



**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

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Telephone No : 033-24013011

**LOWER DIVISION CLERK (LDC)-04**

Category	UR-01, SC-01, ST-01, EWS-01
Pay	Level-2 as per 7 <sup>th</sup> CPC
Method of Recruitment	Direct Recruitment
Age Limit	Not exceeding 28 years as on <b>11-12-2023</b> . Upper age limit is relaxable up to 5 years for SCs and STs candidates or as specified for other categories by Government of India from time to time.
Educational and Other Qualifications and Experience	10+2 or Higher Secondary pass English Typing speed of 35 W.P.M or Hindi Typing speed of 30 W.P.M.
Application Fee (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.

**General Instructions:**

1. The prescribed Application Format is given on the Institute's website [www.ihmkol.org](http://www.ihmkol.org) and interested/eligible candidates may apply in the prescribed format only along with relevant documents (attach all the relevant documents in support of qualification, experience, date of birth and category to which belong).
2. Applications received without the prescribed fee shall not be considered and shall be summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
3. Reservation, age relaxation and other concessions to reserved category candidates would be applicable as per Govt. of India orders; wherever posts are reserved under these categories.
4. In case any candidate is employed in the Govt./Quasi or Semi Govt. Organizations and applying against direct recruitment vacancies, must apply through proper channel.
5. **The application should be addressed to "The Principal" on the above given address, subscribing on the top of the envelope - "Application for the post of -Lower Division Clerk.**
6. Applications along with all enclosures must reach this Institute by **11/12/2023 (Up to 5.00 pm)** positively. Institute will not be responsible for any kind of postal delay. Application received after the due date and time will not be entertained.
7. No TA/ DA will be paid to the candidate, who will be called for written test/Skill Test/Personal Discussion.
8. The Institute reserves the right to short list the applications, fill or not to fill vacancy.
9. No individual correspondence will be entertained under any circumstances.
10. All information related to recruitment will be uploaded on the institute's website only.

**Sd/-  
Principal/secretary**