



Maharashtra Tourism Development Corporation Ltd

(Govt. of Maharashtra Undertaking)

C.D.O. Hutments, Opp. Yogakshem (LIC Building), Madam Cama Road, Mumbai-400 020.

Phone No:-022- 22044040 Fax: 022-2202 4521

Managing Director MTDC Ltd, invites application for following mentioned Posts, on "11 Months contracts Basis" for management of scuba diving training center at Devbag-Tarkarli Dist. Sindhudurg. All Posts are filled by **Walk in Interview** Basis. The Date of Interview is on 19/03/2014

- | | |
|---------------------------------------|---------------------------------------|
| 1. Chief Instructor & G.M. | 2. Instructor. |
| 3. Assistant Drivers. | 4. Administrative Staff. |
| 5. Accounts Staff. | 6. Specialist Medical officer. |

Date, Time & Venue

Date :-19/03/2014

Time :- 1) 10 A.M. to 12.30.P.M. For Documents Verifications.

2) 2.30P.M. to 5.30P.M. For Interview.

Managing Director

Date :-03/03/2014

See Details on Website.

<http://www.maharashtratourism.gov.in>

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Time :- 1) 10 A.M. to 12.30.P.M. For Documents Verifications.

2) 2.30P.M.to 5.30P.M. For Interview.

Place :- MTDC Ltd, C.D.O. Hutments,Opp.Yogakshem (LIC Building), Madam Cama ,Road,Mumabai-400 020.

Note: - Candidates should bring all Necessary Original & Xerox copy (attested) Documents like (Educational, Qualification & Experience Certificates) at the time of Verification & Interview.

The Information Related Education, Age, Experience, salary are available on websites

Managing Director

Date :-03/03/2014

See Details on Website.

<http://www.maharashtratourism.gov.in>

1) Chief Instructor & General Manager - 1 Post

Pay- 50,000/- (Consolidated per Month)

- Qualification:**
- 1 Graduate from any recognized University.
 - 2) Certified PADI Open Water Scuba Instructor with Experience of 10 years as PADDI Instructor
 - 3) Indian Citizen.
 - 4) Knowledge of Scuba Diving in Sindhudurag District is Desirable.
 - 5) Proficiency in English communication Speaking & Writing .
 - 6) Demonstrated working experience with international Travellers or working experience in overseas.
 - 7) Any additional qualification/experience in scuba Diving sector is preferable.
 - 8) Proficient in computer operation

Experience : At least 10 years experience as a PADDI Open Water Scuba Instructor.

Age : Not exceed than 45 years.

Work Description:

He / She will be over all in charge of the training centre. He / She should be well experience in diving operation. He / She shall develop SOP for management /administration of dive center . He/She will chart out the syllables & the schedule of courses. He/She should have total administrative controls & powers to maintain the training center & operate scuba diving courses professionally. Advise MTDC for any suggestions for the better professional operation of training center.

Note:

- Reporting of all the activities to the Manager (Adventure & Sports), MTDC Ltd.
- All documents relating to Qualification, Experience should be attached at the time of interview.
- Incomplete application or application without relevant documents will be rejected.
- The above post is for a Temporary period of 11 months. The engagement of contract will be renewed if the services are found satisfactory.
- If the services are not found satisfactory the engagement of contract will be terminated giving notice of 1 month.
- The Candidate who will be called for interview has to give presentation for 10 mins, About operation & activities of Scuba Diving courses and business plan
- Salary is Negotiable.

2) Instructor (2Post) : (Gents)-01 Post (Ladies)-1 Post.

Pay: 30,000/- (Per Month Consolidated)

Qualification : 1) Minimum Graduate from any recognized University.
2) Certified PADI Open Water Scuba Instructor.
3) Indian Citizen.
4) Knowledge of Scuba Diving at Sindhudurg District is Desirable

Experience : At least 2 years experience as a PADDI Open Water Scuba instructor.

Age : Not exceed than 45 years.

Work Description:

1. He / She will head the actual coaching classes, including theory, Preparing training schedule etc. Four more assistant divers will assist him/her as per requirement. His team will execute the actual coaching.
2. He/she will work as per direction of Chief Instructor/General Manager. They will take turn every day as Resident Deputy Officer.

Note:

- Reporting of all the activities through Chief Instructor/ General Manager Scuba diving center.
- All documents relating to Qualification, Experience should be produce at the time of Interview.
- Incomplete application or application without relevant documents will be rejected.
- The above post is for a Temporary period of 11 months. The engagement of contract will be renewed if the services are found satisfactory.
- If the services are not found satisfactory the engagement of contract will be terminated on giving 1 month notice.
- Salary is Negotiable.

3) Assistant Divers - 4 Posts

Pay : 20000/- (Per Month Consolidated)

- Qualification** :
- 1) Certified PADDI Open Water Scuba diver.
 - 2) He / She should be MTDC / Dept. Of Forest, Govt. Of Maharashtra's certified snorkeling guide.
 - 3) Domicile of Maharashtra.
 - 4) Knowledge of Scuba Diving Equipment & gears

Boat operation etc.

5) Knowledge of Scuba Diving sites at Sindhudurg District is desirable.

Experience : At least 3years diving experience & should have Completed Snorkelling Guide Training.

Age : Not exceed than 35years.

Work Description:

He / she should assist instructor in pool training & in open water diving activities. He /She shall be responsible for maintaining & cleaning arranging scuba diving gears. He /She can be assigned for daily routine management of diving training center. He / She shall be assigned for any scuba diving related activities. He will also look after complete inventory of the stores and spares. He will work directly follow the instruction/orders of Instructor.

Note:

- 1) Reporting of all the activities through Instructor of Scuba diving training center.
- 2) All document relating to Qualification, Experience should be attached produced at the time of interview.
- 3) Incomplete application or application without relevant document will be rejected.
- 4) The above post is for a Temporary period of 11 months. The engagement of contract will be renewed if the services are found satisfactory.
- 5) If the services are not found satisfactory the engagement of contract will be terminated by giving 1 month notice.
- 6) Salary is Negotiable.

4) Administrative Manager- 1 Post

Pay: 16000/- (Per Month Consolidated)

Qualification:

1. M.B.A. in (Human Resources) from Recognised university
2. Knowledge of Administrative Worked.
3. Indian Citizen.
4. Proficiency in English communication speaking & writing.
5. Preferable to experience person.

Experience:

1. Two years working experience in related administration Work.

Age: Not exceed than 35 years.

Work Descriptions:

He will be responsible for all the administrative control of scuba diving training center. He will be provided staff who will man the reception counter & other related work. He will take care of logistic, support to the candidates, sales, if any.

Note:

- 1) Reporting of all the activities through General Manager of Scuba Diving training center.
- 2) All document relating to Qualification, Experience and CTC should be produced at the time of interview.
- 3) Incomplete application or application without relevant document will be rejected.

- 4) The above post is for a Temporary period of 11 months. The engagement of contract will be renewed if the services are found satisfactory.
- 5) If the services are not found satisfactory the engagement of contract will be terminated by giving 1 month notice.
- 6) Salary is Negotiable.

5) Accounts Staff - 1 Post

Pay: 10,000/- (Per Month Consolidated)

- Qualification** : 1) Graduate/Post Graduate in Commerce
or
2) M.B.A. (Finance)
3) Preference will be given to person form Tourism Industries.
4) Tally certificates or any ERP accounting Knowledge.
- Experience** : 3 years experience in Accounts works.
- Age** : Not exceed than 30 years.

Work Description:

He will be responsible for upkeep of all the accounts and directly work under the supervision of the General Manager. He will be provided one assistants clerk. He is also be responsible for the purchase under various heads and to maintain stock registers and related documents.

Note:

- 1) Reporting of all the activities through General Manager of Scuba Diving training center.

- 2) All document relating to Qualification, Experience should be produced at the time of interview.
- 3) Incomplete application or application without relevant document will be rejected.
- 4) The above post is for a Temporary period of 11 months. The engagement of contract will be renewed if the services are found satisfactory.
- 5) If the services are not found satisfactory the engagement of contract will be terminated by giving 1 month notice.
- 6) Salary is Negotiable.

6) Specialist Medical officer: 1 Posts.

Pay: 15,000/- (Per Month Consolidated) + Rs. 200 on call.

Qualification : M.B.B.S.

Age : Not exceed than 50 years.

Work Description:

We should be Senior Doctor from local civil hospital on retainer ship basis. He should be available on call basis and to attend in case of emergency. He is responsible for Medical treatment on any casualty. He should daily visit at Scuba Diving training center (1 Hours in Morning & 1 Hours in Evening).

Note:

- 1) Reporting of all the activities through General Manager of Scuba Diving training center.
- 2) All document relating to Qualification, Experience and CTC should be produced at the time of interview.
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- 5) If the services are not found satisfactory the engagement of contract will be terminated by giving 1 month notice.
- 6) Salary is Negotiable.