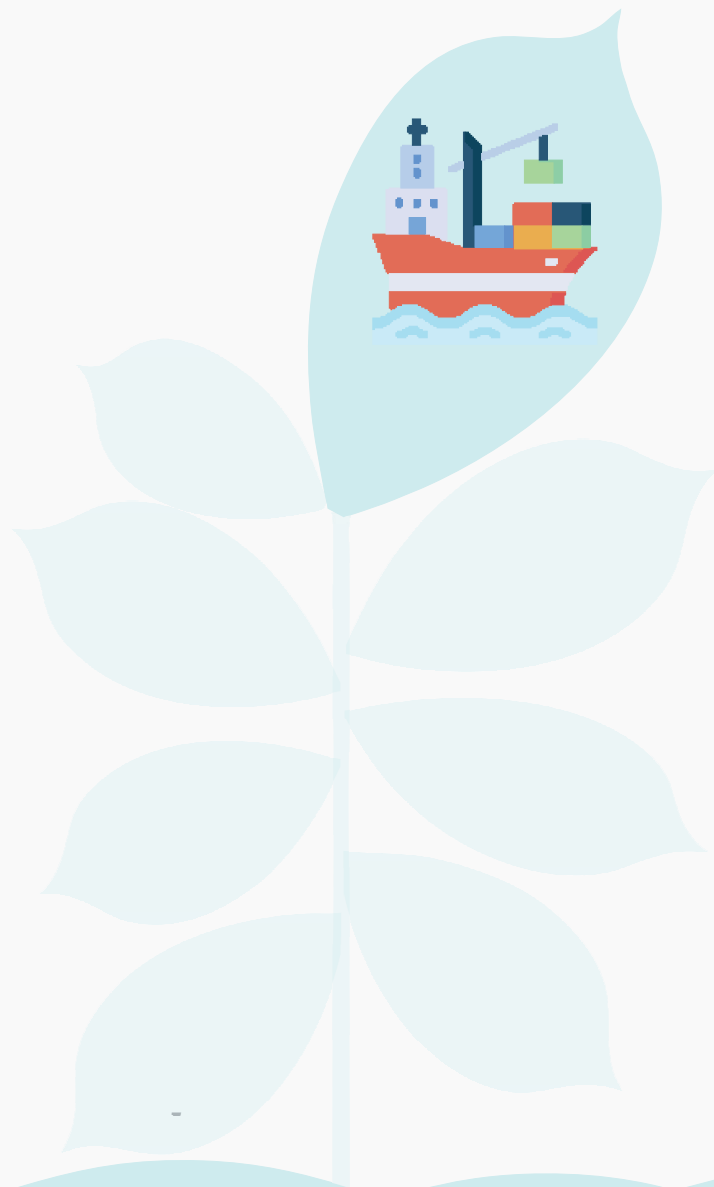


Operations, Logistics and Hospitality



AIRCRAFT PILOT

A pilot is a professional who is qualified to fly an aircraft. In India, a pilot can either be in civil aviation or Indian Defence Forces.



PERSONALITY TRAITS

- You like to pay attention to details
- You can stay calm under pressure
- You have excellent communication skills
- You like Maths and Science

SCHOLARSHIPS

- **Kishore Vaigyanik Protsahan Yojana Scholarship** - This scholarship is provided to students enrolled in the first year of their engineering undergraduate course. Eligibility includes an aptitude test. It is awarded by the Government of India for economically backward students who have a strong aptitude for scientific research.*
- **Merit-cum-Means based Scholarship** - About 20,000 such engineering scholarships are awarded by the Ministry of Minority Affairs every year. The full course fees of awardees is directly paid to their institutions under this scheme.*
- **Indian Oil Educational Scholarship**- The IOC Ltd offers 300 scholarships every year to eligible students. Students need to be enrolled in an undergraduate course. The scholarship particularly focuses on students with physical disabilities, women and students from North East and J&K.*
- **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes.*
- Visit www.buddy4study.com a gateway to scholarships starting from Class XI.*
- Scholarships are also available in institutes based on merit.*

*(Availability of these scholarships vary from time to time)

LOANS

- VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA). Students can view, apply and track the education loan applications on the website.
- Some States have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.
- All banks give education loans.



The approx. course fees for pilot training courses range between **INR 15,00,000 to 50,00,000*** depending upon the type of course and duration.
*(The above mentioned figures are approximate numbers. This will vary from Institute to Institute)

EDUCATIONAL PATHWAY

For Civil Aviation (Non-Military)

1. Complete 10+2 in Science stream (Mathematics, Physics and Chemistry)
2. Complete a flying course from an aviation institute and apply for commercial or pilot license

OR

Complete Bachelor's degree in Aviation Management or a BBA in aviation and then enrol in an aviation institute

For Defence Forces

1. Complete 10+2 in Science (Mathematics, Physics and Chemistry)
2. Complete Bachelor's degree in any Science subject and then appear for any one of the following exams: AFCAT (Air Force Common Admission Test) NDA (Union Public Service Commission National Defence Academy and Naval Academy Exam) (Exam can be taken directly after Class 12), CDSE (Union Public Service Commission Combined Defence Services)

Please check the duration of the course during enrolment



EXPECTED INCOME

The figures are indicative & subject to change

The approx. salary of a Pilot ranges between **INR 10,200 - 666,667*** per month.

Source: https://www.payscale.com/research/IN/Job=Commercial_Pilot/Sal-

WHERE WILL YOU WORK

Places of Work: You can work with Civil aviation airlines across India.

Work Environment: As an airline pilot, you are expected to sit for extended hours in the cockpit. You may experience fatigue and jet lag, particularly during long flights. You are expected to spend several days away from home.

Opportunities for differently abled exist in this field

EXPECTED GROWTH PATH



Trainee → Co-Pilot → Pilot, General → Chief Pilot, Aircraft

WHERE WILL YOU STUDY?

This course is offered by the Department of Aviation.

This list of institutes is indicative only

GOVERNMENT INSTITUTES

1. Ahmedabad Aviation & Aeronautics Ltd., Ahmedabad
2. Bihar Flying Institute, Patna
3. Flytech Aviation Academy, Hyderabad
4. Government Aviation Training Institute, Bhubneswar
5. Government Flying Training School, Bengaluru
6. Mumbai University, Mumbai
7. Chhatrapati Shahu Ji Maharaj University, Kanpur
8. Indira Gandhi Rashtriya Udan, Akademi, Fursatganj , Uttar Pradesh

PRIVATE INSTITUTES

(Please check if institute is affiliated and accredited with UGC and AICTE before applying)

1. Asia Pacific Flight Training Academy, Hyderabad
2. Academy of Carver Aviation, Mumbai
3. Alchemist Aviation, Jamshedpur
4. Ambitions Flying Club, Harigarh, Uttar Pradesh
5. Blue Ray Aviation Pvt.Ltd., Osmanabad Airfield, Khed, Maharashtra
6. Vels Institute of Science, Technology & Advanced Studies, Chennai
7. Banasthali Vidyapeeth, Jaipur
8. Pune Institute of Aviation Technology, Pune

Search keywords...



*corporate pilot, transport pilot,
aeroplane captain*



EXAMPLE FROM THE FIELD



Flight Lieutenant Avani Chaturvedi is an Indian pilot from Madhya Pradesh. She was declared the first woman combat pilot in the Indian Air Force in June 2016. She completed her graduation in 2014 and took the AFCAT exam in the same year.*

Source:

<https://www.ndtv.com/india-news/ternational-womens-day-2020-indian-air-forces-first-3-fale-fighter-pilots-get-nari-shakti-purask-2191833>

**The above information is for training purposes only and will not be used for any commercial gains.*

AIR HOSTESS/PURSER

An Air Hostess is responsible for ensuring the safety and comfort of passengers on both national and international flights.

PERSONALITY TRAITS

- Excellent communication skills
- Physical stamina
- Empathy and compassion
- Problem solving abilities



The approx. course fee ranges between **INR 80,000-3,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

• **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*

• Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI*

• Scholarships are also available in the institutes based on merit*
*(Availability of these scholarships can vary from time to time)

LOANS

• VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Ministry of Education and Indian Banks Association (IBA)

• Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.

• All banks give education loans



EDUCATIONAL PATHWAY

1. Complete 10 + 2 in any stream
2. Complete a Bachelor's in Air Hostess Training/Aviation/Hospitality and Travel Management/Travel and Tourism Management/International Airline and Travel Management or any related subject

OR

Complete a Bachelor's in Air Hostess Training/Aviation/Hospitality and Travel Management/Travel and Tourism Management/International Airline and Travel Management or any related subject, followed by a Master's in the same or allied field

OR

Pursue a Diploma or Certificate Course in Air Hostess Training/Crew/Flight Attendant Training/Aviation and Hospitality Management/Aviation Customer Care/Hospitality and Travel Management or any other related subject

Please check the duration of the course during enrolment



EXPECTED INCOME

**These figures are indicative and subject to change*

The approx. salary of an Air Hostess ranges between **INR 17,000-1,50,000*** or more per month.

Source: https://www.payscale.com/research/IN/Job=Flight_Attendant/Salary

WHERE WILL YOU WORK?

Places of Work: Commercial airlines

Work Environment: It is a field job. Travel is an important aspect of the job profile. You are likely to work 5 to 6 days a week with a maximum of 65 hours in 7 consecutive days.

EXPECTED GROWTH PATH

Trainee → Flight Attendants and Travel Stewards → Head Flight Attendant

WHERE WILL YOU STUDY?

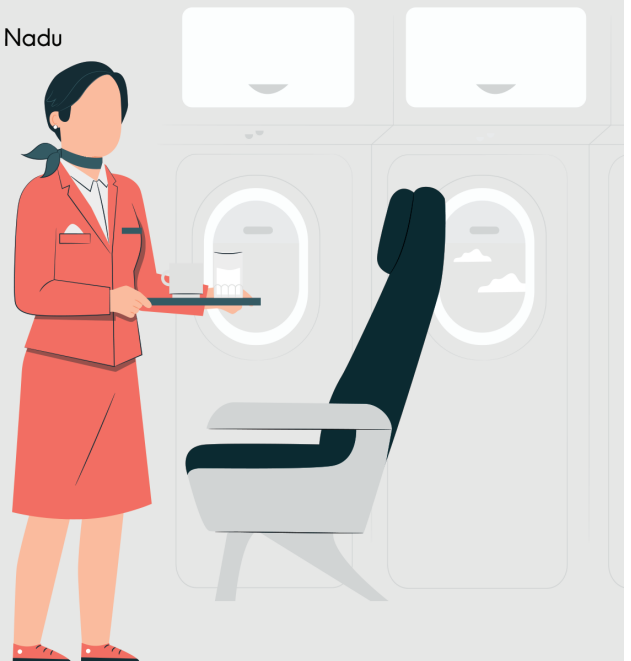
This list of institutes which offer Air Hostess training is indicative only

GOVERNMENT INSTITUTES

1. Annai Indira Air Hostess Training Academy, Kanyakumari, Tamil Nadu
2. Periyar University, Periyar
3. Aditi Mahavidyalaya, New Delhi

PRIVATE INSTITUTES

1. Frankfinn Institute of Air Hostess Training, across India
2. Western India Institute of Aeronautics (WIIA), Gujarat
3. Flywheel Aviation Academy, Nagpur
4. Aptech Aviation Academy, Kolkata
5. PTC - Aviation Academy, Bengaluru
6. The Bombay Flying Club, Mumbai
7. Universal Aviation Academy, Chennai
8. Center for Civil Aviation Training, New Delhi



EXAMPLE FROM THE FIELD

Gopika Govind became the first Scheduled Tribe woman to fly as an air hostess in Kerala in September 2022. She has a Master's in Chemistry following which she opted for a Diploma in IATA (Indian Aviation Training Academy) customer service care at Dream Sky Aviation Training Academy in Wayanad.*

Source: <https://www.newindianexpress.com/good-news/2022/sep/01/12-year-old-dream-comes-true-kerala-tribal-girl-becomes-air-hostess-2493590.html>

**The above information is for training purposes only and will not be used for any commercial gains*

Search keywords...



air hostess, flight attendant, cabin crew, cabin attendant

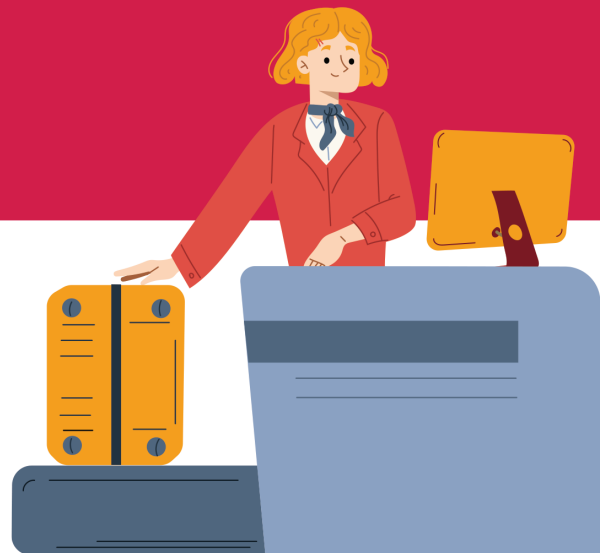
AIRLINE CARGO ASSISTANT

An Airline Cargo Assistant is responsible for the smooth management of air cargo operations. This includes, but are not limited to documentation, customer service, acceptance, delivery, equipment operation and transport.

PERSONALITY TRAITS



- You can comfortably talk with everyone
- You are physically fit
- You are good at keeping records of your work



EDUCATIONAL PATHWAY

1. Complete 10 + 2 in any stream
 2. Complete a Diploma in Air Cargo Management
- OR
- Complete a Bachelor's in any subject followed by a PG Diploma in Air Cargo Management



EXPECTED INCOME

**These figures are taken from NCS and are indicative and subject to change*

The approx. salary of an Airline Cargo Assistant ranges between **INR 15,000-24,500*** per month.

Source: <https://in.talent.com/salary?job=cargo+assistant>



The approx. course fee ranges between **INR 7,000 - 70,000***

**(The above-mentioned figures are approximate numbers. This will vary from institute to institute)*



SCHOLARSHIPS

- **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE schemes and state schemes.*
- Visit www.buddy4study.com a gateway to scholarships starting from Class XI.*
- Scholarships are also available in the institutes themselves based on merit.*

LOANS

- VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA).
- Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.
- All banks give education loans

WHERE WILL YOU WORK?

Places of Work: Public and private airlines.

Work Environment: It is not a desk job. You will not handle a team at the entry level. Local travel is necessary. Part-time work and contractual jobs are not available. You are likely to work 5 to 6 days a week and 8 to 9 hours every day.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH



Airline Cargo Assistant → Aircraft
Cargo Handling Supervisor → Manager
Operations → Regional Head

Search keywords...



*cargo supervisor, cargo assistant, airport
cargo loader*

WHERE WILL YOU STUDY?

SOME OF THE INSTITUTES, WHICH OFFERS COURSES IN AIR CARGO MANAGEMENT.

(This list of institutes is indicative only)

1. The International Air Transport Association, Kochi
2. Airborne Academy, Delhi
3. Parul University, Vadodara
4. Panache Academy, Ahmedabad
5. Blue Whale Academy, Mumbai
6. Fortune Aviation Academy, Dehradun
7. PTC Aviation Academy, Chennai



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EXAMPLE FROM THE FIELD

Rijesh Kumar currently works as a senior customer service agent with Air India. Between April 1, 2008 to March 31, 2009 he worked as a cargo assistant with Air India Calicut International Airport. His responsibilities included weighing cargo, preparation of export cargo and updating of Import/Export Register among others. Kumar has done his Bachelor's in Mathematics from MG University Kottayam, Kerala.*

Source: <https://people.bayt.com/rijeshkumar-vk/>

**The above information is for training purposes only and will not be used for any commercial gains*

AIRLINE CUSTOMER SERVICE EXECUTIVE

Airline Customer Service Executives are responsible for meeting the needs and safety requirements of passengers and airport personnel, including pilots and engineers. They assist customers before and after a flight.

PERSONALITY TRAITS



- You can comfortably talk with everyone
- You are quick to take on new responsibilities
- You like trying to help people solve their problems



EDUCATIONAL PATHWAY

Minimum Qualification

1. Complete 10+2 in any stream

OR

Earn two years of work experience

OR

Complete Class 10 followed by an ITI course (Engineering or Non-Engineering)

2. Enrol for National Skills Qualification Framework (NSQF)* level 4 Certificate course - Airline Customer Service Executive

Please check the duration of the course during enrolment

**NSQF is a nationally integrated education and competency-based framework that enables persons to acquire desired competency levels in a chosen field. NSQF includes vocational education, vocational training, general education and technical education which prepares an individual for the job market with competent skills. An individual may return at any time to upgrade skills after gaining experience*



EXPECTED INCOME

**These figures are taken from NCS and are indicative and subject to change*

The approx. salary of an Airline Customer Service Executive ranges between **INR 18,000 - 22,000*** per month.

Source: <https://in.talent.com/salaryjob=Customer+Service+Airport>



A majority of government schemes are free



SCHOLARSHIPS

- Visit the **National Scholarship Portal** for details on ITI registered with NSP: scholarships.gov.in/fresh/onlineInstituteSearchIndex
- Visit **buddy4study.com** for details on scholarships for ITI/Vocational Training: buddy4study.com/article/iti-scholarships
(Availability of these scholarships can vary from time to time)

WHERE WILL YOU WORK?

Places of Work: Airlines

Work Environment: It is a desk job. You are not likely to handle a team. Local travel is not a part of this job role. You are likely to work 5 to 6 days a week and 8 to 9 hours every day.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Customer Service Officer → Customer Service Executive → Customer Care Senior Executive → Assistant Manager → Manager

Search keywords... 

airline customer service, customer service executive

WHERE WILL YOU STUDY?

The course is offered by the Department of Management.

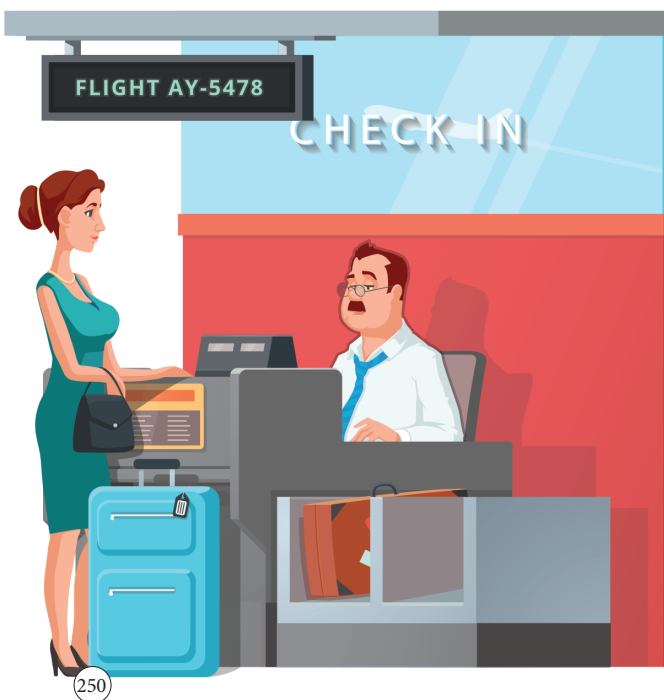
This list of Institutes is indicative only

GOVERNMENT INSTITUTES

1. Indian Institute of Tourism and Travel Management, Gwalior
2. National Institute for Entrepreneurship and Small Business Management, Noida
3. National Institute of Aviation Training and Management, Mumbai

PRIVATE INSTITUTES

1. Frankfinn Institute of Air Hostess Training Kolkata
2. Aptech Aviation and Hospitality Academy, Bhopal
3. Airborne Airhostess Academy, Delhi
4. Patron International, Chennai
5. Shastri Academy of Excellence, Kasgang
6. Narayan College, Bareilly



EXAMPLE FROM THE FIELD

Shibin Vincent currently works as Aircraft Turnaround Supervisor with Emirates Airline. Earlier, Vincent worked as Airline Customer Service Executive with Indigo. He has also worked with Air Arabia and SpiceJet. He has completed B.Sc in Information Technology from Madurai Kamaraj University and an MBA in Airline and Airport Management from Alagappa University, Tamil Nadu.*

Source: <https://www.slideshare.net/shibinvincent5/shibin-cv-final>

**The above information is for training purposes only and will not be used for any commercial gains*

AIRLINE GROUND SUPPORT EQUIPMENT OPERATOR

An Airline Ground Support Equipment Operator is responsible for manoeuvring a vehicle airside, maintaining the procedures and practices which contribute to the safety of airside traffic and also for operating other equipment at the airport.

PERSONALITY TRAITS

- You are physically fit
- You like to have clear instructions to follow
- You pay attention to details while working



EDUCATIONAL PATHWAY

Minimum Qualification
After completing class 10 and being 18 years of age you can enrol for National Skills Qualification Framework (NSQF)* level 4 Airline Ground Support Equipment Operator training

**NSQF is a nationally integrated education and competency-based framework that enables persons to acquire desired competency levels in a chosen field. NSQF includes vocational education, vocational training, general education and technical education which prepares an individual for the job market with competent skills. An individual may return at any time to upgrade skills after gaining experience*



EXPECTED INCOME

**These figures are taken from NCS and are indicative and subject to change*

The approx. salary of an Airline Ground Support Equipment Operator ranges between **INR 13,300 - 15,000*** per month.

Source - <https://www.ambitionbox.com/salaries/onshore-construction-salaries/st-ore-keeper>



A majority of government schemes are free



SCHOLARSHIPS

- Visit the **National Scholarship Portal** for details on ITI registered with NSP: scholarships.gov.in/fresh/onlineInstituteSearchIndex
- Visit **buddy4study.com** for details on scholarships for ITI/Vocational Training: buddy4study.com/article/iti-scholarships
(Availability of these scholarships can vary from time to time)

WHERE WILL YOU WORK?

Places of Work: Airports, Aviation Companies.

Work Environment: You have to work for at least 8 to 9 hours and for 5 to 6 days a week. Shift duties may be there. Overtime is common.

Opportunities for work exist for differently abled in this field

Search keywords...



airline ground support jobs, airline ground support equipment operator, airside equipment operator

EXPECTED GROWTH PATH



Airline Ground Support Equipment operator → Supervisor (Level 5)

WHERE WILL YOU STUDY?

INSTITUTES

1. Gujarat University, Ahmedabad
2. Skywings Academy of Aviation and Tourism, Kochi, Kerala
3. The Bombay Flying Club, Mumbai
4. Aptech Aviation Academy, Mumbai
5. Thakur Institute of Aviation, Mumbai
6. Panache Academy, Panjim, Goa
7. Aptech Aviation Academy, Mumbai
8. Thakur Institute of Aviation, Mumbai
9. Aimfill International, Chennai

PRIVATE INSTITUTES

(Please check if institute is affiliated and accredited with UGC and AICTE before applying)

1. Panache Academy, Ahmedabad
2. Thakur Institute of Aviation Technology, Mumbai

Information on the institute rankings can be found at -

EXAMPLE FROM THE FIELD



Sakshi Singh did a short term course at an institute in Delhi and is now working successfully as supervisor ground staff with Air India. She attributes her success to her training.*

Source - tmiacademy.com/placements.php

**The above information is for training purposes only and will not be used for any commercial gains*



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AIR TRAFFIC CONTROLLER

An Air Traffic Controller is in charge of remotely monitoring and directing the movements of aircrafts to ensure their safety and also minimize delay.

PERSONALITY TRAITS

- You have strong communication skills
- You like working in a team
- You like to pay attention to details
- You like Science and Maths



SCHOLARSHIPS

- **Kishore Vaigyanik Protsahan Yojana Scholarship** - This scholarship is provided to students enrolled in the first year of their engineering undergraduate course. Eligibility includes an aptitude test. It is awarded by the Government of India for economically backward students who have a strong aptitude for scientific research.*
 - **Merit-cum-Means based Scholarship** - About 20,000 such engineering scholarships are awarded by the Ministry of Minority Affairs every year. The full course fees of awardees is directly paid to their institutions under this scheme.*
 - **Indian Oil Educational Scholarship**- The IOC Ltd offers 300 scholarships every year to eligible students. Students need to be enrolled in an undergraduate course. The scholarship particularly focuses on students with physical disabilities, women and students from North East and J&K.*
 - **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes.*
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- *(Availability of these scholarships vary from time to time)

LOANS

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- Some States have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.
- All banks give education loans.



The approx. course fee ranges between **INR 2,00,000 - 10,00,000***
*(The above mentioned figures are approximate numbers. This will vary from Institute to Institute)

EDUCATIONAL PATHWAYS

1. Complete 10+2 in Science stream
2. Complete Bachelor's degree in Engineering (especially Computer Science, Telecommunication, Electrical, Electronic, or Radio Engineering)*

To become an Air Traffic Controller in India, you must qualify Civil ATC Test, which is administered by the Civil Aviation Authority

Please check the duration of the course during enrolment



EXPECTED INCOME

**The figures are taken from NCS and are indicative & subject to change*

The approx. salary of an Air Traffic Controller ranges between **INR 20,000 - 60,000*** per month depending on experience.

Source - <https://bit.ly/3luN3LH>

WHERE WILL YOU WORK

Places of Work: You will usually be stationed in Air traffic control centers and Control towers.

Work Environment: You will usually work around 8 hours a week, but this is spread out over days, nights, weekends and public holidays. Air traffic control has to be manned 24 hours a day, so shift work is used to ensure there is always someone there.

Opportunities for differently abled exist in this field

EXPECTED GROWTH PATH

Trainee → Assistant Air Traffic Controller → Air Traffic Controller → Air Traffic Controller Specialist

WHERE WILL YOU STUDY?

This course is offered by the Department of Aeronautical or Aerospace Engineering.

This list of institutes is indicative only

GOVERNMENT INSTITUTES

1. Indian Institute of Technology, Madras
2. Indian Institute of Technology, Kanpur
3. Indian Institute of Technology, Guwahati
4. Indian Institute of Technology, Bombay
5. Indian Institute of Technology, Kharagpur
6. National Institute of Technology, Trichy

PRIVATE INSTITUTES

(Please check if institute is affiliated and accredited with UGC and AICTE before applying)

1. Manipal Institute of Technology, Manipal Karnataka
2. Hind Institute of Technology and Science, Chennai
3. Maulana Azad National Institute of Technology, Bhopal, Madhya Pradesh
4. Thapar Institute of Engineering and Technology, Patiala
5. Birla Institute of Technology (BITs), Vellore, Tamil Nadu

Information on the institute rankings can be found at - www.nirfindia.org/2022/Ranking.html



Search keywords...



air traffic control specialist, traffic controller manager

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EXAMPLE FROM THE FIELD

Shyamli Halder became the first woman Air Traffic Controller in the country to head the ATC at Kolkata in 2020. Halder belongs to the first batch of nine women traffic controllers recruited three decades ago, in 1989. She trained at the Civil Aviation Training College in Allahabad, after which she was posted in Kolkata in 1991. She and her batchmate, Aryama Sanyal, were the only women Air Traffic Controllers then.*
Source: <https://timesofindia.indiatimes.com/city/kolkata/skys-the-limit-for-1st-woman-atc-boss/articleshow/79538434.cms>

**The above information is for training purposes only and will not be used for any commercial gains.*

AUCTIONEER

An auction is a public sale where goods are sold to the person who offers the highest price. And an auctioneer is the person who conducts the auction.

PERSONALITY TRAITS



- You are good at working independently
- You like to lead
- You can comfortably talk with all kinds of people



SCHOLARSHIPS

- **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*

- Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI*

- Scholarships are also available in the institutes based on merit*
*(Availability of these scholarships can vary from time to time)

LOANS

- VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA)

- Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.

- All banks give education loans



EDUCATIONAL PATHWAY

1. Complete 10+2 in any stream
2. Complete a Bachelor's degree (BA/LLB/BSc) in any subject followed by a Master's degree

(If you intend to work for art galleries then you will need a degree in Fine Arts)

Please check the duration of the course during enrolment

Please check the duration of the course during enrolment



EXPECTED INCOME

The figures are indicative & subject to change

The approx. salary of an Auctioneer ranges between **INR 38,000 - 80,000*** per month.

Source: <https://www.salaryexpert.com/salary/job/auctioneer/india>

WHERE WILL YOU WORK?

Places of Work: Auction Houses, Government-regulated Online Auctioning Platforms, Art Galleries, Courts etc

Work Environment: Part-time work and contractual jobs may be available. You are likely to work 5 to 6 days a week 8 to 9 hours every day

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Assistant Auctioneer → Joint Auctioneer
→ Auctioneer

Search keywords... 

auctioneer, auction in-charge, e-auction manager

WHERE WILL YOU STUDY?

You can complete your graduation from any UGC recognised college in India

Institutes which offer courses in Fine Arts.
This list of institutes is indicative only.

GOVERNMENT INSTITUTES

1. Jamia Millia Islamia, New Delhi
2. Banaras Hindu University, Varanasi
3. Savitribai Phule Pune University, Pune
4. University of Lucknow, Lucknow
5. Chhatrapati Shahu ji Maharaj University, Kanpur
6. Punjab University, Chandigarh
7. Maharaja Sayajirao University, Vadodara
8. Rabindra Bharati University, Kolkata

DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU)

PRIVATE INSTITUTES

(Please check if Institute is affiliated and accredited with UGC before applying)

1. Manipal university of Higher Education, Manipal
2. Lovely Professional University, Jalandhar
3. Chandigarh University, Chandigarh
4. National Institute of Medical Sciences University, Jaipur
5. Amity University, Mumbai
6. KL University, Guntur, Andhra Pradesh
7. Adamas University, Kolkata
8. Noida International University, Noida

Information on the institute rankings can be found at -
<https://www.nirfindia.org/2022/Ranking.html>

EXAMPLE FROM THE FIELD

Mallika Sagar is a specialist in modern and contemporary Indian art. She is an auctioneer at the Pundole's Auction House in Mumbai. The Board of Control for Cricket in India (BCCI) has roped in her as the auctioneer for the Women's Premier League 2023 auction. After completing her major in Art History from Bryn Mawr College in Philadelphia, she began her career at Christie's in 2001, being its first woman auctioneer of Indian origin.*

Source: <https://sportstar.thehindu.com/cricket/womens-cricket/mallika-sagar-wpl-auctioneer-womens-premier-league-2023-february-13-mumbai-team-players-list/article66496321.ece>

**The above information is for training purposes only and will not be used for any commercial gains*

BARTENDER/MIXOLOGIST

Bartenders prepare and serve beverages and food to customers. They mix and garnish cocktails and non-alcoholic beverages.



PERSONALITY TRAITS



- You can comfortably talk with everyone
- You like to work in teams
- You like to do experiments
- You pay attention to details
- Have knowledge on alcoholic and non-alcoholic beverages

EDUCATIONAL PATHWAY

1. Complete 10 + 2 in any stream
2. Complete a Bachelor's in Hotel Management and Catering Technology/ Catering Science and Hotel Management/Hospitality and Hotel Administration or any related field and followed by a certificate course on Bartending

OR

Complete a Bachelor's in Hotel Management and Catering Technology/Catering Science and Hotel Management/ Hospitality and Hotel Administration or any related field, followed by a Master's in the same subject or related field and opt for a certificate course on Bartending

OR

Pursue a Diploma course in Professional Bartending or Mixology and Flair Bartending

Please check the duration of the course during enrolment



The approx. course fee ranges between **INR 50,000–80,000*** per month.

**These figures are estimated numbers and will vary from Institute to Institute.*

LOANS

• VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Ministry of Education and Indian Banks Association (IBA)

• Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.

• All banks give education loans



EXPECTED INCOME

**These figures are indicative and subject to change*

The approx. salary of a Bartender ranges between **INR 10,000–59,000*** or more per month.

Source: <https://www.payscale.com/research/IN/Job=Bartender/Salary>

WHERE WILL YOU WORK?

Places of Work: Restaurants with bars, Pubs, Upscale hotels with bars and night clubs among others

Entrepreneurship: You could be a freelance bartender

Work Environment: You will have to handle a wide range of customers. You are likely to work long hours, including evenings and weekends, when restaurants are busiest.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Bar Boy or Bar Waitress → Assistant
Bartender → Bartender → Assistant Bar
Manager → Bar Manager

Search keywords...



Bartender, Bar manager, Bar Captain

WHERE WILL YOU STUDY?

This list of institutes offering courses in Bartending is indicative only

1. European Bartender School, Verna, Goa
2. Barcraft Bartending Academy, Bengaluru
3. Chennais Amirta International Institute of Hotel Management, Nandanam, Chennai
4. Cocktails and Dreams Bartending School, New Delhi
6. Heritage Institute of Hotel & Tourism, Shimla
7. Institute of Hotel Management Catering & Nutrition, Delhi
8. Indian Institute of Bartending, Chennai
9. Institute of Bar Operations and Management, New Delhi
10. Institute of Hotel Management Catering Technology & Applied Nutrition, Bardez, Goa



EXAMPLE FROM THE FIELD

Yangdup Lama is one of the foremost bartender and mixologist in India. He was born in Kurseong and after completing his 10+2, he studied Hotel Management from Kolkata. His first job was in the Hyatt Regency, Delhi, as a food and beverage server in 1995 where he took to bartending and worked at the Polo Lounge Bar in the hotel. From there, Lama went on to open his own mobile bartending service company called Cocktails & Dreams. He then opened his own bar in Gurugram and bar training and beverage management company in Delhi.*

Source: <https://www.telegraphindia.com/my-kolkata/-food/yangdup-lama-stirred-up-his-signature-concoctions-and-spoke-about-his-techniques/cid/1894217>

**The above information is for training purposes only and will not be used for any commercial gains*

BULLDOZER OPERATOR

The Bulldozer Operator is tasked with driving and controlling a tractor and blade to scoop out soil, move rock and ore to other locations on the site, and to level the soil. Bulldozer operators are also responsible for confirming that their safety systems are working properly and for performing basic maintenance on the Bulldozer.

PERSONALITY TRAITS



- You are physically fit
- You like to have clear instructions to follow
- You pay attention to details while working



EDUCATIONAL PATHWAY

Minimum Qualification

After completing class 10 and being 18 years of age you can enrol for National Skills Qualification Framework (NSQF)* level 4 bulldozer operation training. You must also have a Heavy commercial vehicle license

**NSQF is a nationally integrated education and competency-based framework that enables persons to acquire desired competency levels in a chosen field. NSQF includes vocational education, vocational training, general education and technical education which prepares an individual for the job market with competent skills. An individual may return at any time to upgrade skills after gaining experience*



EXPECTED INCOME

**These figures are taken from NCS and are indicative and subject to change*

The approx. salary of a Bulldozer Operator ranges between **INR 15,000 - 35,000*** per month.

Source - <https://bit.ly/3XWDbOw>



A majority of government schemes are free



SCHOLARSHIPS

- Visit the **National Scholarship Portal** for details on ITI registered with NSP: scholarships.gov.in/fresh/onlineInstituteSearchIndex
- Visit **buddy4study.com** for details on scholarships for ITI/Vocational Training: buddy4study.com/article/iti-scholarships
(Availability of these scholarships can vary from time to time)

WHERE WILL YOU WORK?

Places of Work: Mining sites, large construction units, Engineering companies, Road Building companies and so on.

Work Environment: You have to work for at least 8 to 9 hours and for 5 to 6 days a week. Shift duties may be there. Overtime is common.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Bulldozer operator → Supervisor →
Construction Superintendent

Search keywords... 

*bulldozer operator, heavy equipment operator,
dozer operator*

WHERE WILL YOU STUDY?

The course is offered by the different Departments.

This list of institutes is indicative only.

GOVERNMENT INSTITUTES

1. Industrial Training Institute (ITIs)
2. Bharat Technical Institute, Jamshedpur, Jharkhand
3. Krishna Technical Training Centre, Dhanbad, Jharkhand

EXAMPLE FROM THE FIELD

Arvind Gaud, unsure of what to do as a career, was fascinated with heavy vehicles. After doing some research he came to know about the institute NSTI, which is in mining hub in Dhanbad. After some guidance, he came to know of the different types of vehicle training. He opted for the career of a heavy vehicle operator and is currently employed at a company in Hyderabad.*

Source - <https://www.nstti.com/placement.html>

**The above information is for training purposes only and will not be used for any commercial gains*



COLD CHAIN PROCESS MANAGEMENT SPECIALIST

A Cold Chain Process Management Specialist performs market and product demand-supply assessment for cold storage, prepares the project execution and cost plan, plant layout, manages project execution of cold storage, selects vendors and maintains relationship that is strategic to business and commissions the cold storage.

PERSONALITY TRAITS

- You are physically fit
- You are comfortable communicating with others
- You pay attention to details while working



EDUCATIONAL PATHWAY

Minimum Qualification
After completing class 12 and being 18 years of age you can enrol for National Skills Qualification Framework (NSQF)* level 5 Cold Chain Process Management Specialist training.

**NSQF is a nationally integrated education and competency-based framework that enables persons to acquire desired competency levels in a chosen field. NSQF includes vocational education, vocational training, general education and technical education which prepares an individual for the job market with competent skills. An individual may return at any time to upgrade skills after gaining experience*



EXPECTED INCOME

**These figures are taken from NCS and are indicative and subject to change*

The approx. salary of a Cold Chain Process Management Specialist (or supply chain management specialist) ranges between **INR 25,000 - 47,200*** per month.

Source - <https://www.ambitionbox.com/profile/supply-chain-specialist-salary>



A majority of government schemes are free



SCHOLARSHIPS

- Visit the **National Scholarship Portal** for details on ITI registered with NSP: scholarships.gov.in/fresh/onlineInstituteSearchIndex
- Visit **buddy4study.com** for details on scholarships for ITI/Vocational Training: buddy4study.com/article/iti-scholarships
(Availability of these scholarships can vary from time to time)

WHERE WILL YOU WORK?

Places of Work: Cold chain networks.

Work Environment: You have to work for at least 8 to 9 hours and for 5 to 6 days a week. Shift duties may be there. Overtime is common.

Opportunities for work exist for differently abled in this field

Search keywords...



cold chain process management specialist, supply chain management, cold chain jobs

EXPECTED GROWTH PATH



Cold Chain Process Management
Specialist → General Manager

WHERE WILL YOU STUDY?

The course is offered by the different Departments.

This list of institutes is indicative only.

GOVERNMENT INSTITUTES

1. National Institute & Industrial Engineering (NITIE)
2. Amity University, Noida
3. Symbiosis Center for Distance Learning (SCDL)
4. Indian Institute of Logistics, Chennai
5. Institute of Supply Chain Management (ISCM), Mumbai



EXAMPLE FROM THE FIELD



Ravikant Sahu is the vaccine and cold chain manager of Balod district in Chhattisgarh. Following the outbreak of the coronavirus pandemic, he along with his colleague, the district vaccine store manager, ensured a systematic tally of vaccine stocks at their centre, which sent out over 35,000 doses of vaccines each month to 29 cold chain points.*

Source - undp.org/india/building-home-vaccines-chhattisgarh

**The above information is for training purposes only and will not be used for any commercial gains*

COMMERCIAL DRIVER

A Commercial Driver is trained and certified to drive a commercial vehicle professionally. They possess commercial driver's licence and operate large and heavy vehicles, including trucks, buses, and trailers.

PERSONALITY TRAITS



- You like working outdoors
- You are quick to take on new responsibilities
- You can comfortably talk with all kinds of people

EDUCATIONAL PATHWAY

1. Complete 10 + 2 in any stream
2. Learn driving from a government motor school or one that is affiliated to the state government
3. Acquire learner's licence
4. Pass driving test
5. Wait for 30 days
6. Apply for Commercial Vehicle License



LOANS

• VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA)

• Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.

• All banks give education loans

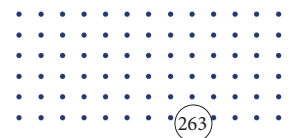


EXPECTED INCOME

The figures are indicative & subject to change

The approx. salary of a Commercial Truck Driver ranges between **INR 8,000 - 70,000*** per month.

Source: https://www.payscale.com/research/IN/Job=Heavy_Truck_Driver/Salary?loggedIn



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WHERE WILL YOU WORK?

Places of Work: Logistics Companies or any company that needs to get either raw material or finished products from one point to another.

Entrepreneurship: You can own a truck and take up contractual work or start your own company

Work Environment: You will spend a lot of time driving the vehicle. There are no defined work hours, but you are likely to spend 40 or more hours a week on the road to ensure timely delivery. You must know the fundamentals of the mechanical aspects of the vehicle. This is because some of the maintenance jobs have to be completed by you.

Search keywords...



Truck driver, Heavy driver, Commercial Driver

EXPECTED GROWTH PATH



Assistant Driver/Helper → Commercial Vehicle Driver Level 3 → Commercial Vehicle Driver Level 4 → Commercial Vehicle Driver Trainer

WHERE WILL YOU STUDY?

The course is offered by the Department of Management.

This list of Institutes is indicative only

GOVERNMENT INSTITUTES

1. Institute of Driving & Traffic Research, Delhi
2. Automotive Research Association, Pune
3. Central Institute of Road Transport, Pune

PRIVATE INSTITUTES

1. Maruti Suzuki Driving School, Bhopal
2. Tata Motors Skill Training Centres, Mumbai
3. Honda Safety Driving Education Center, Gurgaon
4. Dhaliwal Driving School, New Delhi
5. Driver Training Institute, Burari, New Delhi
6. Heavy Driving School, Patna
7. Prime Motor Driving Training School, New Delhi
8. Truck Driving School, Kurmidih, Jharkhand



EXAMPLE FROM THE FIELD

Yogita Raghuvanshi is India's first women truck driver who joined the profession in 2000 after her husband passed away. She has a Bachelor's in Law and owns the Rajhans Transport Company today. She is proficient in Hindi, English, Gujarati, Marathi, and Telugu.*

Source: <https://www.businessinsider.in/-meet-the-most-qualified-indian-truck-driver-whos-also-a-mother-of-two/articleshow/52447084.cms>

**The above information is for training purposes only and will not be used for any commercial gains*

CONVEYOR OPERATION & MAINTENANCE TECHNICIAN

A Conveyor Operation and Maintenance Technician is tasked with the inspection of the total belt driving system including the controls of conveyor belt as per the required sequence for transporting different raw materials (coal, limestone, Iron ore etc.) in the service bunker through crushers/screener etc. They are also responsible for basic maintenance and troubleshooting on Conveyor Belt system.

PERSONALITY TRAITS

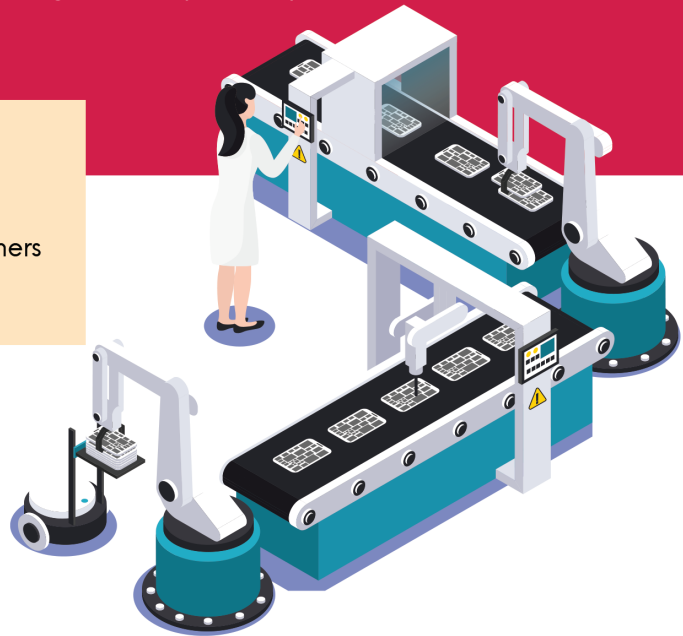


- You are physically fit
- You are comfortable communicating with others
- You pay attention to details while working

EDUCATIONAL PATHWAY

Minimum Qualification
After completing class 10 and being 18 years of age you can enrol for National Skills Qualification Framework (NSQF)* level 3 Conveyor Operation and Maintenance training.

**NSQF is a nationally integrated education and competency-based framework that enables persons to acquire desired competency levels in a chosen field. NSQF includes vocational education, vocational training, general education and technical education which prepares an individual for the job market with competent skills. An individual may return at any time to upgrade skills after gaining experience*



EXPECTED INCOME

**These figures are taken from NCS and are indicative and subject to change*

The approx. salary of a Conveyor Operation and maintenance technician ranges between **INR 15,830 - 22,150*** per month.

Source - <https://bit.ly/3IPIGKF>



A majority of government schemes are free



SCHOLARSHIPS

- Visit the **National Scholarship Portal** for details on ITI registered with NSP: scholarships.gov.in/fresh/onlineInstituteSearchIndex
- Visit **buddy4study.com** for details on scholarships for ITI/Vocational Training: buddy4study.com/article/iti-scholarships
(Availability of these scholarships can vary from time to time)

WHERE WILL YOU WORK?

Places of Work: You can work in the Manufacturing/Food and Agriculture/Electronic and Electrical sector.

Work Environment: You have to work for at least 8 to 9 hours and for 5 to 6 days a week. Shift duties may be there. Overtime is common.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Helper → Conveyor Operator → Belt
Conveyor Maintenance → Supervisor

Search keywords...



conveyor belt serviceman, conveyor belt technician, conveyor belt mechanic

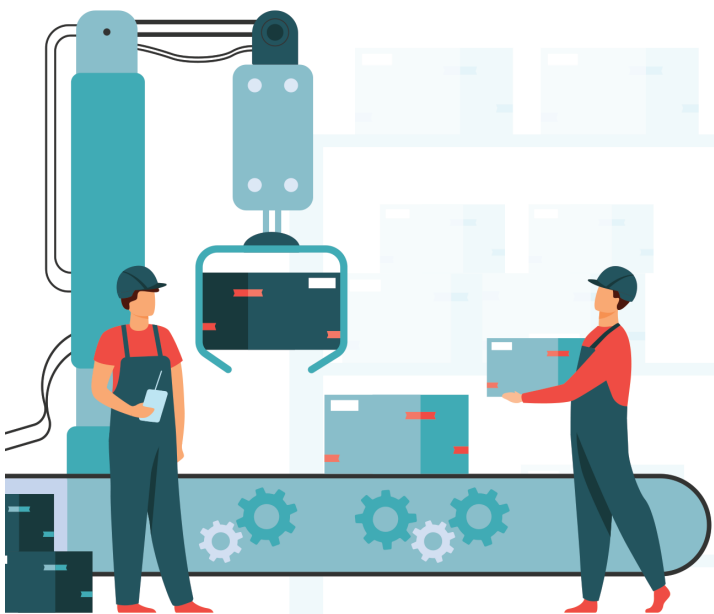
WHERE WILL YOU STUDY?

The course is offered by the different Departments.

This list of institutes is indicative only.

INSTITUTES

1. Indian Institute of Technology (IIT) Bombay, Mumbai
2. Indian Institute of Technology (IIT) Delhi, New Delhi
3. Indian Institute of Technology (IIT) Kharagpur, Kharagpur, West Bengal
4. National Institute of Technology (NIT) Trichy - Tiruchirappalli, Tamil Nadu
5. Vellore Institute of Technology (VIT) - Vellore, Tamil Nadu
6. Birla Institute of Technology and Science (BITS) Pilani - Pilani, Rajasthan
7. Institute of Chemical Technology (ICT) Mumbai - Mumbai



EXAMPLE FROM THE FIELD

Leslie David spent 23 years in logistics management and specialises in conveyor belting for over 15 years. He is one of the most published authors on conveyor belt technology in the world.*

Source - dunlopcb.com/app/uploads/2020/02/Tightening-the-belt.-World-Cement.-FEB-2020.pdf

**The above information is for training purposes only and will not be used for any commercial gains*

DISTRIBUTION MANAGER

A Distribution Manager will determine when, where and how a product is distributed. They use information systems and software to forecast distribution chains, and work on designing an effective program implementation.

PERSONALITY TRAITS



- You like to keep your things organised
- You pay attention to details while working
- You are comfortable communicating with others
- You like to lead



The approx. course fee ranges between **INR 1,71,000-16,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

- **National Scholarship Portal** – Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*
- Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI.
- Scholarships are also available in the institutes themselves based on merit.

**(Availability of these scholarships can vary from time to time)*

LOANS

- VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA). Students can view, apply and track the education loan applications on the website.
- Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.
- All banks give education loans.



EDUCATIONAL PATHWAY

1. Complete 10+2 in any stream (preferably commerce)
2. Complete Bachelor's degree (BBA/BBM) in Business Administration/business management OR Complete Bachelor's degree and follow it up with Master's (MBA) in the same discipline

Please check the duration of the course during enrolment



EXPECTED INCOME

**These figures are indicative & subject to change*

The approx. salary of a Distribution Manager ranges between **INR 21,000 - 1,67,000*** per month

Source: https://www.payscale.com/research/IN/Job=Distribution_Manager/Salary



WHERE WILL YOU WORK

Places of Work: Production units, Private and Public production companies, E-commerce companies, Courier companies, Cottage based industries, Shipping companies, Military and so on.

Work Environment: The work timings are typically 5 to 6 days a week for 8 to 9 hours per day. Shift system is applicable.

Opportunities for work exist for differently abled in this field.

EXPECTED GROWTH PATH

Stores Distributor → Process Supervisor → Warehouse Supervisor → Distribution Manager

WHERE WILL YOU STUDY?

The course is offered by the Department of Management.

This list of Institutes is indicative only

GOVERNMENT INSTITUTES

1. Deen Dayal Upadhyaya College, New Delhi
2. University of Jammu, Jammu
3. Maharaja Sayajirao University Baroda, Vadodara
4. University of Petroleum and Energy Studies - [UPES], Dehradun
5. Indian Institute of Management - [IIM], Rohtak
6. Doon University, Dehradun
7. Department of Management Sciences, Savitribai Phule Pune University
8. Indian Institute of Tourism and Travel Management, Gwalior

PRIVATE INSTITUTES

(Please check if Institute is affiliated and accredited with UGC and AICTE before applying)

1. Rasoni Group of Institutions, Nagpur, Maharashtra
2. SunRise University, Alwar
3. Army Institute of Management and Technology, Greater Noida
4. Sharanabasava University, Kalaburgi
5. Arcade Business College, Patna
6. Oxbridge Business School - [OBS], Bengaluru
7. Jyoti Nivas College, Bengaluru
8. National Institute of Business Excellence, Bengaluru

Information on Institute rankings is available at - <https://www.nirfindia.org/2022/Ranking.html>

DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU), New Delhi

EXAMPLE FROM THE FIELD

Alka Luthra has been working as a Global Manager, Segment (Oral Care) & Manager, Distribution (North America) at Lubrizol for 9 years. She has an M.Pharm. in Pharmaceutics after which she completed a Diploma in Marketing Management from SVKM's Narsee Monjee Institute of Management Studies (NMIMS). Lubrizol is part of the Chemicals & Related Products industry, and located in Ohio, United States.*

Source: <https://www.zoominfo.com/p/Alka-Luthra/2069236482>

**The above information is for training purposes only and will not be used for any commercial gains*

Search keywords...



store distributor, warehouse clerk, distribution manager

FOOD & BEVERAGE MANAGER

A Food and Beverage Manager is responsible for providing food and drinks to the guests at a hotel or restaurant. He or she also, sometimes, organizes, directs, controls and evaluates the operations of a hospitality business.

PERSONALITY TRAITS

- You like to lead
- You pay attention to details
- You can comfortably talk to everyone
- You are quick to take on new responsibilities
- Knowledge on food and beverage



The approx. course fee ranges between **INR 1,00,000–4,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

• **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*

• Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI*

• Scholarships are also available in the institutes based on merit*
*(Availability of these scholarships can vary from time to time)

LOANS

• VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Ministry of Education and Indian Banks Association (IBA)

• Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.

• All banks give education loans



EDUCATIONAL PATHWAY

1. Complete 10 + 2 in any stream
2. Complete a Bachelor's degree (BBA) in Hospitality, Travel and Tourism and follow it up with a Master's in the same field

OR

Complete a Bachelor's in Hotel Management and Catering Technology/ Catering Science and Hotel Management/ Hospitality and Hotel Administration or any related field

OR

Complete a Bachelor's in Hotel Management and Catering Technology/ Catering Science and Hotel Management/ Hospitality and Hotel Administration or any related field, followed by a Master's in the same or related field

OR

Pursue Diploma in Hotel Management

Please check the duration of the course during enrolment



EXPECTED INCOME

**These figures are indicative and subject to change*

The approx. salary of a Food and Beverage Manager ranges between **INR 13,000-167,000*** or more per month.

Source: https://www.payscale.com/research/IN/Job=Food_and_Beverage_Manager/Salary

WHERE WILL YOU WORK?

Places of Work: Upscale hotels and resorts, restaurants, cruises, casino, bars and pubs and airlines among others

Work Environment: You must be physically fit as you will need to exert yourself. You will handle a team of cooks and servers. Local travel is not a part of this job profile. You are likely to work 5 to 6 days a week 10 to 12 hours every day. You are likely to work longer hours during peak seasons.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Trainee → Banquet Waiter → Banquet Captain → Assistant Banquet Manager → Banquet Manager → Assistant Food and Beverage Manager → Food and Beverage Manager

OR

Bartender → Bar Manager → Assistant Food and Beverage Manager → Food and Beverage Manager/Director

WHERE WILL YOU STUDY?

This course is offered by the Hotel Management Institutes.

This list of institutes is indicative only

GOVERNMENT INSTITUTES

1. Institute of Hotel Management, Goa
2. Institute of Hotel Management, Delhi, Pusa
3. Institute of Hotel Management, Mumbai
4. Institute of Hotel Management, Kolkata
5. Institute of Hotel Management, Chennai
6. Institute of Hotel Management, Thiruvananthapuram
7. Institute of Hotel Management, Hyderabad
8. Institute of Hotel Management, Bangalore
9. Institute of Hotel Management, Aurangabad



PRIVATE INSTITUTES

(Please check if the Institute is affiliated and accredited with UGC before applying)

1. Welcome Graduate School of Hotel Administration, Karnataka
2. Manipal Academy of Higher Education, Manipal
3. Guru Nanak Institute of Hotel Management, Kolkata
4. Bharati Vidyapeeth Deemed University, Pune
5. Oberoi Center of Learning and Development, Delhi

Information on the institute rankings can be found at - <https://www.findia.org/2022/Ranking.html>

DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU)

EXAMPLE FROM THE FIELD

Shahnaaz Anjum works as Food and Beverage Manager at The Leela Bhartiya City, Bengaluru. She has been in the industry for 13 years. Beginning her career with The Westin Hyderabad, she went on to work for Sheraton Grand Bangalore, JW Marriott Bengaluru, Westin and Le Meridien Bahrain, Courtyard by Marriott Kochi, and The Leela Palace Chennai.*

Source: <https://bwhotelier.businessworld.in/article/The-Leela-Bhartiya-City-Bengaluru-elevates-two-core-personnel/09-06-2022-432038/>

**The above information is for training purposes only and will not be used for any commercial gains*

Search keywords...



food & beverage manager, food & beverage controller
(270)

FRONT OFFICE ASSOCIATE

A Front Office Associate works in the Front Desk/Reception of a hotel. They receive phone calls, messages and mails. They attend to customers enquiries. They register and assign rooms to guests during check-in and look after the requirements of the patrons. They are responsible for collecting supporting documents from the guests at the time of check-in. They maintain that hotel records are up-to-date showing total number of rooms already occupied, rooms booked or reserved to show correct position of accommodation. They supply details of services rendered to customers to concerned departments for preparation of bill. Finally they present the bill to customers and collecting receivables from guests during check-out.

PERSONALITY TRAITS

- You like to be well groomed at all times
- You have good communication skills
- You are able to handle difficult situations
- You are physically strong



EDUCATIONAL PATHWAY

Minimum Qualification

After completing class 12 and being 18 years of age you can enrol for National Skills Qualification Framework (NSQF)* level 4 Front Office Associate course. Minimum 1 year as Front Office Trainee is preferable.

**NSQF is a nationally integrated education and competency-based framework that enables persons to acquire desired competency levels in a chosen field. NSQF includes vocational education, vocational training, general education and technical education which prepares an individual for the job market with competent skills. An individual may return at any time to upgrade skills after gaining experience*



EXPECTED INCOME

**These figures are taken from NCS and are indicative and subject to change*

The approx. salary for a Front Office Associate is Ranges between **INR 12,500 - Rs 25,000** per month.

Source - <https://bit.ly/3Z5hmxu>



A majority of government schemes are free



SCHOLARSHIPS

- Visit the **National Scholarship Portal** for details on ITI registered with NSP: scholarships.gov.in/fresh/onlineInstituteSearchIndex
- Visit **buddy4study.com** for details on scholarships for ITI/Vocational Training: buddy4study.com/article/iti-scholarships
(Availability of these scholarships can vary from time to time)

WHERE WILL YOU WORK?

Places of Work: Hotels, Restaurants, Cafés

Work Environment: You have to work 10/12 hours for 6 days a week. Shift duties and overtime is common in this area of work.

Opportunities for work exist for differently abled in this field

Search keywords...



Front office trainee, Front office jobs, Hotel receptionist

EXPECTED GROWTH PATH



Front Office Associate → Front Office Incharge → Administration Supervisor → Customer Service Manager

WHERE WILL YOU STUDY?

This course is offered by the Hotel Management Institutes.

This list of institutes is indicative only

GOVERNMENT INSTITUTES

1. Institute of Hotel Management, across different centers of India
2. Bundelkhand University, Jhansi, Uttar Pradesh
3. Hemvati Nandan Bahuguna Garhwal University, Srinagar, Uttarakhand
4. Maharshi Dayanand University, Rohtak, Haryana

PRIVATE INSTITUTES

(Please check if the Institute is affiliated and accredited with UGC before applying)

1. Welcome Graduate School of Hotel Administration, Karnataka
2. Manipal Academy of Higher Education, Manipal
3. Guru Nanak Institute of Hotel Management, Kolkata
4. Bharati Vidyapeeth Deemed University, Pune
5. Oberoi Center of Learning and Development, Delhi

Information on the institute rankings can be found at - <https://www.nirfindia.org/2022/Ranking.html>

DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU)



EXAMPLE FROM THE FIELD



A 19-year old **Rashmi** is the youngest daughter of her parents, who resides in Sabbavaram (Andhra Pradesh). Her Father is a daily wage labourer and Mother does some odd jobs. Rashmi realised that she has to help her family and after class XII she stopped her studies and started looking for a job. It was then she heard about the skills training opportunities being offered by Don Bosco Tech and approached the centre. After counselling process she opted for the Hospitality domain. After completion of training during the campus interview she was selected as a Front Office Executive for Hotel V located in Visakhapatnam. She was offered a salary of Rs.11,000 per month and free food and accommodation. Rashmi quickly took the job and soon settled down to support her family.*

Source - <https://www.dbtech.in/SuccessStory.aspx?StoryID=H/x9iPSWT0COEFHMTnRDD8QcAKbZCRe98av0NDCmckl=>

**The above information is for training purposes only and will not be used for any commercial gains*

LOGISTICS ANALYST

A Logistics Analyst, is responsible for the entire production life of a product/service right from the purchasing of materials to the distribution of goods. Logistics analysts analyse a company's assets in order to achieve its overall mission and goals.

PERSONALITY TRAITS



- You are comfortable in communicating with others
- You like to analyse problems/situations
- You pay attention to details while working



The approx. course fee ranges between **INR 11,000 - 30,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

- **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*
- Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI.
- Scholarships are also available in the institutes themselves based on merit.

**(Availability of these scholarships can vary from time to time)*

LOANS

- VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA). Students can view, apply and track the education loan applications on the website.
- Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.
- All banks give education loans.



EDUCATIONAL PATHWAY

1. Complete 10+2 in any stream (preferably commerce)
 2. Complete Bachelor's degree (BBA/BBM) in Business Administration/Business Management or Economics
- OR
- Complete Bachelor's degree and follow it up with Master's degree in Supply Chain Management

Please check the duration of the course during enrolment



EXPECTED INCOME

**The figures are indicative & subject to change*

The approx. salary of a Logistics Analyst ranges between **INR 18,000 - 83,000*** per month

Source: https://www.payscale.com/research/IN/Job=Logistics_Analyst/Salary

WHERE WILL YOU WORK

Places of Work: Production units, Private and Public production companies, E-commerce companies, Courier companies, Small and big industries, Cottage based industries, Shipping companies, Armed forces

Work Environment: You can work anywhere from a factory setting to an office to a mobile location like a delivery or pickup center. Depending on the role, you may also be regularly required to travel to visit different facilities within a supply chain. You are expected to work 8 to 9 hours for 5 to 6 days a week

Entrepreneurship: You can start your own business or firm

Opportunities for work exist for differently abled in this field.

EXPECTED GROWTH PATH

Frontline Analyst/Supervisor →
Operations/Supply Chain Manager →
Chief Supply Chain Manager or Logistics Director

Search keywords...



*Logistics Executive, Logistics Supervisor,
Supply Chain Associate*

WHERE WILL YOU STUDY?

The course is offered by the Department of Management.

This list of Institutes is indicative only

GOVERNMENT INSTITUTES

1. Shaheed Sukhdev College of Business Studies, Delhi
2. Indian Institute of Management, Rohtak
3. MSU Baroda, Vadodara
4. University of Petroleum and Energy Studies - [UPES], Dehradun
5. Indian Institute of Management, Rohtak
6. Doon University, Dehradun
7. University of Mysuru, Mysuru
8. Indian Institute of Social Welfare and Business Management, Kolkata

PRIVATE INSTITUTES

(Please check if Institute is affiliated and accredited with UGC and AICTE before applying)

1. Rasoni Group of Institutions, Nagpur
2. SunRise University, Alwar
3. CMJ University, Jorabat, Meghalaya
4. Sharnbasva University, Gulbarga
5. Arcade Business College, Patna
6. Oxbridge Business School - Bengaluru
7. Jyoti Nivas College, Bengaluru
8. National Institute of Business Excellence, Bengaluru

DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU),
New Delhi

EXAMPLE FROM THE FIELD

Chaitaly Mehta is the Director of EKF Global Logistics. She is a third generation Custom Broker and 2nd generation Freight Forwarder. She has received her degree in B.Com. for Travel and tourism from H.R. College of Commerce and Economics, Mumbai.*

Source: <https://www.curafluence.com/chaitaly-meh- ta/>

**The above information is for training purposes only and will not be used for any commercial gains*

LOGISTICS MANAGER

A Logistics Manager is responsible for coordinating storage, transportation, and delivery of finished goods. They oversee and work with partners and colleagues such as Transport Managers to ensure stock is maintained and moves efficiently.

PERSONALITY TRAITS



- You like to keep your things organised
- You pay attention to details while working
- You are comfortable communicating with others
- You like to lead



The approx. course fee ranges between **INR 1,71,000-16,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

- **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*
- Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI.
- Scholarships are also available in the institutes themselves based on merit.

**(Availability of these scholarships can vary from time to time)*

LOANS

- VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA). Students can view, apply and track the education loan applications on the website.
- Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.
- All banks give education loans.



EDUCATIONAL PATHWAY

1. Complete 10+2 in any stream (preferably commerce)
2. Complete Bachelor's degree (BBA/BBM) in Business Administration/business management OR Complete Bachelor's degree and follow it up with Master's (MBA) in the same discipline

Please check the duration of the course during enrolment



EXPECTED INCOME

**These figures are indicative & subject to change*

The approx. salary of a Logistics Manager ranges between **INR 18,834 - 1,67,000*** per month.

Source: https://www.payscale.com/research/IN/Job=Logistics_Manager/Salary

WHERE WILL YOU WORK

Places of Work: Production units, Private and Public production companies, E-commerce companies, Courier companies, Cottage based industries, Shipping companies, Military and so on.

Work Environment: The work timings are typically 5 to 6 days a week for 8 to 9 hours per day. Shift system is applicable.

Opportunities for work exist for differently abled in this field.

EXPECTED GROWTH PATH

Trainee, Storage and Warehousing → Executive, Storage and Warehousing → Assistant General Manager, Storage and Warehousing → Logistics Manager

WHERE WILL YOU STUDY?

The course is offered by the Department of Management.

This list of Institutes is indicative only

GOVERNMENT INSTITUTES

1. Deen Dayal Upadhyaya College, New Delhi
2. University of Jammu, Jammu
3. Maharaja Sayajirao University Baroda, Vadodara
4. University of Petroleum and Energy Studies - [UPES], Dehradun
5. Indian Institute of Management - [IIM], Rohtak
6. Doon University, Dehradun
7. Department of Management Sciences, Savitribai Phule Pune University
8. IITTM, Gwalior

PRIVATE INSTITUTES

(Please check if Institute is affiliated and accredited with UGC and AICTE before applying)

1. Raison Group of Institutions, Maharashtra
2. SunRise University, Alwar
3. Army Institute of Management and Technology, Greater Noida
4. Sharanabasava University, Gulbarga
5. Arcade Business College, Patna
6. Oxbridge Business School - [OBS], Bengaluru
7. Jyoti Nivas College, Bengaluru
8. National Institute of Business Excellence, Bengaluru

DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU), New Delhi

EXAMPLE FROM THE FIELD

Kruti Jobanputra, the Director at JWC Logistics Park Private Limited and JWR Logistics Private Limited, has organised and implemented complex operations, which have helped the company meet its goals. She completed her Bachelor's of Management Studies and followed it up with an MBA from SP Jain Institute of Management. Jobanputra has introduced innovative systems in her company in this area and has worked consistently in improving the gender ratio.*

Source: <https://economictimes.indiatimes.com/magazines/panache/breaking-stereotypes-kruti-jobanputra-is-setting-an-example-for-women-in-the-field-of-logistics/articleshow/64568026.cms>

**The above information is for training purposes only and will not be used for any commercial gains*

Search keywords...



warehouse management, logistic operations, logistic management

MULTI-TASKING STAFF

Multi-tasking Staff are non-gazetted, non-ministerial Central government employees who are posted in various ministries, departments and offices. The national-level SSC MTS exam is conducted to recruit candidates for the following posts – havaldar, safaiwala, daftary, junior Gestetner operator, peon, jamadar, chowkidar, mali

PERSONALITY TRAITS



- You like to file or type
- You would like to work in an office
- You are good at keeping records of your work

SCHOLARSHIPS

- **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*
- Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships which get started from Class XI.
- Scholarships are also available in the institutes themselves based on merit.

*(Availability of these scholarships can vary from time to time)

LOANS

- VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA). Students can view, apply and track the education loan applications on the website.
- Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.
- All banks give education loans.



EDUCATIONAL PATHWAY

1. Complete 10+2 in any stream
2. Qualify the SSC-MTS exam

Please check the duration of the course during enrolment



EXPECTED INCOME

The figures are indicative & subject to change

The approx. salary of a Multi-Tasking Staff ranges between **INR 5,200 – 20,200*** per month

Source: <https://cag.gov.in/uploads/media/Pay-Scales-7th-CPC-20200911150323.pdf>

WHERE WILL YOU WORK

Places of Work: Government offices across departments

Work Environment: It is a Field job but local travel is a part of the job profile. You will be running errands for senior officers and hence must be prompt. You will not handle a team. You are likely to work 5 to 6 days a week and 8 to 9 hours every day.

Opportunities for differently abled exist in this field

EXPECTED GROWTH PATH

Multitasking Staff Officers → Lower Division Clerk → Assistant Upper Division Clerk → Division Clerk → Section Officer

WHERE WILL YOU STUDY?

Any school in India approved by a recognized board

EXAMPLE FROM THE FIELD

Gurbinder Singh works as a Multi-Tasking Staff at the Sector 17 Post Office in Chandigarh. He did his schooling from Shivalik Public School, Mohali.*

Source: <http://bit.ly/40asJFF>

**The above information is for training purposes only and will not be used for any commercial gains*

Search keywords...



multitasking staff, SSC-MTS exam

NATURE GUIDE

The Nature Guide accompanies all the groups of tourists on wildlife safaris as well as nature activities. They also sometimes assist the naturalist and add value to the experience of the tourists.

PERSONALITY TRAITS



- You pay attention to details while working
- You are physically fit
- You are comfortable communicating with others

EDUCATIONAL PATHWAY

Minimum Qualification

After completing class 8 and being 18 years of age you can enrol for National Skills Qualification Framework (NSQF)* level 4 Nature Guide course

**NSQF is a nationally integrated education and competency-based framework that enables persons to acquire desired competency levels in a chosen field. NSQF includes vocational education, vocational training, general education and technical education which prepares an individual for the job market with competent skills. An individual may return at any time to upgrade skills after gaining experience*



EXPECTED INCOME

**These figures are indicative and subject to change*

The approx. salary of a Nature Guide ranges between **INR 8,080 - 59,400*** per month.

Source - <http://www.salaryexplorer.com/salary-survey.php?loc=100&loctype=1&job=28&jobtype=1>



A majority of government schemes are free



SCHOLARSHIPS

- Visit the **National Scholarship Portal** for details on ITI registered with NSP: scholarships.gov.in/fresh/onlineInstituteSearchIndex
- Visit **buddy4study.com** for details on scholarships for ITI/Vocational Training: buddy4study.com/article/iti-scholarships
(Availability of these scholarships can vary from time to time)

WHERE WILL YOU WORK?

Places of Work: National park, Zoos, Travel Agencies, Camping Units, Trekking Agencies, Adventure Sports Agencies, Hotel, Tourism Units and so on.

Work Environment: You have to work for at least 10 hours and for 6 days a week. Shift duties may be there. Overtime is common.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Assistant Nature Guide → Nature Guide

Search keywords...



nature guide, nature guide jobs, naturalist

WHERE WILL YOU STUDY?

This course is offered by various Institutes across different States/UTs of India from time to time.

GOVERNMENT INSTITUTES

1. Indian Institute of Tourism and Travel Management across different States/UTs of India different centers of India

PRIVATE INSTITUTES

1. Thomas Cook Central of Learning, Mumbai
2. Kuoni Academy, Andheri West, Mumbai



OFFICE ADMINISTRATOR

An Office Administrator is a professional who oversees a range of tasks across his or her organization's office. His or her responsibilities include supervising staff, organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.

PERSONALITY TRAITS

- You are able to prioritise your work
- You can comfortably talk with everyone
- You are quick to take on new responsibilities



The approx. course fee ranges between **INR 50,000-2,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

• **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*

• Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI*

• Scholarships are also available in the institutes based on merit*

**(Availability of these scholarships can vary from time to time)*

LOANS

• VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA)

• Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.

• All banks give education loans



EDUCATIONAL PATHWAY

1. Complete 10 + 2 in any stream
2. Complete Diploma in Front Office Management/Front Office Operations/ Hotel Management/Hotel Management & Catering Technology or similar courses with specialization in Front Office Management

OR

Complete Bachelor's in any subject and then follow it up with a certification course on Receptionist Program, Office Management or any similar subject

Please check the duration of the course during enrolment



EXPECTED INCOME

**The figures are indicative & subject to change*

The approx. salary of an Office Administrator ranges between **INR 12,500 - 50,000*** per month.

Source: https://www.payscale.com/research/IN/Job=Office_Administrator/Salary

WHERE WILL YOU WORK?

Places of Work: Hospitals, Universities, Financial Institutions, Government Agencies, Charities, Small Businesses, Retailers, Manufacturers, Major Companies, and Media Firms among others

Work Environment: You will be working in an office set up. You are likely to handle a team. Local travel is not a part of the job profile. You are likely to work 6 days a week and 8 to 9 hours every day. You may have to work weekends and longer hours if the situation demands.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Office Administrator → Executive Assistant → Senior Executive Assistant

OR

Office Administrator → Operations Manager → Director of Operations

WHERE WILL YOU STUDY?

This course is offered by the Department of Business Management

This list of institutes is indicative only

GOVERNMENT INSTITUTES

1. Indian Institute of Management, Indore
2. Indian Institute of Management, Ranchi
3. Indian Institute of Management, Rohtak
4. Jamia Millia Islamia University, New Delhi
5. Shaheed Sukhdev College of Business Studies, Delhi
6. Indian Institute of Tourism and Travel Management, Noida
7. Delhi Technological University, Delhi
8. University of Lucknow, Lucknow

PRIVATE INSTITUTES

(Please check if Institute is affiliated and accredited with UGC before applying)

1. Shri Vile Parle Kelavni Mandal, Narsee Monjee Institute of Management Studies, Mumbai
2. Woxsen University, Hyderabad
3. Institute of Chartered Financial Analysts of India, Foundation for Higher Education, Hyderabad
4. KIIT School of Management, Bhubaneswar
5. Parul University, Vadodara
6. Institute of Management, Nirma University, Ahmedabad
7. JK Lakshmipat University, Jaipur
8. Amity Global Business School, Noida

Information on the institute rankings can be found at - <http://www.nirfindia.org/2022/Ranking.html>



EXAMPLE FROM THE FIELD

Ashutosh Vyas currently works with the National Institute of Agricultural Marketing as a business executive. He has done his BBA from Commerce College Jaipur and MBA in rural management from the Indian Institute of Rural Management, Jaipur. Prior to joining NIAM, Vyas worked as an office manager with Shah Technical Consultants Pvt Ltd.*

Source: <https://ccsniam.gov.in/team?id=118>

**The above information is for training purposes only and will not be used for any commercial gains*

Search keywords...



office administrator, front office manager, admin

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OPERATIONS MANAGER

Operations Manager is responsible for creating the highest level of efficiency within an organisation. Operations department handles strategic issues like how to acquire raw material, how much to produce at what cost while maintaining quality control. There are certain areas in this field that one can work in:

1. Operations and Supply Chain Management (OSCM) which involves management of inventory through the supply chain
2. Operations Managers who coordinate and develop new processes while re-evaluating current structures

PERSONALITY TRAITS



- You are good at organising and coordinating
- You like to pay attention to details
- You are like to analyze things
- You enjoy solving problems



The approx. course fee ranges between **INR 20,000 and INR 2,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

- **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE schemes and state schemes*
- Visit www.buddy4study.com - This is a gateway to scholarships starting from Class XI* (Availability of these scholarships can vary from time to time)

LOANS

• VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA). Students can view, apply and track the education loan applications on the website.

• Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.

• All banks give education loans.



EDUCATIONAL PATHWAY

1. Complete 10+2 in any stream
2. Complete Bachelor's degree with specialisation in Operations
OR
Complete Bachelor's degree, followed by Master's in Operations/M.B.A. for professional growth and specialisations
OR
Complete Bachelor's degree with specialisation in Operations and then pursue a Certification/Diploma course which can be pursued online alongside work

For admissions for Bachelor's degree, you must qualify in one of these entrance examinations: CET, SET, DU JAT, SET etc. and for Post graduate degree, you must qualify in any of the following exams: CAT/ XAT/ GMAT/ SNAP/ NMAT/ CMAT.

Please check the duration of the course during enrolment



EXPECTED INCOME

**The figures are indicative & subject to change*

The approx. salary of an Operations Manager ranges between **INR 25,500 - 2,50,000*** per month.

WHERE WILL YOU WORK

Places of work: Financial institutions, Hospitality, IT firms, News and media houses, MNCs, Corporate houses, E-commerce companies, Hospitals, and retail stores.

Work Environment: You will work in a dynamic environment. It is important to make decisions promptly and adapt to changing circumstances. You will work in an office setup with support staff. It is usual to work long hours and on weekends.

Opportunities for work exist for differently abled in this field.

EXPECTED GROWTH PATH



Operations Coordinator → Operations Supervisor → Operations Manager → Operations Controller → Operations Director

WHERE WILL YOU STUDY?

This course is offered by the Department of Management or Commerce. This list of institutes is indicative only

GOVERNMENT INSTITUTES

1. Madras Christian College, Chennai
2. Lala Lajpat Rai College of Commerce and Economics, Mumbai
3. Shaheed Sukhdev College of Business Studies, New Delhi
4. Jamia Millia Islamia, New Delhi
5. Sydenham College of Commerce and Economics, Mumbai
6. Savitribai Phule Pune University, Pune
7. Jamnalal Bajaj Institute of Management Studies, Mumbai
8. Indian Institute of Management, (Located in various States/UTs)

DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU)

PRIVATE INSTITUTES

(Please check if institute is affiliated and accredited with UGC before applying)

1. Christ University, Bengaluru
2. Amity International Business School, Noida
3. NMIMS Deemed to be University, Mumbai
4. Mount Carmel, Bengaluru
5. Institute of Management Studies, Noida
6. Loyola College, Chennai
7. XLRI, Jamshedpur, Jharkhand

Information on the institute rankings can be found at - <https://www.nirfindia.org/2022/Ranking.html>

Search keywords...



leads- sales and operation, operations manager, operations executive

EXAMPLE FROM THE FIELD



Priya Balasubramaniam is an experienced technology executive with nearly 20 years serving in a range of senior procurement and operations roles at Apple. Currently, she oversees all core technologies operations and iPhone operations for the company. She is responsible for the iPhone manufacturing supply chain, quality and repair operations, and core components. She previously worked as an engineer for global industrial robotics supplier ABB. She holds a Bachelor's in Mechanical Engineering from Bangalore University and an MBA in Supply Chain Management from Michigan State University.*

Source: <https://www.sarcos.com/sarcos-bio/priya-balasubramaniam>

**The above information is for training purposes only and will not be used for any commercial gains*

PACKAGE DYEING MACHINE OPERATOR

A Package Dyeing Machine Operator is responsible for operating a dyeing machine which sources, bleaches and dyes of fibre/ yarn. They need to possess knowledge of various kinds of yarn, the process to be used for dyeing and bleaching, as well as how long each process takes so as to operate the machine accurately.

PERSONALITY TRAITS

- You are comfortable working in a team
- You like to have clear instructions to follow
- You pay attention to details while working

EDUCATIONAL PATHWAYS

Minimum Qualification

After completing class 10 and being 18 years of age you can enrol for National Skills Qualification Framework (NSQF)* level 4 package dyeing machine operator training.

**NSQF is a nationally integrated education and competency-based framework that enables persons to acquire desired competency levels in a chosen field. NSQF includes vocational education, vocational training, general education and technical education which prepares an individual for the job market with competent skills. An individual may return at any time to upgrade skills after gaining experience*



EXPECTED INCOME

**These figures are taken from NCS and are indicative and subject to change*

The approx. salary of a Package Dyeing Machine Operator ranges between **INR 11,000 - 18,000*** per month.

Source - <https://bit.ly/3Z2rJ5G>



A majority of government schemes are free



SCHOLARSHIPS

- Visit the **National Scholarship Portal** for details on ITI registered with NSP: scholarships.gov.in/fresh/onlineInstituteSearchIndex
- Visit **buddy4study.com** for details on scholarships for ITI/Vocational Training: buddy4study.com/article/iti-scholarships
(Availability of these scholarships can vary from time to time)

WHERE WILL YOU WORK?

Places of Work: Dyeing unit, Cloth Manufacturing Unit, Cottage Industries, Spinning mill, Boutique making.

Work Environment: You have to work for at least 8 to 9 hours and for 5 to 6 days a week. Shift duties may be there. Overtime is common.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Helper → Package Dyeing Machine Operator → Shift Supervisor

Search keywords...



dyeing jobs, dyeing machine operator, cloth manufacturing machine operator

WHERE WILL YOU STUDY?

GOVERNMENT INSTITUTES

1. Institute of Chemical Technology (ICT), Mumbai, Maharashtra
2. National Institute of Fashion Technology (NIFT), located in various State/UTs across India
3. SASMIRA (Synthetic & Art Silk Mills' Research Association), Mumbai, Maharashtra
4. Industrial Training Institutes (ITI), located in various State/UTs across India

PRIVATE INSTITUTES

1. The Technological Institute of Textile & Sciences (TITS), Bhiwani, Haryana
2. DKTE Society's Textile & Engineering Institute, Ichalkaranji, Maharashtra
3. Sardar Vallabhbhai Patel International School of Textiles & Management (SVPISTM), Coimbatore, Tamil Nadu
4. Northern India Textile Research Association (NITRA), Ghaziabad, Uttar Pradesh



PORT OPERATIONS MANAGER

A Port Operations Manager is responsible for the smooth running of operations on a port terminal. He or she oversees activities varying from managing the arrival and departure of ships, loading and unloading of numerous types of goods and cargo, storing them in warehouses to their custom clearances.

PERSONALITY TRAITS



- You would like to work as a manager of a company
- You are a careful and organized person
- You like to lead



The approx. course fee ranges between **INR 80,000 - 6,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

- **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*
- Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI.
- Scholarships are also available in the institutes themselves based on merit.

**(Availability of these scholarships can vary from time to time)*

LOANS

- VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA). Students can view, apply and track the education loan applications on the website.
- Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.
- All banks give education loans.



EDUCATIONAL PATHWAY

1. Complete 10+2 in the Commerce or Science stream (Physics, Chemistry and Biology)
 2. Complete Bachelor's in Science/Technology/Engineering/Management or any related subject
- OR
- Pursue Diploma in Science/Technology/Engineering/Management or any related subject
- OR
- Complete Bachelor's degree and pursue Post Graduate Diploma in Port and Shipping Management
- OR
- Complete Bachelor's degree and pursue an MBA in Shipping and Port Management

Please check the duration of the course during enrolment



EXPECTED INCOME

**These figures are indicative & subject to change*

The approx. salary of a Shipping and Port Manager ranges between INR **36,000-2,50,000*** or more per month

Source: https://www.payscale.com/research/IN/Job=Shipping_Manager/Salary

WHERE WILL YOU WORK

Places of Work: Import and export firms, Public and Private shipping companies, Government Departments like the Railway and Defence etc.

Work Environment: It is not a desk job. You will handle a team of officials. Local travel is not a part of the job profile. You are likely to work 5 to 6 days a week and 8 to 9 hours every day.

Opportunities for work exist for differently abled in this field.

EXPECTED GROWTH PATH

Merchant Officer → Port Manager →
Shipping Manager → Port Director

WHERE WILL YOU STUDY?

The course is offered by the Department of Management.

This list of Institutes is indicative only

GOVERNMENT INSTITUTES

1. Indian Maritime University, Chennai
2. International Maritime Academy, Chennai
3. Indian Maritime University, Kochi Campus

PRIVATE INSTITUTES

(Please check if Institute is affiliated and accredited with UGC and AICTE before applying)

1. Academy of Maritime Education and Training, Chennai
2. Indian Institute of Logistics, Chennai
3. Mahakaushal University, Jabalpur
4. MIT College of Management, Pune
5. Narottam Morarjee Institute of Shipping, Mumbai
6. Seacom Marine College, Howrah
7. Smt HB Palan College of Arts and Commerce, Kutch
8. Srinivas University, Mangaluru
9. Subharti Institute of Management and Commerce, Meerut
10. University of Petroleum and Energy Studies, Dehradun

EXAMPLE FROM THE FIELD

Vettath Raghunandan is a seasoned professional in ports and logistics sector, with over four decades of experience spanning across port operations, logistics, supply chain management, project development and business development. He is the CEO of Karaikal Port. Previously he has worked with Adani Ports and SEZ, Dhamra Port, JM Baxi & Company and Indian Potash Ltd, etc. Raghunandan has a Commercial Shipping & Ship Management degree from Narottam Morarjee Institute of Shipping, a Training and Certification course in Project Management from IIT Mumbai, and Diploma from Bureau of Business Management, Mumbai.*

Source: <https://karaikalport.com/management-team/>

**The above information is for training purposes only and will not be used for any commercial gains*

Search keywords...



*port operations, shipping operations,
merchant officer*

SECRETARY/PERSONAL ASSISTANT

A Personal Assistant or a Secretary usually undertakes administrative, clerical and managerial tasks on behalf of an individual or department. His or her tasks may include managing schedules and correspondence and planning travels among others

PERSONALITY TRAITS



- You have strong written and verbal skills
- You like to file or type
- You are quick to take on new responsibilities



The approx. course fee ranges between **INR 78,000-2,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

- **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*

- Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI*

- Scholarships are also available in the institutes based on merit*

**(Availability of these scholarships can vary from time to time)*

LOANS

- VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA)

- Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.

- All banks give education loans



EDUCATIONAL PATHWAY

1. Complete 10 + 2 in any stream
2. Complete Bachelor's degree in Office Management and Secretarial Practice/Secretarial Practice/Corporate Secretaryship or any similar subject

OR

Complete a Diploma in Office Administration/Administration Services/Secretarial Practice or any similar course

OR

Complete Bachelor's degree in any subject and then opt for a certificate course in Office Administration/Modern Office Management & Secretarial Practice/Secretarial Practice and similar subject

Please check the duration of the course during enrolment



EXPECTED INCOME

**The figures are indicative & subject to change*

The approx. salary of a Secretary or Personal Assistant ranges between **INR 21,938 - 60,417*** per month.

Source: <https://in.talent.com/salary?-job=personal+secretary>

WHERE WILL YOU WORK?

Places of Work: Public and Private Sector Companies, Agencies and Banks across India

Work Environment: It is a desk job. You will not handle a team. Local travel is not a part of the job role. You are likely to work 5 to 6 days a week for 8 to 9 hours every day. This may vary from organization to organization

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Receptionist → Personal Secretary →
Join other occupation

Search keywords... 

front office executive, guest relation, office assistant administration

WHERE WILL YOU STUDY?

The following institutes offers courses on Secretarial Practice or Corporate Secretaryship. This list of institutes is indicative only

GOVERNMENT INSTITUTES

1. Chhatrapati Shahuji Maharaj University, Mumbai
2. Maharani's Arts, Commerce and Management College for Women, Mysuru
3. College of Vocational Studies, University of Delhi, Delhi
4. Young Men's Christian Association, New Delhi
5. National Institute of Open Schooling, Noida
6. Indian Institute of Skill Development Training, Indore
7. Madras University, Chennai

PRIVATE INSTITUTES

(Please check if institute is affiliated and accredited with UGC and AICTE before applying)

1. Bhagini Nivedita College, New Delhi
2. Guru Nanak Khalsa College for Women, Ludhiana, Punjab
3. Dr. Harivansh Rai Bachchan Mahavidyalaya, Uttar Pradesh
4. Shanti Devi Arya Mahila College, Dinanagar, Punjab
5. ACMT Education College, New Delhi
6. PVP Women's University, Santacruz West, Mumbai
7. Ahimsa Women Polytechnic, New Delhi
8. Air Force Vocational College, New Delhi
9. International Women Polytechnic, Gurugram
10. Newcent Training Academy (Located in various Cities)

DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU)

"



EXAMPLE FROM THE FIELD

Karma Dolma is a civil servant of Central Tibetan Administration. Dolma pursued a Diploma in Secretarial Practice from the Delhi Board of Technical Education following which she was appointed by the Central Tibetan Administration (CTA) as contract staff at Department of Home. There she served as an assistant to the liaison officer of the US 1,000 Tibetan Immigration Project. After completing the project in June 1993, she was appointed as Sponsorship Secretary and in May 1997, she was selected via the entrance examination for the post of Office Secretary. *

Source: <https://tibet.net/saturday-shout-out-cta-civil-servant-karma-dolma/>

**The above information is for training purposes only and will not be used for any commercial gains*

SOMMELIER

A Sommelier is a trained wine professional, typically working at an upscale or fine dining restaurant. Sommeliers are responsible for every aspect of the wine service, starting with the creation of the restaurant wine list to looking after floor service to restaurant visitors.



PERSONAL TRAITS



- You can comfortably talk with everyone
- You are a careful and organized person
- You like selling things
- You like to try to influence or persuade people
- Expert knowledge of wine
- Highly developed sense of taste and smell
- Cultural sensitivity towards wine

EDUCATIONAL PATHWAY

1. Complete 10 + 2 in any stream
2. Pursue Diploma in Wine Tasting

OR

Complete Bachelor's in Wine Technology, followed by a certificate course in Wine Tasting

OR

Complete Bachelor's in Wine Technology or any other related subject, pursue specialization courses or Master's in Wine and Gastronomy/ Sustainable Viticulture and Oenology from an international institute

Please check the duration of the course during enrolment



The approx. course fee ranges between **INR 60,000-70,000*** per month.

**These figures are estimated numbers and will vary from Institute to Institute.*

LOANS

• VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Ministry of Education and Indian Banks Association (IBA)

• Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.

• All banks give education loans



EXPECTED INCOME

**These figures are indicative and subject to change*

The approx. salary of a Sommelier ranges between **INR 10,000 - 4,17,000*** or more per month.

Source: <https://www.payscale.com/research/IN/Job=Sommelier/Salary?loggedIn>



WHERE WILL YOU WORK?

Places of Work: Breweries, Upscale restaurants, Hospitality and Tourism sector (such as cruises)

Entrepreneurship: You can choose to be a wine writer, wine critic or open up your own brewery

Work Environment: You will be working in either a bar or wine shop or a restaurant or a business selling wine. You are likely to work long hours, including evenings and weekends, when restaurants are busiest. You may travel to wine-producing regions to meet with winemakers and learn about new wines.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Introductory Sommelier → Certified Sommelier → Advanced Sommelier → Master Sommelier

Search keywords...



wine sommelier, head sommelier, assistant head sommelier

WHERE WILL YOU STUDY?

Students can opt. BHM, B.Sc. HMCTT, Diploma courses to become a professional Sommelier

This list of institutes is indicative only

Government Institutes

1. Institute of Hotel Management, located across different states/UTs of India
2. Bundelkhand University, Jhansi, Uttar Pradesh
3. Hemvati Nandan Bahuguna Garhwal University, Srinagar, Uttarakhand
4. Maharshi Dayanand University, Rohtak, Haryana
5. Mizoram University, Aizawl, Mizoram

PRIVATE INSTITUTES

1. Indian Wine Academy, Delhi
2. Manipal Academy of Higher Education (MAHE), Manipal, Karnataka
3. Institute for Wine and Beverage Studies (IWBS), Delhi
4. Wine Academy of India (WAI), Chennai
5. Tulleeho Wine Academy, Bengaluru, Mumbai and Delhi
6. Sona Holland Wine Academy, Mumbai
7. Sake Sommelier Academy, Haryana



EXAMPLE FROM THE FIELD

Karishma Grover is a winemaker and sommelier with a Bachelor's degree in Viticulture and Enology from University of California, Davis. She is the first woman winemaker of India and currently the brand manager for DAOU Family Estates, a wine-making company.*

Source: <https://guns2gewurztraminer.com/karishma-grover/>

**The above information is for training purposes only and will not be used for any commercial gains.*

SUPPLY CHAIN MANAGER

A Supply Chain Manager is a professional who is in charge of every stage of an organization's supply chain, from purchasing raw materials to production. They are required to ensure the right amount of product is made at the right time, as well as coordinate the storage of the product with their team members.

PERSONALITY TRAITS



- You like to keep your things organised
- You pay attention to details while working
- You are comfortable communicating with others
- You like to lead



The approx. course fee ranges between **INR 1,71,000-16,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

- **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*
- Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI.
- Scholarships are also available in the institutes themselves based on merit.

**(Availability of these scholarships can vary from time to time)*

LOANS

- VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA). Students can view, apply and track the education loan applications on the website.
- Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.
- All banks give education loans.



EDUCATIONAL PATHWAY

1. Complete 10+2 in any stream (preferably commerce)
2. Complete Bachelor's degree (BBA/BBM) in Business Administration/business management OR Complete Bachelor's degree and follow it up with Master's (MBA) in the same discipline

Please check the duration of the course during enrolment



EXPECTED INCOME

**These figures are indicative & subject to change*

The approx. salary of a Supply Chain Manager ranges between **INR 25,250 - 1,67,000*** per month

Source: https://www.payscale.com/research/IN/Job=Supply_Chain_Manager/Salary

WHERE WILL YOU WORK

Places of Work: Production units, Private and Public production companies, E-commerce companies, Courier companies, Cottage based industries, Shipping companies, Military and so on.

Work Environment: The work timings are typically 5 to 6 days a week for 8 to 9 hours per day. Shift system is applicable.

Opportunities for work exist for differently abled in this field.

EXPECTED GROWTH PATH

Supply Chain Management Trainee →
Supply Chain Manager → Operations
Head → Logistics Head

WHERE WILL YOU STUDY?

The course is offered by the Department of Management.

This list of Institutes is indicative only

GOVERNMENT INSTITUTES

1. Deen Dayal Upadhyaya College, New Delhi
2. University of Jammu, Jammu
3. Maharaja Sayajirao University Baroda, Vadodara
4. University of Petroleum and Energy Studies - [UPES], Dehradun
5. Indian Institute of Management - [IIM], Rohtak
6. Doon University, Dehradun
7. Department of Management Sciences, Savitribai Phule Pune University, Pune
8. Indian Institute of Tourism and Travel Management, Gwalior

PRIVATE INSTITUTES

(Please check if Institute is affiliated and accredited with UGC and AICTE before applying)

1. Rasoni Group of institutions, Nagpur
2. Sunrise University, Alwar
3. Army Institute of Management and Technology, Greater Noida
4. Sharanabasava University, Gulbarga
5. Arcade Business College, Patna
6. Oxbridge Business School - [OBS], Bengaluru
7. Jyoti Nivas College, Bengaluru
8. National Institute of Business Excellence, Bengaluru

DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU),
New Delhi

EXAMPLE FROM THE FIELD

Monika Mittal is an Indian Supply Chain Manager associated with 'YUM ! brands'. She has completed her Bachelor's degree in applied science (B.A.Sc) in Food Science and Technology after which she received her Master's degree in Packaging science from the Indian Institute of Packaging (IIP). Ms. Mittal is enthusiastic about Supply Chain, Food Technology and Packaging.*

Source: <https://www.rkfoodland.com/womenleadership-in-supply-chain/>

**The above information is for training purposes only and will not be used for any commercial gains*

Search keywords...



Supply Chain, Logistics Head, Operations Head

TOUR GUIDE

Tour Guides are professionals who are certified and licensed by the government to lead others on tours or trips.

PERSONALITY TRAITS



- You like working outdoors
- You like to lead
- You can make people work under your directions
- Knowledge on natural and cultural resources



The approx. course fee ranges between **INR 40,000-3,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

• **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*

• Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI*

• Scholarships are also available in the institutes based on merit*
*(Availability of these scholarships can vary from time to time)

LOANS

• VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Ministry of Education and Indian Banks Association (IBA)

• Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.

• All banks give education loans



EDUCATIONAL PATHWAY

1. Complete 10 + 2 in any stream
2. Complete a Bachelor's degree in Tourism Studies/Tourism Management/Travel and Tour Management/Hospitality Management/Archaeology or any other related subject and obtain license approved by the Ministry of Tourism to work as Tour Guide

OR

Complete a B.Voc (Bachelor of Vocation) in Tourism and obtain license approved by the Ministry of Tourism to work as Tour Guide

OR

Pursue Diploma or certificate course in Tourism/Travel and Tourism/Tourism Management and obtain license approved by the Ministry of Tourism to work as Tourist Guide

OR

Pursue NSQF (National Skills Qualification Framework) Level 4 qualification in Tour Guide and obtain license approved by the Ministry of Tourism to work as Tourist Guide

Please check the duration of the course during enrolment



EXPECTED INCOME

**These figures are indicative and subject to change*

The approx. salary of a Tour Guide ranges between **INR 75,000-167,000*** or more per month.

Source:

WHERE WILL YOU WORK?

Places of Work: Central and state government religious/heritage/historical sites, travel agencies, museums, outdoor guided trips (mountaineering/skiing/scuba diving) and safaris among others

Entrepreneurship: You can work independently

Work Environment: It is a field job. You will be managing a team of tourists. Local travel is an important part of the job profile. Agencies usually works for 5 to 6 days a week and 8 to 9 hours every day. This may vary from agency to agency.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Tour Guide → Specialist Guide → Tour Manager → Tour Director → Tour Leader → Operations Manager → Product Manager → Tourism Manager

Search keywords... 

tour guide, tour guide executive

WHERE WILL YOU STUDY?

GOVERNMENT INSTITUTES

1. Indian Institute of Tourism and Travel Management across different States/UTs of India different centers of India
2. Indra Gandhi National Open University, New Delhi

PRIVATE INSTITUTES

1. Thomas Cook Central of Learning, Mumbai
2. Kuoni Academy, Andheri West, Mumbai

EXAMPLE FROM THE FIELD

Twenty-four-year-old **Komal Darira** is the founder of Women for World, a travel organisation. She started her unconventional journey as a tour guide for Intrepid Travel, a travel company based out of Delhi when she was 19-years old. She has Bachelor's in Mass Communication from Guru Gobind Singh Indraprastha University.*

Source:

<https://www.traveldailymedia.com/iwta--komal-darira-women-for-world/>

**The above information is for training purposes only and will not be used for any commercial gains*

TOUR OPERATOR

A Tour Operator is responsible for accommodating and designing the holiday itinerary and content needed for the holiday. They sell the package either directly to the consumer or use the services of a travel agent to do so.

PERSONALITY TRAITS



- You must have networking skills
- You must have leadership and teamwork skills
- You must have problem solving abilities during a tour
- You should possess clear and effective communication with clients, service providers, and team members



The approx. course fee ranges between **INR 15,000-6,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

• **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*

• Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI*

• Scholarships are also available in the institutes based on merit*
*(Availability of these scholarships can vary from time to time)

LOANS

• VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Ministry of Education and Indian Banks Association (IBA)

• Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.

• All banks give education loans



EDUCATIONAL PATHWAY

1. Complete 10+2 in any stream
2. Complete a Bachelor's degree (BBA) in Travel and Tourism Management

OR

Complete Bachelor's degree in any subject and pursue MBA degree in Travel and Tourism Management

OR

Pursue a Diploma course in Travel and Tourism Management

OR

Experience with government license or permission to operate as an individual is the prerequisite



EXPECTED INCOME

**These figures are indicative and subject to change*

The approx. salary of a Tour Operator ranges between **INR 8,000-65,750*** or more per month.

Source: <https://www.salaryexpert.com/salary/job/tour-operator/india>

WHERE WILL YOU WORK?

Places of Work: Travel agencies, tour companies

Entrepreneurship: You can start your own business

Work Environment: You will be working both indoor and outdoor. You are likely to spend time over the phone arranging accommodation, transportation or ticketing options with vendors, such as hotels and airlines. You may travel to different places to evaluate the quality of accommodations or attractions so that you can make appropriate recommendations to customers. You are likely to work 6 days a week 9 to 10 hours everyday.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH



Tour Operator → Tour Manager → Tour Director → Tour Leader → Operations Manager → Product Manager → Tourism Manager

Search keywords...



tour operator, travel counselor, travel management executive

WHERE WILL YOU STUDY?

This course is offered by various institutes as Bachelor and Masters Degree Programme

This list of institutes is indicative only

GOVERNMENT INSTITUTES

1. Institute of Hotel Management, across different centers of India
2. Bundelkhand University, Jhansi, Uttar Pradesh
3. Hemvati Nandan Bahuguna Garhwal University, Srinagar, Uttarakhand
4. Maharshi Dayanand University, Rohtak, Haryana
5. Mizoram University, Aizawl, Mizoram
6. Central University of Tamil Nadu, Thiruvavur, Tamil Nadu

PRIVATE INSTITUTES

(Please check if the Institute is affiliated and accredited with UGC before applying)

1. Welcome Graduate School of Hotel Administration, Karnataka
2. Manipal Academy of Higher Education, Manipal
3. Banarsidas Chandiwal Institute of Hotel Management and Catering Technology, New Delhi
4. Bharati Vidyapeeth Deemed University, Pune
5. Oberoi Center of Learning and Development, Delhi
6. Amity University, Noida Uttar Pradesh
7. Christ University, Bengaluru
8. Chandigarh University, Mohali, Punjab



EXAMPLE FROM THE FIELD

Sumitra Senapaty is the founder of Women On Wanderlust (WOW) club. She studied Hotel Management from Catering Institute, Delhi and BA from Delhi University. After some years of experience as a hotelier and then freelance writer, she started this club for solo women to travel in groups, prioritizing their safety and security.*

Source: <http://www.thinklink.in/blog/sumitra-senapaty>

**The above information is for training purposes only and will not be used for any commercial gains*

TRANSPORTATION MANAGER

A Transportation Manager has to look after and manage daily transportation, shipping, and distribution operations. These managers are responsible for ensuring that complete orders are shipped and delivered in a timely manner.

PERSONALITY TRAITS



- You like to keep your things organised
- You pay attention to details while working
- You are comfortable communicating with others



The approx. course fee ranges between **INR 1,71,000-16,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

- **National Scholarship Portal** – Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*
- Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI.
- Scholarships are also available in the institutes themselves based on merit.

**(Availability of these scholarships can vary from time to time)*

LOANS

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- Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.
- All banks give education loans.



EDUCATIONAL PATHWAY

1. Complete 10+2 in any stream (preferably commerce)
2. Complete Bachelor's degree (BBA/BBM) in Business Administration/business management OR Complete Bachelor's degree and follow it up with Master's (MBA) in the same discipline

Please check the duration of the course during enrolment



EXPECTED INCOME

**These figures are taken from NCS and are indicative and subject to change*

The approx. salary of a Transportation Manager ranges between **INR 40,000-1,20,000*** per month

Source: <https://bit.ly/3wYW0G3>



WHERE WILL YOU WORK

Places of Work: Production units, Private and Public production companies, E-commerce companies, Courier companies, Cottage based industries, Shipping companies, Military and so on.

Work Environment: The work timings are typically 5 to 6 days a week for 8 to 9 hours per day. Shift system is applicable.

Opportunities for work exist for differently abled in this field.

EXPECTED GROWTH PATH

Manager, Transport → Deputy General Manager → Senior Operations Manager → Chief Operating Officer (COO) → Chief Executive Officer (CEO) → Vice President (VP), Operations

WHERE WILL YOU STUDY?

The course is offered by the Department of Management.

This list of Institutes is indicative only

GOVERNMENT INSTITUTES

1. Deen Dayal Upadhyaya College, New Delhi
2. University of Jammu, Jammu
3. Maharaja Sayajirao University Baroda, Vadodara
4. University of Petroleum and Energy Studies - [UPES], Dehradun
5. Indian Institute of Management - [IIM], Rohtak
6. Doon University, Dehradun
7. Department of management Sciences, Savitribai Phule Pune University, Pune
8. Indian Institute of Tourism and Travel Management, Gwalior

PRIVATE INSTITUTES

(Please check if Institute is affiliated and accredited with UGC and AICTE before applying)

1. Rasoni Group of Institutions, Nagpur, Maharashtra
2. Sunrise University, Alwar
3. Army Institute of Management and Technology, Greater Noida
4. Sharanabasava University, Gulbarga
5. Arcade Business College, Patna
6. Oxbridge Business School - [OBS], Bengaluru
7. Jyoti Nivas College, Bengaluru
8. National Institute of Business Excellence, Bengaluru

DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU), New Delhi

EXAMPLE FROM THE FIELD

Tulsi Mirchandaney is the Managing Director at Blue Dart Aviation. Tulsi has an MBA degree in International Aviation from Concordia University, Montreal and has been felicitated by the Ministry of Civil Aviation for her contribution to Civil Aviation in the country. She celebrates the women couriers who work for Blue Dart, braving unfriendly conditions. Mirchandaney started her career in aviation around 50 years ago as a Cargo Pilot in a male-dominated industry, and made her mark as an exemplary transportation manager.*

Source: <https://www.bluedartaviation.com/tulsi.htm>

**The above information is for training purposes only and will not be used for any commercial gains*

Search keywords...



Divisional Superintendent, Traffic Superintendent, Shipping Manager

TRAVEL CONSULTANT

A Travel Consultant is a professional who works for travel agencies or tour companies. They research, design and organize different tour packages based on customers' budget and interests. They look into all the logistical aspects of a tour such as booking tickets and accommodations.

PERSONALITY TRAITS



- You like to explore different places and cultures
- You have an interest in travel
- You have strong communication skills
- You like to work in teams
- You have knowledge on cultural and natural resources



The approx. course fee ranges between **INR 40,000 - 3,00,000***

**These figures are estimated numbers and will vary from Institute to Institute.*

SCHOLARSHIPS

• **National Scholarship Portal** - Visit www.scholarships.gov.in. Under this portal there are Central Government schemes offered by different departments, UGC/AICTE Schemes and State Schemes*

• Visit www.buddy4study.com for details on available scholarships. This is a gateway to scholarships starting from Class XI*

• Scholarships are also available in the institutes based on merit*

**(Availability of these scholarships can vary from time to time)*

LOANS

• VidyaLakshmi, www.vidyalakshmi.co.in, is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA)

• Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.



EDUCATIONAL PATHWAY

1. Complete 10+2 in any stream
2. Complete a Bachelor's degree (BBA) in Travel and Tourism Management

OR

Complete Bachelor's degree in any subject and pursue MBA degree in Travel and Tourism Management

OR

Pursue a Diploma course in Travel and Tourism Management

Please check the duration of the course during enrolment



EXPECTED INCOME

**The figures are taken from NCS and indicative and subject to change*

The approx. salary of a Travel Consultant ranges between **INR 29,000 - 45,000*** or more per month.

Source: <https://bit.ly/3GcUUKK>

WHERE WILL YOU WORK?

Places of Work: Tour companies (Private and Government), Tour Desks in Hotels, Travel agencies

Entrepreneurship: You can also start your own travel /tour company after a few years of experience.

Work Environment: This job involves not only desk work, but also involves a lot of travel. It also involves working for irregular and long hours. Knowing more than one language is an added advantage.

Opportunities for work exist for differently abled in this field

EXPECTED GROWTH PATH

Travel Consultant → Travel Senior Consultant → Manager Travel Operations

Search keywords...



travel agency, tour manager, travel manager

WHERE WILL YOU STUDY?

This course is offered by various Institutes across different States/UTs of India

This list of institutes is indicative only

GOVERNMENT INSTITUTES

1. Banaras Hindu University, Varanasi
2. Indian Institute Of Tourism And Travel Management, Gwalior
3. Indian Institute Of Tourism And Travel Management, Bhubaneswar
4. National Institute of Tourism and Hospitality Management, Hyderabad
5. Jawaharlal Nehru Rajkeeya Mahavidyalaya, Port Blair
6. SNTD Womens University, Mumbai
7. Maharashtra State Institute of Hotel Management and Catering Technology, Pune
8. Manyawar Kanshiram Institute of Tourism Management, Lucknow

PRIVATE INSTITUTES

(Please check if the Institute is affiliated and accredited with UGC before applying)

1. Christ University, Bangalore
2. NSHM Knowledge Campus, Kolkata
3. Institute of Management Study, Kolkata
4. The Bhopal School of Social Sciences, Bhopal
5. Subhas Bose Institute of Hotel Management, Kolkata
6. ICFAI University, Himachal Pradesh
7. Dr DY Patil University, Navi Mumbai
8. Hindustan Institute of Technology and Science, Chennai



EXAMPLE FROM THE FIELD

Vilakshna Tyagi is a Travel Consultant at New York-based Compass India. Previously, she worked as a Travel Consultant at Intersight Tours & Travels, India. She has a Master's in Tourism and Travel Services Management from Dev Sanskriti Vishwavidyalaya, Uttarakhand.*

Source: <https://www.zoominfo.com/p/Vilakshna-Tyagi/-1622842155>

**The above information is for training purposes only and will not be used for any commercial gains*

URBAN PLANNER

An Urban Planner provides assistance in resolving the issues in cities and surrounding environment using knowledge from the fields of engineering, architectural design and management. Urban planners create and develop programmes and plans for sustainable and optimum land usage.

PERSONALITY TRAITS

- You like to build things
- You have a creative bent of mind
- You have excellent communication skills
- You like to analyze things

SCHOLARSHIPS

- **Kishore Vaigyanik Protsahan Yojana Scholarship** - This scholarship is provided to students enrolled in the first year of their engineering undergraduate course. Eligibility includes an aptitude test. It is awarded by the Government of India for economically backward students who have a strong aptitude for scientific research.*
 - **Merit-cum-Means based Scholarship** - About 20,000 such engineering scholarships are awarded by the Ministry of Minority Affairs every year. The full course fees of awardees is directly paid to their institutions under this scheme.*
 - **Indian Oil Educational Scholarship** - The IOC Ltd offers 300 scholarships every year to eligible students. Students need to be enrolled in an undergraduate course. The scholarship particularly focuses on students with physical disabilities, women and students from North East and J&K.*
 - **National Scholarship Portal** - visit www.scholarships.gov.in. Under this portal there are central government schemes offered by different departments, UGC/AICTE Schemes and State Schemes.*
 - Visit www.buddy4study.com a gateway to scholarships starting from Class XI.*
 - Scholarships are also available in the institutes based on merit.*
- *(Availability of these scholarships vary from time to time)

LOANS

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- Some states have student credit cards with low interest rates, for instance, West Bengal, Odisha, Bihar, etc.
- All banks give education loans.



The approx. course fee ranges between **INR 50,000- 2,00,000*** for the full course.

*(The above mentioned figures are approximate numbers. This will vary from Institute to Institute)

EDUCATIONAL PATHWAY

1. Complete 10+2 in any stream.
2. Complete Bachelor's degree in Planning/Civil Engineering/Architecture/ Geography/Economics/ Public Administration/Political Science/Urban or Regional Planning.

OR

Complete Bachelor's degree, followed by Master's degree in related Subject.

For admissions to the Bachelor courses, you must qualify entrance examinations such as JEE Main, NATA, UPSEE, etc. Admissions to PG course require entrance exam like GATE.

Please check the duration of the course during enrolment



EXPECTED INCOME

**The figures are indicative & subject to change*

The approx. salary of an Urban Planner ranges between **INR 16,500 - 83,333*** per month.

Source: <https://www.payscale.com/research/IN/>

Job=Urban_Planner/Salary

WHERE WILL YOU WORK

Places of Work: You can work with Central government, State government, Local bodies-municipal authorities, architectural firms etc.

Work Environment: As an urban planner, you will mostly work out of an office, but also travel frequently to different project sites. You will do planning, designing and presentation work in the office and meet with clients, developers, engineers, architects and public officials.

Opportunities for differently abled exist in this field

EXPECTED GROWTH PATH



Urban Planner → Senior Planner →
Planning Manager → Planning Director

Search keywords...



*urban planner, development surveyor,
regional planner*

WHERE WILL YOU STUDY?

Any recognized college offering Bachelors in Civil engineering and Architecture. A few colleges offer this course as Bachelor's in Urban Planning and allied subjects:

This list of institutes is indicative only

GOVERNMENT INSTITUTES

1. Jawaharlal Nehru Architecture and Fine Arts University, Hyderabad
2. Hemchandracharya North Gujarat University, Patan
3. Dr. A.P.J.. Abdul Kalam Technical University, Lucknow
4. Goa College of Architecture, Panaji
5. Pandit Lakhmi Chand State University of Performing and Visual Arts, Rohtak
6. Indian Institute of Technology (IIT) Bombay, Mumbai
7. Maharaja Sayajirao University of Baroda
8. Indian Institute of Engineering Science and Technology, Shibpur

PRIVATE INSTITUTES

(Please check if institute is affiliated and accredited with UGC and AICTE before applying)

1. Swarnim Startup and Innovation University, Gandhinagar
2. PP Savani University, Surat
3. Mangalam School of Architecture and Planning, Kottayam
4. BMS School of Architecture, Bangalore
5. SunRise University, Alwar
6. Smt Manoramabai Mundle College of Architecture, Nagpur
7. Anant National University, Ahmedabad
8. Hindu College of Design, Architecture and Planning, Sonapat

Information on institute rankings available at -
www.nirfindia.org/2022/Ranking.html

DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU)

EXAMPLE FROM THE FIELD



Dr. N.B. Johri is a senior Urban and Regional Planner who has a doctorate in Geographical planning. The firm led by him has successfully completed planning projects in India and other countries. One of his most recent international works is the master plan for Dubai Outlet City. He is also a senior consultant for several city development, transport planning and infrastructure planning projects. He has been instrumental in Planning and implementation of various policies for the Indian Government.*

Source:

<https://www.re-thinkingthefuture.com/know-your-architects/a2401-8-indian-urban-planners-working-around-the-world/>

**The above information is for training purposes only and will not be used for any commercial gains*