



INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION



(An Autonomous Institution under
Department of Tourism Art Culture Sports & Youth Affairs, Govt. of Jharkhand)
(Affiliated to National Council of Hotel Management & Catering Technology)

BRAMBE, RANCHI-835205

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Advertisement No: - IHM/Est-15/2020- 1998

Ranchi, Date:17.10.2022

EMPLOYMENT NOTIFICATION

Applications are invited for the Post of Administrative –cum-Accounts Officer from Eligible Candidate.

Post & Scale of Pay: Pay Level 10 (Pay matrix 7th CPC) Rs. 56,100- 1,77,500

No. of Post & Method of Recruitment: 01 Post (Unreserved). To be filled up by Direct Recruitment.

Required Minimum Educational Qualification: Bachelor of Commerce Degree from a recognized University securing no less than 50% marks in aggregate.

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 the pay level 6 or equivalent/ above. Computer Competency is essential.

Age Limit: Not exceeding 50 years.

General Conditions:

- Eligible Candidates are required to apply on prescribed application form which can be downloaded from www.ihmranchi.in.
- Duly Filled-in application form, complete in all respects along with self-attested copies of certificates and recent passport size photograph must reach the office of **The Principal, Institute of Hotel Management, Catering Technology and Applied Nutrition, Brambe, Ranchi-835205, Jharkhand by speed post or registered post only, Latest by 18.11.2022, 5:00 PM.**
- The Candidates employed in Govt./ Quasi or Semi Govt./ Autonomous organization who are applying for the post, must apply "Through Proper Channel" or produce 'NOC' from their present employer.
- No TA/DA will be paid to the Candidate called for Interview.
- Incomplete and applications received late will not be entertained. The Institute will not be responsible for any postal delays.
- The competent authority reserves the right to reject/accept any application and fill or not fill or to re-advertise the Vacancy without assigning any reason.
- Crucial date for determining the Age limit, Educational qualification, Experience etc. shall be 30.06.2022
- The Institute earlier issued advertisement No.-1176, dated-31.08.2021, is cancelled.

Sd/-

Principal

IHMCT&AN, RANCHI

Date:.....



Application format for the post of Administrative-cum-Accounts Officer

Post Applied for:

Paste a recent
passport size
photograph duly
attested by a gazette
officer

1. Full Name (IN CAPITALS)

2. Fathers/ Husbands Name (IN CAPITALS LETTER)

3. Correspondence

4. Address:

Post.....Police Station.....Dist.....State.....Pin.....

Tele/Mob.....E-mail ID

5. Permanent

Address:

Post.....Police Station.....Dist.....State.....Pin.....

Tele/Mob.....E-mail ID

6. Date of Birth

D	D	M	M	Y	Y	Y	Y

7. Age as on 30.06.2022 : YearMonth..... Days.....

8. Category: SC/ST/OBC/GEN (Attach attested certificate in the prescribed format)

9. Marital Status :

10. Sex :

11. Present post with scale of pay and last pay drawn:

12. Disclosure about past disciplinary proceedings if any**

13. Details regarding legal detention/conviction, if any**

14. Nationality:

15. Education Qualification**

Name of Examination	Name of Board/ University	Year of Passing	% of Marks	Division

(Attach Self attested copies of Educational certificates)

16. Work Experience (in chronological order beginning from the present job) **:

Designation	Pay Grade / Pay Band	Type of Employment		Period of Service		Experience (Relevant Documents Attached)	
		Permanent	Contractual	From	To	yes	No

(Attach Self attested copies of Experience certificate)

16. Specialization

17. Any other (Training / Experience/ Short terms course etc.) **

** Enclosed additional sheet if required.

Declaration

I hereby declare that the information given in this application is true and correct. I also fully understand that if at any stage it is found that an attempt has been made by me to willfully conceal or misrepresent the facts my candidature may be summarily rejected or my employment may be terminated.

Date:**Place:****Signature of the candidate**