

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

(An autonomous organization under the aegis of Ministry of Tourism, Government of India)

**Invites application from eligible candidates for one post (UR) of Administrative-cum-Accounts Officer on deputation basis**

Sl	Particulars	Provision
1	Name of the Post	<b>Administrative-cum-Accounts Officer</b>
2	No. of Post	01 (One) - UR
3	Scale of Pay	Level 10 as per Pay Matrix of 7 <sup>th</sup> Pay Commission
4	Method of Recruitment	By deputation of Officers holding analogous posts under Central Government / 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	Age limit	Not exceeding fifty six years on the closing date of receipt of application.

**Other Instructions:**

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 of proof of educational and other qualifications, age proof etc. are to be sent to the Principal at the above mentioned address within 30 days from the date of publication of the advertisement.

The candidates must apply through Proper Channel and the application should be attached with following documents. Applications not sent through Proper Channel are liable to be summarily rejected.

1. Annual Performance Appraisal Report (APAR) for last five years duly attested by the Competent Authority.
2. Vigilance Clearance.
3. Integrity Certificate.

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

Principal / Secretary

*Arabonee Mithi*