



## महाराष्ट्र पर्यटन विकास महामंडळ मर्यादित

मुख्य कार्यालय : मफतलाल हाऊस, १ ला मजला, एस.टी. पारीख मार्ग, १६९ बॅकबे  
रिक्लेमेशनस, चर्चगेट, मुंबई ४००२० फोन नं. ०२२-४१५८०९८१

### महाराष्ट्र पर्यटन विकास महामंडळामार्फत अर्ज मागविण्यात येत आहेत.

MTDC 3/6/11 MONTHS INTERNSHIP करिता

जाहिरात क्र. मपविम/बिडे/ INTERNSHIP/2023

संपूर्ण नाव, जन्मतारीख, पत्ता, मोबाईल क्रमांक, ईमेल, शैक्षणिक पात्रतेचे प्रमाणपात्राच्या सॉफ्ट कॉपी, पासपोर्ट फोटो सॉफ्ट कॉपी ईमेलद्वारे **पात्र उमेद्वाराकडून** अर्ज मागविण्यात येत आहेत. Details of the MTDC 3/6/11 MONTHS INTERNSHIP 2023 अर्ज महाव्यवस्थापक, महाराष्ट्र पर्यटन विकास महामंडळ मफतलाल हाऊस, १ ला मजला, एस.टी. पारीख मार्ग, १६९ बॅकबे रिक्लेमेशनस, चर्चगेट, मुंबई ४००२०. अर्ज खालील ईमेलद्वारे १५ मे २०२३ पुर्वी पाठविण्यात यावे.

[gm@maharashtratourism.gov.in](mailto:gm@maharashtratourism.gov.in) cc to [dgm@maharashtratourism.gov.in](mailto:dgm@maharashtratourism.gov.in)

पात्र उमेद्वारांनीच अर्ज करावे, अपुर्ण अर्ज बाद केले जातील याची नोंद घ्यावी.

Details of the MTDC 3/6/ 11 MONTHS INTERNSHIP 2023 ची संपुर्ण माहिती महामंडळाच्या

[www.mtdc.co](http://www.mtdc.co) संकेतस्थळावर प्रसिध्द करण्यात आली आहे.

दिनांक :- 21<sup>st</sup> April, 2023

ठिकाण :- मुंबई

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व्यवस्थापकीय संचालक,  
मपविम, मुंबई



**Maharashtra Tourism Development Corporation Ltd**  
Head Office: Mafatlal House, 1<sup>st</sup> Floor, ST Parikh Road,  
169 Backbay Reclamation, Churchgate,  
Mumbai 400020, Phone : 022-41580981

**CALL FOR APPLICATIONS**  
**MTDC 3/6/ 11 MONTHS INTERNSHIP 2023**

**ADVT. NO. MTDC/BD/INTERNSHIP/2023**

Applications via email with complete Name, Date of Birth, Complete Postal Address, Mobile number, email, soft copies of Qualification certificates, and soft copy of passport size photo photograph, etc. are invited from eligible candidates for MTDC 3/6/11 MONTHS INTERNSHIP 2023. The Application should be addressed to General Manager, Maharashtra Tourism Development Corporation, Mafatlal House, 1<sup>st</sup> Floor, ST Parikh Road, 169 Backbay Reclamation, Churchgate, Mumbai 400020. The application should reach the following email address on / or before 15<sup>th</sup> May, 2023 [gm@maharashtratourism.gov.in](mailto:gm@maharashtratourism.gov.in) with cc to [dgm@maharashtratourism.gov.in](mailto:dgm@maharashtratourism.gov.in)

**(Please note only Eligible Candidates should apply, incomplete applications will be summarily rejected.)**

Details of the MTDC 3/6/ 11 MONTHS INTERNSHIP 2023 are available on MTDC's website at [www.mtdc.co](http://www.mtdc.co)

Date:- 21<sup>st</sup> April, 2023  
Place :- Mumbai

---Sd---  
**Managing Director,**  
**MTDC, Mumbai**



Mafatlal House, 1<sup>st</sup> Floor, H.T Parekh Marg, 169, Backbay Reclamation, next to ICICI Bank, Churchgate, Mumbai-400020.

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## **MTDC 3/6/11 MONTHS INTERNSHIP POLICY**

This policy intends to provide practical training experience (for 3/6/11 months) to the students studying in various hospitality /Tourism related schools in Maharashtra or outside state. Therefore, the policy provisions for Internship/Training will be as follows:

### **1. Institute which can apply:**

The students studying in following institutes will be entitled to apply for summer/winter or other training at MTDC.

- Institute of hotel management, Hotel Management Institutes, Food Craft Institutes affiliated to Government of India or Maharashtra.
- Institutes of Travel and Tourism affiliated to Government of India or Maharashtra.
- Any other institute permitted by the management of MTDC.

### **2. Courses Included in Internship program:**

Following courses will be included in internship program

- B. Sc. in Hotel Management.
- MTA/MBA/BBA/BA (Tourism)/ B.COM (Tourism)/Masters in Marketing.
- Diploma/ certificate in Food Production/ Food & Beverage Service/ Front Office/ Housekeeping.
- Any other tourism related Courses like Photography, Digital Marketing, Advertising, Adventure sports, Bio-diversity, Tour Operators Course etc.
- Polytechnic Diploma
- Diploma
- Water spots Course.
- Marketing.

### **3. Internship Period:**

As per the proposal of educational institutes, the internship period will be as follows

- For period of 3/6/11 months in calendar year.

#### 4. Selection of candidate:

It is compulsory for all the Institutes to send such request one month before the Internship period. The request should include following conditions including bio data and recent photograph of the candidates and sent to GM, MTDC.

- Bonafide Certificate of the Institute.
- The original request letter should clearly define the period of internship.
- The photocopy of last semester/ exam passing mark sheet.
- After receiving all the applications, as a competent authority DGM, MTDC/Regional Manager, MTDC will select candidates by conducting interview in person or through
- Telephone call.

Name of the course	Place of Internship	Seats Available
MTA/MBA/BBA/BA/B.COM/ Diploma / Degree / Travel & Tourism	Head Office and Regional Offices	06 + 06
B.Sc. in Hotel Management/ certificate/ diploma/ PG Diploma in food production, Selected private hotels/ F&B Service/ Front Office/ Resorts Housekeeping/ Hotel Operations.	The resorts/hotels of MTDC.	26
Other courses like Photography, Digital Marketing, Advertising, Adventure sports, Bio-diversity, Tour Operators etc.	Head Office, Regional Offices and Resorts.	12 or as per need.

#### 5. Responsibilities of the Institutes:

- Training Institutes need to coordinate with GM, MTDC about the number of Trainees & the internship period.
- After getting written approval, the training Institutes will be responsible to send selected candidates to join directly on allotted locations like MTDC Units/ Head office/Regional office/other Units.
- Training Institutes are responsible for briefing their students about the place of training and their conduct during training period.
- The training institutes will be responsible to include training report, submitted by the candidate in their annual report/result.

#### 6. Responsibilities of the Interns:

- Be punctual.
- Write all the works done/learning in a logbook.
- Follow code of conduct and behave in a polite manner.
- Be honest and committed towards organisation.
- Submit the project report after finishing the training.
- Attendance for the stipulated training period is Compulsory.
- Attendance is not compulsory in project base training but the project needs to be submitted mandatorily.

## **7. Responsibilities of MTDC Resorts/Other Units:**

- Conduct briefing before/induction before the commencement of the internship.
- Record Attendance
- Verify Logbook.
- Explain the Do's and Don'ts of the organisation to the interns.

**8. Internship will be conducted under the supervision of the unit head/ Departmental Head/Resort head.**

**9. On completion of Internship the candidate will get the Internship report verified from respective unit head/Departmental Head before submitting the report to GM, MTDC.**

**10. On successful completion of the internship MTDC will issue a certificate and Inform respective training institution.**

**11. from MTDC towards the Interns:**

- No travelling Expenses will be paid for reaching/returning to the allotted training place.
- When on job at Resort/Restaurant etc. Staff Accommodation and food will be provided to interns on availability.
- The Trainees will be paid stipend of Rs.8000/- per month or as decided by the management.

All the stipends will be transferred to the bank account of candidate through NEFT/RTGS.

## **12. Code of Conduct:**

All the candidates are expected to observe code of conduct keeping the image of MTDC in mind.

The candidate found involved in any in-disciplinary/ illegal activity will be liable to strict action as per rule/law.

Please apply on email with complete name, age, complete address, telephone and mobile number, passport photo and bonafide Certificate of the Institute with required period of internship and a photocopy of last semester / exam passing marks sheet to the General Manager, MTDC on [gm@maharashtratourism.gov.in](mailto:gm@maharashtratourism.gov.in) with cc to [dgm@maharashtratourism.gov.in](mailto:dgm@maharashtratourism.gov.in) before 15<sup>th</sup> May 2023.

**Sd/-**

**Managing Director  
MTDC, Mumbai.**