

Chandigarh Industrial & Tourism Development Corporation Limited

Regd. Office SCO 121-122, Sector – 17B, Chandigarh (U.T)

Last date for applying is: - 18.08.2025

CITCO invites applications for filling up 03 posts of Receptionist on contract basis initially for a period of one year and further extendable on yearly basis subject to satisfactory performance.

The eligible candidates for the post of Receptionist on contract basis can apply in the prescribed Performa which can be downloaded from the website: - www.citcochandigarh.com. The application in the prescribed preforms along with self-attested copies of testimonial along with 2 (two) self-addressed envelope duly affixed through speed/registered post, postal stamp should reach this Regd Office by 18.08.2025 upto 5:30P.M.

Sr. No.	Position	No. of posts	Essential Qualification	Upper age limit (years)	Monthly Emoluments (Rs.)
1.	Receptionist	03	i) 03 Years Diploma/ Degree in Hotel Management or equivalent from a recognized University /Institute Or i) 10+2 examination or equivalent from a recognized Board. ii) Diploma in Front Office Operation or equivalent from a recognized Institute. Two year experience as Receptionist in a hotel of repute, with Fluency in English and good communication skills/ having knowledge of computers operation.	Between 18-37	Fixed consolidated wages of Rs. 20,000/-Per Month plus 5% annual increase (PF extra)

SCOPE OF WORK :-

- Proficiently handling incoming calls for room reservations and banquet reservations.

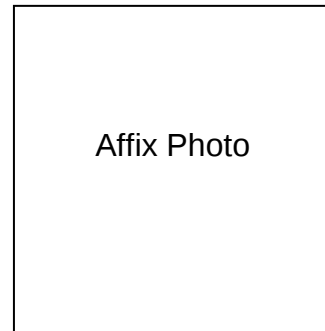
- Following the set verbatim for answering incoming calls
- Processing all the reservations on Property Management System
- Processing payments received through various modes for room reservations and banquet reservations
- Generating reports for upcoming room reservations and banquet reservations
- Coordinating with Front Office Staff for proper allocation of rooms as per guest needs
- Coordinating with Accounts Department regarding all the advance received for room reservations and banquet reservations
- Coordinating with revenue manager regarding forecasting, group bookings, high Demand dates
- To handle centralized reservation system operations which include answering incoming call and processing reservation in CRS system.

General Conditions:-

1. Prescribed educational qualifications are minimum and mere possession of the same does not entitle the candidate to be called for skill test. Where numbers of applicants are large in response to this advertisement, Selection Committee may restrict number of candidates/ applicants for skill test to a reasonable limit on the basis of qualifications and experience.
2. Incomplete application form or application received after due date (including postal delay) shall not be entertained and are liable to be rejected straightway and no correspondence shall be entertained in this regard. Only Short listed candidates will be called for skill test by CITCO.
3. Application fee (non-refundable) amounting to Rs.1,000/- (Rupees one thousand only) will be accepted through Demand Draft payable in favour of CITCO, Chandigarh and no applications will be accepted without demand draft. No other mode of payment other than demand draft will be accepted.
4. Envelopes containing the application must be super-scribed in bold letters as "APPLICATION FOR THE POST OF RECEPTIONIST"
5. M.D, CITCO reserves the right to accept or reject and or all applications with assigning any reason.

Managing Director

APPLICATION FOR THE POST RECEPTIONIST



1. Name (IN BLOCK LETTERS): _____
2. Father's Name: _____
3. Date of Birth: _____
(Age as on the date of Advertisement): _____
4. Permanent Home Address: _____

5. Correspondence Address: _____

6. Mobile: _____
7. Email ID: _____
8. Nationality: _____
9. Martial Status: _____
10. Date of birth: _____
11. Sex: _____

12. Category (Gen/OBC/PH Caste): _____
(Please attach self-attested photocopy of the certificate if applicable)

13. Religion: _____

14. Educational Qualification (Attached Self attested photocopies)

Sr. No	Examination Passed with subject/ stream	Name of Board/ University	Year of Passing	%age of Marks

15. Professional Qualification (Attach self attested photocopies)

Sr. No.	Name of Diploma/ Degree	Duration	Name of University/ Institute	University/ Institute recognized with (Specify)	Year of passing	%age of Marks

16. Experience including present occupation
(Attach self-attested photocopies)

Sr. No.	Name & Address of employer	Post Held	Period of Services		Salary (per month)	Nature of Duties
			From	To		

Declaration: -

I hereby declare that I fulfill the eligibility as per the advertisement and that all the statement in this application are true, and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated.

Signature of the applicant

Place:

Date: -

