

SUBJECT: APPLICATION FOR THE POST OF ADMINISTRATIVE-CUM-ACCOUNTS OFFICER AT IHM, KOLKATA.



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

SI	Particulars	Provision
1	Name of the Post	Administrative –cum-Accounts Officer
2	No. of Post	01 (One) - UR
3	Scale of Pay	Level 11 as per Pay Matrix of 7 th Pay Commission
4	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.
5	Category	For SC/ST/OBC supportive documents must be attached.
6	Age limit for direct recruits	Not exceeding 50 years [as on 01.04.2018] 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.
7	Educational and Other Qualifications for direct recruits	Bachelor of Commerce from a recognized University securing not less than 50% marks in aggregate.
8	Experience	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 6 and above. Computer competency is essential.

Other Instructions:

Eligible candidates are required to apply on prescribed application form which can be downloaded from www.ihmkolkata.org. The duly in filled application form along with all required self-attested testimonials to be sent to the Principal at the above mentioned address within 15 days from the date of publication of the advertisement.

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

Application Forms of persons on deputation, through Proper Channel and analogous posts must be attached with Certificate from the employer that “No vigilance/disciplinary case either pending or contemplated against the applicant” and copies of five years A.C.R.

(Nisheeth Srivastava)
Principal/Secretary

APPLICATION FORM

For the Post of Administrative-cum-Accounts Officer

Passport Size
Photograph

1	Name of Candidate (in Capital Letters)				
2	Date of Birth (dd/mm/yyyy)			Age as on 01.04.2018	
3	Category				
4	Father's Name/Husband's Name				
5	Nationality				
6	Gender (Male/Female)				
7	Marital Status				
8	Address with Pin Code	Correspondence	Permanent		
9.	Telephone Number				
10	Mobile Number				
11	E-mail Id				
12	Education Qualification [Enclose additional sheet, if required]				
Sl	Name of the Exam passed	Name of the Board/ University	Year of passing	% of Marks up to two decimals/ Division	
				%	Division
a)	Bachelor of Commerce				
b)	Any other relevant Qualification				

13	Work Experience (in chronological order beginning from the present job [Enclose additional sheet, if required])				
Sl	Designation & Pay Scale	Organization	Period of Service		Total Experience
			From	To	
Total Years of Experience :					
14	Present post with scale of pay & pay drawn [Enclose additional sheet if required]				
15	Disclosure of disciplinary proceedings, if any [Enclose additional sheet if required]				
16	Details regarding legal detention / conviction if any [Enclose additional sheet if required]				
17	Any other information desired to be furnished [Enclose additional sheet if required]				

Date:

Place:

(Signature of the applicant)

Declaration

I hereby declare that all the particulars furnished by me in this application are true to best of my knowledge and belief. If any of the information/particulars furnished by me is found to be false at any stage, I am aware that my candidature/selection is liable to be rejected/cancelled by the appropriate authority without assigning any reason.

(Signature of the applicant)

