-ordination with all stakeholders' viz. local forest officials, communities and visitors, etc. 9. Necessary actions for timely completion of projects. 10. Capacity building of all stakeholders of eco-tourism. 11. Record and maintain database needed for job. 12. Developing and implementing models for conservation of forest and wildlife using ecotourism as a tool. 13. Develop destination-wise brochures and other publicity works. 14. Any other works as assigned by CEO, MP Ecotourism Development Board from time to time.

4. **Monthly Emoluments** – (i) **Rs. 40,000/- per month.**
(ii) **TA/DA for field visit as per contractual conditions of the board**

5. **Other Conditions:**

1. The contract period is three years from the date of appointment. The first six months shall be probation period. The appointment is subjected to condition that candidate's performance will be assessed after probation and on yearly basis. Continuation after each assessment will be purely based on performance. If the performance is found satisfactory then services will be continued and in case of non- satisfactory performance service shall be terminated.
2. Services after three years can be extended only if there is further requirement of professional services to the MPEDB. CEO, MPEDB will assess the requirement and can extend services one year at a time.
3. The services of contractual manager will be governed by conditions of agreement of MPEDB
4. Out of total applicants, eligible candidates will be shortlisted and will be ranked as per criteria set by the board based on their educational qualifications and experience. Shortlisted candidates will be called for interview before selection committee and person adjudged best can be offered contractual appointment.

5. MPEDB reserves rights to cancel whole process at any point of time.
6. Canvassing for selection in any form shall be considered as disqualification.

6. Important Dates:

Details	Date	Time
Last date of submitting the application	28.03.2020	17:00 hrs
Date of Interview	will be notified later	will be notified later

7. Procedure for Application:

Interested Candidates may submit their application in prescribed Proforma as per **Annexure-1** along with self-attested copies of documents by post to the Office of the board at Madhya Pradesh Ecotourism Development Board, A Wing, Urja Bhawan, Link Road No.2, Shivaji Nagar, Bhopal 462016 on or before last date of submitting of the application or completed application can be sent along with requisite document through E-mail on address mpecotourism@gmail.com.

Chief Executive Officer
MP Ecotourism Development Board &
Add. Principal Chief Conservator of Forests
(Wildlife Conservation)

APPLICATION FORM THE POST OF MANAGER MARKETING/ECOTOURISM PROJECT ON CONTRACT BASIS IN THE OFFICE OF MADHYA PRADESH ECOTOURISM DEVELOPMENT BOARD

1. Name of Post (Applying for):
2. Name of Candidate
3. Gender: Male () Female ()
4. Father/ Husband's Name: -
5. Date of Birth: - [Attach proof of birth]

Attach a self-attested photograph

D		D	M	M	Y	Y	Y	Y

Complete age as on the last date for submission of application: years.....Months

6. Mobile Number: -
7. Email Address: -

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8. Postal Address:-
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9. Educational Qualification: - [Attach proof of Educational qualifications]

S.No	Degree/ Diploma / certificate	Name of course	University/ Board	Main Subjects	Month & year of Passing	%age of Marks
i)	10 th					
ii)	12 th					
iii)	Graduation					
iv)	Post Graduation					
v)	Others.....					

(Add rows if required)

10. Work Experience: - [Attach documents]

Name of organisation	Posting held	Place of posting	From (Date)	To (Date)	Any other information

Note: - Only those experiences will be counted, whose enclosures as a proof are attached.

Attachments

1.
2.
3.
4.
5.

DECLARATION:

I hereby declare that all the statements made in this application herein above are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incorrect or incomplete or if I am found ineligible due to non-fulfilment of eligibility criteria, my candidature for the applied post is liable to be cancelled/rejected at any stage.

Date.....

Signature of the Applicant

Place.....