

INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
(MINISTRY OF TOURISM, GOVERNMENT OF INDIA)
KOVALAM, THIRUVANANTHAPURAM, KERALA

NOTICE

Appointment of Stenographer (on contract)

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Applications are invited from eligible and experienced candidates for the post of Stenographer.

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- : 1. Number of Post - One
2. Educational Qualification - Diploma in commercial practice with
Minimum speed 80 and 40 words per minute
In English Shorthand and Typewriting
respectively.
3. Desirable - Apprenticeship Completed
4. Contract Period - 89 Days
5. Consolidated Pay - Rs. 18355/- (per month)
6. Age limit - 45 years
7. Working days - Monday to Friday - 9.00 am to 5.30 pm.

Eligible candidate may send their resume with copies of the educational qualification and experience

By Email to principal@ihmctkovalam.org

Last date - 09/10/2023.

Sd/-

