



**Uttarakhand Tourism Development Board (UTDB),**  
Near O.N.G.C. Helipad, Nimbuwala,  
Garhi Cantt, Dehradun – 248 003  
Ph. 91-135-2559898, Fax. 91-135-2559988

**Ref No. 7095 /2-2-795/2025**

**Date: 05 / 12/2025**

**“Invitation of application for Subject Specialist/Individual Consultants”**

Uttarakhand Tourism Development Board (UTDB) invites applications from the suitable candidates for the various positions as mentioned below. Interested candidates possessing required qualifications & experience as mentioned in Annexure-1, can apply on the prescribed application format available on the website. The last date of submission of application is **05.01.2026 till 5:00 pm** through speed post/ registered post/courier on the above-mentioned address. Applications received after the due date and time will not be accepted/entertained.

Sl. No.	Name of the Position	No. of Post	Remuneration
1	IT Programmer	01	₹ 80,000/-
2	Procurement Manager	01	₹ 60,000/-
3	Account Assistant	02	₹ 45,000/-
4	Programme Assistant	04	₹ 35,000/-
5	Data Entry Operator	07	₹ 25,000/-

**Terms and Conditions:**

1. The candidate shall mark the name of the position he/she is applying for in **bold letters on the top of the envelop** clearly mentioning the **name of the position**. The candidate shall submit separate envelops if applied for more than one position.
2. The initial contract shall be for a period of 03 year. It may be renewed for further period but not exceeding in aggregate one year on mutually agreed terms and conditions.
3. Only shortlisted candidate shall be called for interview. The selection of the candidates shall be based on the interview. No TA/DA will be paid for attending the interview.
4. The shortlisted candidates shall be informed through e-mail Id's provided by the candidates in their application form; candidates are advised to regularly check their e-mails.
5. The engagement under above does not confer any right/claim whatsoever either or implicitly for any regular appointment in UTDB.
6. Interested candidate may apply on the prescribed application form along with CV and a passport size latest photograph with self-attested copies of all the certificates and testimonials.
7. Interested candidates are advised to regularly visit the website <https://uttarakhandtourism.gov.in/> for any addendum (if there is any).
8. All applications should reach the above address latest by 05.01.2026 till 5:00 pm by registered/speed post/Courier only.
9. The applications received after deadline 05.01.2026 till 5:00 pm shall not be entertained.
10. The competent authority reserves the right to annul the process partially or completely without assigning any reasons thereof.

**Chief Executive Officer,  
UTDB**

Sl. No.	Designation	Post	Consolidated remuneration per month (INR)	Minimum Qualification	Minimum Professional Experience	Tasks / Responsibilities
1	IT Programmer	01	Rs. 80,000	Bachelor of Technology (Computer Science or Information Technology) OR Master of Computer Applications (MCA).	<ul style="list-style-type: none"> <li>At least 6 years of IT experience in software development.</li> <li>Ability to program in Object-oriented languages such as C++, Java (J2EE), VB.NET, Java Script, XML, Pythonetc.</li> <li>Familiarity with HTML, JavaScript, CSS, and AJAX</li> <li>Experience with Agile software development methodologies a plus.</li> <li>Experience in developing web applications and preferable experience with mobile applications.</li> <li>Excellent knowledge of relational databases like SQL.</li> <li>Experience using Microsoft Office tools (Excel, Visio).</li> </ul>	<ol style="list-style-type: none"> <li>To design, install and maintain IT applications required / identified by UTDB under guidance of Team Leader PMU Cell.</li> <li>Writing and testing code for software apps</li> <li>Updating existing programs</li> <li>Identifying and correcting coding errors</li> <li>Secure programs against cyber security threats</li> <li>Collaborate with business analysts / business users to produce software designs that adhere to UI standards.</li> <li>Formulate program specifications and basic prototypes</li> <li>Create User Requirement specifications</li> <li>Transform software designs and specifications into high functioning code in the appropriate language</li> <li>Integrate individual software solutions to higherlevel systems</li> <li>Test code periodically to ensure it produces the desirable results and perform debugging when necessary</li> <li>Perform upgrades to make software and systemsmore secure and efficient</li> <li>Collaborate with business users to create documentation for user support</li> <li>Develop and deploy computer applications.</li> <li>Execute code builds to test and production environments.</li> <li>Maintain application and process documentation as per company standards.</li> <li>Provide testing, documentation, training, andsupport for third-party software products. Resolve user-submitted problems and questions.</li> </ol> <p><b>Any other assignment referred / assigned by Chief Executive Officer, UTDB.</b></p>

Sl. No.	Designation	Post	Consolidated remuneration per month (INR)	Minimum Qualification	Minimum Professional Experience	Tasks / Responsibilities
2	<b>Procurement Manager</b>	01	Rs. 60,000	<ul style="list-style-type: none"> <li>Graduate in any discipline from a recognized University / Institution.</li> </ul>	<ul style="list-style-type: none"> <li>Post qualification relevant work experience of at least 5 years.</li> <li>Out of 5 years 2 years working experience in procurement work with Central Govt./State Govt./ Public Sector Organization.</li> <li>Knowledge of working in GeM portal.</li> <li>Knowledge of General Financial Rules (GFR)/ Procurement Rules.</li> </ul>	<ol style="list-style-type: none"> <li>To assist Nodal Officer for procurement / Procurement Specialist.</li> <li>To upload / download procurement related documents other than PPP Cell on Government of Uttarakhand e-portal.</li> <li>Maintenance of records in Procurement Section.</li> <li>Preparing periodical procurement reports.</li> </ol> <p><b>Any other assignment as directed by Chief Executive Officer, UTDB.</b></p>
3	<b>Accounts Assistant</b>	2	Rs. 45,000	B.Com. /MBA Finance / CA Intermediate from a recognized University / Institution with having computer knowledge and Tally Skills.	Post qualification relevant work experience of minimum 5 years.	<p><b>Financial Record Keeping:</b></p> <ul style="list-style-type: none"> <li>Maintain accurate and organized financial records, including ledgers, journals, and general accounting books.</li> <li>Record financial transactions and ensure they are classified correctly.</li> </ul> <p><b>Accounts Payable:</b></p> <ul style="list-style-type: none"> <li>Process invoices and vendor payments in a timely manner.</li> <li>Verify the accuracy of invoices and ensure proper authorization for payments.</li> </ul> <p><b>Accounts Receivable:</b></p> <ul style="list-style-type: none"> <li>Issue invoices to customers and clients.</li> <li>Follow up on outstanding invoices and manage collections.</li> </ul> <p><b>Reconciliation:</b></p> <ul style="list-style-type: none"> <li>Reconcile bank statements, accounts payable, and accounts receivable to</li> </ul>

Sl. No.	Designation	Post	Consolidated remuneration per month (INR)	Minimum Qualification	Minimum Professional Experience	Tasks / Responsibilities
						ensure accuracy and identify discrepancies. <b>Any other assignment referred/ assigned by Director Finance, UTDB.</b>
4	Programme Assistant	04	Rs. 35,000	Graduate in any discipline from a recognized University / Institution with computer knowledge.	<ul style="list-style-type: none"> <li>Post qualification work experience of minimum 5 years in data entry and office works.</li> <li>Working knowledge of Hindi and English typing.</li> <li>Basic knowledge of MS Office.</li> </ul>	<ol style="list-style-type: none"> <li>To assist reporting officer and concerned Section staff in day-to-day office work.</li> <li>Maintenance of office records.</li> <li>Preparation of presentations for meetings.</li> <li>Preparing, submission and uploading of periodical reports as per requirement.</li> </ol> <b>Any other assignment as directed by Chief Executive Officer, UTDB.</b>
5	Data Entry Operator	07	Rs. 25,000	Graduate in any discipline from a recognized University / Institution with computer knowledge.	<ul style="list-style-type: none"> <li>Post qualification work experience of minimum 3 years in data entry / office works.</li> <li>Working knowledge of Hindi and English typing with minimum typing speed 5000 KDPH in English and 4000 KDPH in Hindi/</li> </ul>	<ol style="list-style-type: none"> <li>Computer based assistance to reporting officer and concerned Section staff in day-to-day office work.</li> <li>Maintenance of office records</li> <li>Preparing, submission and uploading of periodical reports as per requirement.</li> </ol> <b>Any other assignment as directed by Chief Executive Officer, UTDB.</b>

- Basic knowledge of Computer & Hindi/English Typing is mandatory for all posts.

\*\*\*\*\*