

**Last Date for applying: 20.09.2017**

**CHANDIGARH INDUSTRIAL & TOURISM DEVELOPMENT CORPORATION LTD**

Regd. Office: S.C.O. NO. 121-122, SECTOR-17 B, CHANDIGARH-1600017

PH. 0172-4644430-34, 2704761, FAX: 0172-4644441.

E-mail: [vacancy@citcochandigarh.com](mailto:vacancy@citcochandigarh.com) & [mpa@citcochandigarh.com](mailto:mpa@citcochandigarh.com)

**CITCO requires 03 Receptionist on contract basis.**

Salary	Fixed consolidated wages of Rs. 17,000/- + 5% annual increase
Age (01.01.2017)	Between 18-37 years
No of posts	03
Qualification / Experience	i) 03 Years Diploma/Degree in Hotel Management or equivalent from a recognized University /Institute Or ii) 10+2 examination or equivalent from a recognized Board. iii) Diploma in Front Office Operation or equivalent from a recognized Institute. iii) Two year experience as Receptionist in a hotel of repute, with Fluency in English and good communication skills/ having knowledge of computers operation.
Term	The appointment would be for 01 year initially further extendable for 01 year depending upon the performance.

Interested candidates fulfilling qualification and experience may apply with complete bio-data, testimonials/certificates alongwith latest photograph, to the undersigned by **20/09/2017**.

**General Conditions:-**

1. The candidates are required to submit application with detailed bio-data citing educational qualification, age, experience, category and one recent passport photograph. Copies of all testimonials and passport size photograph-duly self attested, may be submitted by **20/09/2017**.
2. Prescribed educational qualifications are minimum and mere possession of the same does not entitle the candidate to be called for interview. Where number of applicants are large in response to this advertisement, Selection Committee may restrict number of candidates/ applicants for interview to a reasonable limit on the basis of qualifications and experience.
3. Incomplete applications are liable to be rejected straightway and no correspondence shall be entertained in any regard.
4. Envelopes containing the application must be super-scribed in bold letters as **"APPLICATION FOR THE POST APPLIED FOR"**.
5. Selection of the candidates on the basis of final Interview.

**MANAGING DIRECTOR**