

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION,  
P-16, TARATALA ROAD, KOLKATA – 700 088**

**Applications are invited for filling up the following vacant posts of our Institute.**

| 1. Administrative Officer – 01 (UR)                     |   |  |
|---|---|--|
| Sl  | Particulars   | Provision  |
| 1   | Scale of Pay  | Level 10 as per Pay Matrix of 7 <sup>th</sup> Pay Commission   |
| 2   | Method of Recruitment   | By transfer on deputation of Officers holding analogous posts under C&AG / CGA / National Council for Hotel Management & Catering Technology / Officers from any other Central / State Institute of Hotel Management / Food craft Institute / other Autonomous bodies and PSUS, failing which direct recruitment.  |
| 3   | Age limit for direct recruits   | Not exceeding 50 years [as on 01.01.2019]<br>Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.   |
| 4   | Educational and Other Qualifications for direct recruits                | <b>Educational Qualification</b><br>Bachelor of Commerce from a recognized University securing not less than 50% marks in aggregate.<br><b>Experience</b><br>At least 8 years of service in Administration and Accounts in any Central / State Government Institute of Hotel Management or Food Craft Institute or Public Sector Undertaking or Autonomous body in Level 06 [as per 7 <sup>th</sup> CPC] or equivalent/ above.<br>Computer competency is essential.  |
| 2. Stenographer – 01 Post (UR)                          |   |  |
| 1   | Scale of Pay  | Level 04 as per Pay Matrix of 7 <sup>th</sup> Pay Commission   |
| 2   | Educational and Other Qualifications and Experience for Direct Recruits | <b>Essential Qualifications:</b><br>Graduation with minimum speed of 80 and 40 w.p.m in English Shorthand and Typing respectively.<br><b>Desirable</b><br>Experience in Administrative and Accounts matters.   |
| 3   | Age limit   | Not exceeding 30 Years as on 01.01.2019.<br>Relaxable upto 5 years in the upper age limit for SCs, STs, Departmental Candidates and as specified for other categories by Government of India from time to time.  |
| 3. Maintenance Foreman-cum-Caretaker – 01 (Contractual) |   |  |
| 1   | Pay   | Rs.30,000/- Consolidated   |
| 2   | Method of Recruitment   | Job should be assigned to suitable firm or person on contractual basis. However,<br>i) Preference would be given to person having practical experience of electrical and maintenance jobs and knowledge of general repairing work.<br>ii) Teaching experience in any stream of Engineering preferably in Civil or Electrical Engineering   |
| 4. Hindi Translator – 01 Post (Contractual)             |   |  |
| 1   | Pay   | Rs.25,000/- Consolidated   |
| 2   | Age limit   | 25-35 (Retired persons may also apply - age Limit 63 years)  |
| 3   | Educational and Other Qualifications                                    | <b>Educational Qualification</b><br>i) Degree/Masters' Degree from a recognized University with English/Hindi as compulsory/optional subject or equivalent OR<br>ii) Degree/Master Degree or equivalent from any recognized University with English/Hindi as compulsory/optional subject or as medium of examination OR<br>iii) Degree/Master Degree from a recognized University with English/Hindi as compulsory/optional subject or Masters degree or equivalent in any subject other than Hindi/English as compulsory/optional; AND<br>iv) Degree/Diploma or equivalent from any recognized University or Institute in translation from English to Hindi and Hindi to English. |
| 4   | Experience  | Essential Experience: At least 3 years in translation work from English to Hindi and vice versa in any Central/State Government/PSU/Bank/ Central Autonomous Body. Desirable : Knowledge of Hindi Typing   |

**Other Instructions:**

For Sl. No. 1&2, applications if through proper channel, must be attached with Certificate from the employer that “No vigilance/disciplinary case either pending or contemplated against applicants” and copies of five years of A.C.R

Eligible candidates are required to apply on prescribed application form which can be downloaded from [www.ihmkolkata.org](http://www.ihmkolkata.org). The duly filled in application form along with all required self-attested testimonials to be sent to the Principal at the above mentioned address by 11<sup>th</sup> February, 2019.

Competent authority reserves the right to cancel / republish the advertisement without assigning any reason.

(Nisheeth Srivastava)  
Principal/Secretary

