



# Receptionist/hotel Clerk/front Office Assistant

## Receptionist/hotel Clerk/front Office Assistant

[Jaipur](#) - Rajasthan

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### Description

#### Establishment Details

Establishment Name	Jai Mahal Palace	Establishment Code	E08190800004
Establishment Type	Private Sector	Establishment Strength	296
Registration Type	Company	Working Days	6
Operating states	1		

#### Locations

Address Line 1	JACOB ROAD	Address Line 2	CIVIL LINES
city	JAIPUR	District	Jaipur
State	Rajasthan	Pin Code	302006

#### Minimum Qualification Required

Qualification Type	Eligibility Criteria(Min. Qualification)	Minimum Qualification	Category/Sector	Specialization
Educational Qualification	--	10th	--	--






#### Course Details

Course Name	Receptionist/hotel Clerk/front Office Assistant	Is NAPS	Yes
Sector	Tourism & Hospitality	Type	Designated
Duration	15 Months		

#### Training Blocks

Basic Training Duration  
 On the Job Training Duration  
 Block 1  
 500 Hours  
 12 Months

## Overview

	<p>Opportunity Name          Receptionist/Hotel Clerk/Front Office Assistant</p>
	<p>Number of Openings          3</p>
	<p>Stipend from          ₹6,000.00 - ₹11,000.00</p>
	<p>Gender          Male,Female</p>
	<p>Naps Benefit          Yes</p>
	<p>Qualification          Educational Qualification,          10th          --</p>

## Acts and Guidelines

[NAPS 2.0 Guidelines issued dated : 25-08-2023](#)

[Apprentices Act 1961](#)

[Apprenticeship Rule 1992](#)

[Apprenticeship Rules \(Amendment\)-2019](#)

[NAPS GuideLines](#)

[Guidelines for framing Courses](#)

[Guidelines for BTP](#)

[Guidelines for TPA](#)

[Variant for BTP eligibility](#)

[SoP for Basic Training Partner registration under Designated Trade](#)

## Authorities and Framework

[Authorities under Apprenticeship](#)

[Role of Agencies](#)

[Corrigendum of CAC Gazette Notification](#)

[CAC Gazette Notification](#)

[SSC's CEO as JAA](#)

[SSC CEO & APPS SPOC](#)

[RDSDE SPOCs](#)

[Appointment of Deputy Apprenticeship Adviser for engagement of Apprentices in Central Ministries/Departments](#)

## Notices and Advisories

[SOP for Claims Verification Process by SSCs](#)

[Clarification on Reimbursement under NAPS](#)

[OM for category of Apprentices](#)

[Modalities for Apprentices as placed](#)

[SOP for NAPS Claims and Reimbursement](#)

[CSR funds utilization under Apprenticeship Act](#)

[NAPS Continuation OM dated 06-04-2020](#)

[SoP for Apprenticeship during COVID-19](#)

[DO on sending notifications to industries under Apprenticeship Act](#)

[Apprenticeship Promotion across Central Ministries and Departments.](#)

[Office Order on PM National Apprenticeship Mela \(PMNAM\)](#)

[Mapping of Establishment's account with MSDE's new Account No.](#)

## Approved Courses

## Apprenticeship Examination

[Apprenticeship Courses](#)

[Apprenticeship Curriculum Template](#)

[Apprenticeship Curriculum Template-guidelines](#)

[Sample - Apprenticeship curriculum](#)

[Degree Apprenticeship Curriculum template](#)

[Degree Apprenticeship Curriculum Guidelines](#)

[Guidelines for Assessment under Optional Trades](#)

[Guidelines on Optional Trades Assessment Fee](#)

[Schedule of AITT 114](#)

[Revised Schedule of AITT 114](#)

[Schedule of AITT 115](#)



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