



### State Guest House, Chepauk, Chennai-5

Applications from the eligible candidates are invited for filling up the post of Front Office Assistant in the State Guest House, Chepauk, Chennai-5.

**Details of the Post are as follows:**

Name of the Post	:	Front Office Assistant
Pay Band	:	Rs. 5200 – 20000 + G.P. Rs.2400
No. of Vacancies	:	Four (4)
Reservation Status	:	i. General Turn - 1* ii. SC -Arunthathiyars on preferential basis–Women - 1* iii. Most Backward Classes & Denotified Communities-1* iv. Backward Classes (other than BC Muslims) - 1*
Place of Posting	:	State Guest House, Chepauk, Chennai – 5.
Qualification	:	i. B.Sc. (Hotel Management) recognized by University Grants Commission: Or Diploma in Hotel Management recognized by All India Council for Technical Education; or Post Graduate Diploma in Accommodation Operation Management or Hotel Management or Hospitality Management from any recognized Institution after any degree from any University recognized by the University Grants Commission and ii. Knowledge of Computers (Ms.Word,Excel or equivalent)
Age Limit	:	18 - 30 Years as on 15.03.2015.(No maximum age limit for the candidates belonging to SC/ST/MBC/BC)
Address for sending Applications	:	The Reception Officer and Joint State Protocol Officer, State Guest House, Chepauk, Chennai-5.
Last Date for receiving Applications	:	Before 5.00 PM on 08.02.2016.
Remarks	:	(*Priority) Non Priority candidates will be considered if priority candidates are not available.

<b>Model application form</b>			
1)	Name of the Post		Affix a passport size photograph of the applicant duly attested by a Gazetted Officer.
2)	Name of the applicant (in Block letters)		
3)	Name of the father / Husband		
4)	Date of birth		
5)	Educational qualification		
6)	Religion / Community		
7)	Permanent address		
8)	Address for communication		
9)	Details of documents enclosed		
10)	Email ID and mobile no.		
11)	Signature of the applicant		
<p>Note:</p> <ol style="list-style-type: none"> <li>1) Applicants are requested to enclose the <b>self attested</b> copies of educational qualification certificate, community certificate, birth certificate and experience certificate, if any, along with filled in application. The cover should be superscribed "Application for the post of Front Office Assistant".</li> <li>2) Applications received after the last date (08.02.2016) (or) incomplete applications (or) without required copies of certificates will be summarily rejected.</li> <li>3) The call letters for interview / tests to the applicants who satisfy preliminary eligibility norms <b><u>will be sent by e-mail</u></b>. Hence the applicants are requested to furnish the Email ID which is regularly used by them.</li> </ol>			

Joint Secretary to Government (Protocol),  
Secretariat, Chennai-9.