

APPLICATION FOR THE POST OF  
“ MANAGER, CBET MANNANUR ”  
(TO BE FILLED IN CAPITAL LETTERS)

Recent self-  
attested Passport  
Size photograph to  
be pasted here

1	Name of the candidate	:	
2	Date of Birth	:	
3	Gender (Male/Female/other)	:	
4	Address for correspondence	:	
5	Permanent Address	:	
6	Contact Details	:	E-Mail ID. Mobile No.
7	Educational Qualification (Enclose Photocopy)	:	
8	Experience (Starting from the most Recent)	:	
9	Computer knowledge & Proficiency: known & used software(s)	:	
10	Languages known: Reading / writing / speaking proficiency	:	
11	Two independent references with contact details	:	

**DECLARATION**

I declare that I have carefully gone through the advertisement/documents and solemnly declare that all the information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, at any stage of the selection process, or even after selection, if any of the information furnished by me is found to be false, incorrect, or misleading, then my candidature / appointment/ services are liable to be cancelled / terminated without assigning any reasons. I will produce the original documents in support of the information furnished whenever required.

(Signature of the Candidate)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Disclaimer:** Forest Divisional Officer, Amrabad shall not accept any liability towards the representation made in any fraudulent communication or its consequences and such fraudulent communication shall not be treated as any kind of offer or representation by the Forest Divisional Officer, Amrabad. All rights regarding decision on appointment/ disqualification lie exclusively with the Forest Divisional Officer, Amrabad without assigning any reason and shall be a binding on the applicant/ candidate thereof.

## MANAGER : CBET MANNANURU

### Scope of the job:

The individual shall work under the control of Forest Divisional Officer, Amrabad / Forest Range Officer, Amrabad.

### ESSENTIAL DUTIES:

The Manager shall be responsible for:

- Maintenance of reception center at CBET
- Over all supervision of CBET Vanamalika, EEC Mannanuru ,Souvenir shop and any other work as entrusted by Forest Divisional Officer Amrabad.
- Managing rooms, reservation including online booking.
- Managing of parking of vehicles in CBET Vanamalika and surroundings.
- Monitoring of services of working personnel in CBET.
- Maintenance of housekeeping and other related works .
- Maintenance of CBET Revenue and Expenditure account including deposition of revenue in TCF account and any other work as entrusted by field officers.

### Qualification / Experience:

- Degree from any discipline from recognized university.
- Age not more than 35 years.
- Should have knowledge in English /Telugu and Hindi languages.
- The individuals having prior experience in ECO Tourism, House Keeping, Hotel Management or other related works in Government Sector / Private Sectors shall be preferred.

### Terms and Conditions:

- ✓ Salary per month 15000/- including EPF, and other eligible allowances as per rules.
- ✓ The individual should be healthy/ physically fit to do justice to the job assigned.
- ✓ Duration of the engagement will depend on the performance.
- ✓ Initial service contract / agreement shall be for a period of one year. However, based on the performance the FDO, Amrabad authorities can extend or terminate the agreement with a prior notice of one month.
- ✓ Shortlisted candidates will have to attend interview at Forest Divisional Officer, Amrabad. No TA/DA shall be provided for the interview.
- ✓ The selected candidate shall have to reside at Mannanur.
- ✓ The duties of selected candidate shall be taken through the registered outsourcing agency.

Application form can be downloaded from <http://forests.telangana.gov.in/> or from the office of the Forest Divisional Officer Amrabad nagrakurnool on any working days between 10 AM to 5 PM. **Completed applications along with requisite documents (covering letter, Resume, and write-up) should reach the office of The Forest Divisional Officer, Amrabad, TS 509375 on or before 14/11/2017.** Application and enclosures can also be emailed to [dfoamrabad@gmail.com](mailto:dfoamrabad@gmail.com) and [atrcircle@gmail.com](mailto:atrcircle@gmail.com). The cover/email subject should be superscripted as "**Application: Manager, CBET, Mannanur**". **Application received with incomplete information shall be summarily rejected.**

**GOVERNMENT OF TELANGANA  
FOREST DEPARTMENT**

From  
**Sri. S. Venkateshwarlu, M.Sc.,**  
Forest Divisional Officer,  
Amrabad.

To  
The Addl. Prl. Chief Conservator of Forests (IT)  
O/o Prl. Chief Conservator of Forests,  
Aranya Bhavan, Saifabad, Hyderabad,

**Rc. No.TCF/2014/A4, Dated. 02 /11/2017.**

Sir,

Sub:- TSFD- Amrabad Tiger Reserve - Amrabad Division - Notification for Selection of Manager CBET Mannanur - Placing on website of Forest Dept. - Reg.

\* \* \*

It is submitted that it is proposed to utilize the services of One manager on Outsourcing basis for the management of CBET activities at Mannanur and for which a proposed notice inviting applications is enclosed herewith which may kindly be arranged to put in the website of Forest Dept.

Your's faithfully,

Encl: As above.

Forest Divisional Officer,  
Amrabad.

Copy submitted to the Addl. Prl. Chief Conservator of forests/Field Director, Amrabad Tiger Reserve for favour of kind information.

Copy submitted to the District Forest Officer, Nagarkurnool for favour of kind information.