



**INSTITUTE OF HOTEL MANAGEMENT,
CATERING TECHNOLOGY & APPLIED NUTRITION, KOLKATA**
(An autonomous body under Ministry of Tourism, Government of India)
P-16, TARATALA ROAD, KOLKATA-88

Email: principal@ihmkol.org / administration@ihmkol.org; www.ihmkol.org
Telephone No : 033-24013011

Applications are invited from eligible candidates for the post of **Administrative-cum-Accounts Officer (UR-1)** on Direct Recruitment basis Pay Matrix at Level-10 (as per 7th CPC) Rs. 56,100/- plus usual allowances as per Central Government Rules.

ESSENTIAL QUALIFICATIONS: Bachelor of Commerce degree / BBA from a Recognized University securing not less than 50% marks in aggregate.

EXPERIENCE: At least 8 years of service in administration and accounts and Office Documentation in any Central/State Government Institute of Hotel Management or Food Craft Institute or Public Sector Undertaking or Autonomous Body in the Grade Pay of Rs.4200/- or equivalent / above. Computer competency is essential.

METHOD OF RECRUITMENT: Personal Interview OR Written Test + Personal Interview

AGE LIMIT: Not exceeding 50 years as on 04-08-2024. Upper age limit is relaxable up to 5 years in case of SC, ST and departmental candidates or as specified for any category by Government of India from time to time.

Application Fees (Non Refundable): SC/ST and Female Category - ₹500/-
All other category- ₹1000/-

Mode of Payment: - Through demand draft drawn on State Bank of India, in favour of "**Institute of Hotel Management, Kolkata**" payable at **Kolkata**. The Demand draft should be sent along with the application form.

Persons working in Government / Semi Government / Autonomous / Quasi Government organization should submit their application through proper channel with NOC. Eligible candidates may download the application form from <https://ihmkol.org> and send the duly filled in application form along with self attested copies of testimonials with recent passport size photograph through speed post on or before **11-12-2023 (Up to 5.00 PM)**. Incomplete applications received late will be summarily rejected. The competent authority reserves the right to cancel/re-release the advertisement /postpone the process of recruitment at any time without assigning any reason. No TA/DA is admissible for attending the Test/ Interview.

Sd/-
Principal/Secretary.