

## APPOINTMENTS

Sr. No.	Name of the post	Wages (PM)	No. of posts	Age Limit (as on 30.06.2012)	Essential Qualification and experience
1.	Management Trainee	Fixed consold-ated wages of Rs. 12,000/- per month + 5 % increase annually	Two	Between 18 and 35 years (relaxable as per rules)	<p>i) Graduate from reputed/recognized university and diploma in Front Office Operation or equivalent from recognized institute.</p> <p style="text-align: center;">OR</p> <p>Three years degree from IHM in Front Office Operations.</p> <p>ii) Preference will be given to the candidates fluent in speaking English with communication skill and knowing foreign language.</p>

Appointment to the post mentioned above shall be on contractual basis for a period of one year.

Interested candidates fulfilling qualification and experience may apply with complete bio-data, testimonials/certificates and a latest photograph, to the undersigned within 20 days from the date of publication of the advertisement.

### **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 within 20 days from the date of publication of the advertisement.

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 and also by holding a test.
3. Applications received incomplete 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".

**MANAGING DIRECTOR**

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