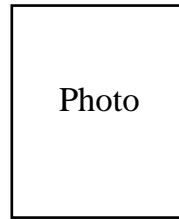


From:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



To,  
The Managing Director  
Goa Tourism Development Corporation Ltd.,  
3<sup>rd</sup> Floom, Paryatan Bhavan,  
Patto, Panaji Goa.403001

Sub: Application for the post of Receptionist

Ref: OM No.1/6/83-PER(Vol- II) Pt.(a)/143 dated 14/01/2019

Sir,

I undersigned Shri/Smt./Ms.\_\_\_\_\_ resident of \_\_\_\_\_ have applied for the post of Receptionist having Recruitment rules as Follows: -

Essential

1.Three-years Diploma in Hotel Management from a Government recognised Institute or equivalent. **OR** Graduate from any faculty with minimum One-year experience in front office / Reception in any Hotel which has 'A' / 'B' / 'C' Category certificate by Department of Tourism, Government of Goa OR equivalent hotel in category of 5/4/3/2 star registered with any state Government or Ministry of Tourism OR one year experience as front office Receptionist/ Executive on passenger cruise liner.

2,6 months course in computer Applications from Govt. recognised institution.

3. Knowledge of Konkani

Desirable:

1. Knowledge of Marathi

I \_\_\_\_\_ S/D/W/ of \_\_\_\_\_ hereby state that the contents of Application are true to my own Knowledge and I possess the requisite qualification and other mandatory documents required as per recruitment rules for the post.

My candidature shall not be considered, if found that I am ineligible at the time of Verification of essential documents, even though I have passed the examination.

Thanking You

Yours faithfully

(Name & Sign of Applicant)