

**TAMILNADU TRADE PROMOTION ORGANISATION**  
**(A Joint Venture of ITPO (Govt. of India) and TIDCO (Govt. of Tamil Nadu))**

Adv. No. TNTPO/Admin/1057A/2024

Date: 09.12.2024

**Engagement of Facility Manager (Hospitality) in TNTPO on a Contractual Basis**

Applications are invited for the engagement of the Post of Facility Manager (Hospitality) on a contractual basis initially for a period of one year and a further period as per the requirements of TNTPO, on a consolidated salary as per Industry Standard per month minus TDS. Interested candidates, who fulfill the following criteria, may apply for the post:

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Name of the Post	<b>Facility Manager (Hospitality) on Contract Basis</b>
Pay-scale	Salary as per Industry Standard
Educational Qualification	Bachelor's Degree /Post Graduate Degree in Hospitality / Hotel Management / MBA Hospitality Industry or equivalent grade from a Government-recognized Institute/University. Marks weightage will be given to the Post Graduate.
Desirable Experience	Minimum 5 years post qualification work experience related to hospitality/event management in Govt./PSU/reputed Private Sector Organizations ( Proof to be attached).
Age	The maximum age limit is 55 years as of the closing date of receipt.
Job Profile	<ul style="list-style-type: none"><li>❖ Conduct thorough assessments of current hospitality operations and identify areas for improvement in service, client experience and operational efficiency.</li><li>❖ Analyze the current trends in the hospitality sector and identify best practices to be implemented in the organization.</li><li>❖ Build and maintain strong, long-lasting relationships with clients, addressing inquiries and resolving issues in a timely and professional manner.</li><li>❖ Collaborate with different departments to ensure seamless service delivery.</li><li>❖ Gather and analyze feedback from clients to identify areas for improvement.</li><li>❖ Stay updated on industry trends in the hospitality industry.</li><li>❖ Assisting day-to-day activities of the concerned division, and maintenance of records.</li></ul>

	<ul style="list-style-type: none"> <li>❖ Any other task assigned by the concerned Division/Competent Authority.</li> <li>❖ Great leadership and problem-solving skills.</li> <li>❖ Delegate cleaning and maintenance responsibilities to team members.</li> <li>❖ Run routine maintenance inspections</li> <li>❖ Comply with all health and safety policies and procedures.</li> <li>❖ Support maintenance and installment work as needed.</li> </ul>
Last Date for Submission	27.12.2024 at 05.00 PM

**Note:**

- 1. Age and experience will be reckoned as on the closing date of receipt of applications.**
- 2. Applications are invited only through e-mail ([careers@chennaitradecentre.org](mailto:careers@chennaitradecentre.org))**

**Important Instructions**

1. Candidates against whom civil or criminal cases are pending are not eligible to apply for the post. Candidates applying for this post should submit a declaration in this regard.
2. In case of any criminal case is filed or conviction/punishment is imposed on a candidate after submission of the application at any stage of the selection process before the completion of the selection process such candidate should report this fact to the Tamil Nadu Trade Promotion Organization in the next immediate stage.
3. Failure to comply with these instructions shall result in the rejection of their candidature for the post.
4. TNTPO reserves the right not to fill the posts without assigning any reason what so ever. Mere fulfilling the criteria will not vest any right of the candidate for being called for interview.
5. In case, it is found at any stage that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/ documents or has suppressed any material information, his/her candidature will stand canceled.
6. If any of these shortcomings are detected even after the appointment, his/her services are liable to be terminated.

**Other instructions.**

- a. The recent Passport size photograph, photocopies of Educational Qualifications and Experience should be enclosed with the application and the original should be produced at the time of interview.
- b. The candidates are required to appear for an interview at their own expense. TNTPO reserves the right to shortlist and/or reject any or all the applications without assigning any reason.
- c. Kindly find the application form below and submit the scanned copy after duly filling it along with the required scanned documents through e-mail ([careers@chennaitradecentre.org](mailto:careers@chennaitradecentre.org))

Sd/-

**Managing Director**

**TNTPO**

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Application for \_\_\_\_\_  
(To be filled in Block letters)

Affix recent  
Coloured  
Passport size  
Photograph

- (1) Name; \_\_\_\_\_
- (2) Father's/Husband's Name; \_\_\_\_\_
- (3) Date of Birth/ Age as on the closing \_\_\_\_\_  
date of receipt of applications;
- (4) Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
- (5) Correspondence Address; \_\_\_\_\_  
\_\_\_\_\_
- (6) Educational Qualifications; \_\_\_\_\_
- (7) Experience specifying the name of the Organization, post held from time  
to indicating the pay scale and duration of the post;  
(Please attach a separate sheet, if needed)
- (8) Telephone/Mobile no., \_\_\_\_\_
- (9) E-mail id: \_\_\_\_\_
- (10) Aadhar No. \_\_\_\_\_
- (11) Any other relevant information (Attach separate sheet, if needed)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature)