

होटल प्रबन्ध और खानपान प्रौद्योगिकी संस्थान

(पययटन मंत्रालय के अधीन का स्वायत्त ननकाय, भारत सरकार) कोवलम,
तिरुवनंतपुरम, के रल

INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
(AN AUTONOMOUS BODY UNDER MINISTRY OF TOURISM, GOVERNMENT OF INDIA)
KOVALAM, THIRUVANANTHAPURAM, KERALA
PH:0471-2480283, www.ihmctkovalam.ac.in

EMPLOYMENT NOTIFICATION

Name of the post	ADMINISTRATIVE CUM ACCOUNTS OFFICER (PERMANENT)
No. of Posts	01 - UR
Scale of Pay	Pay Level 10 (As per 7 th CPC) Rs.56100-177500
Age Limit	Not exceeding 50 years, upper age limit is relaxable upto 5 years in case of SC,ST and departmental candidates or as specified for any category by Government of India from time to time.
Educational 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	Direct Recruitment
Method of selection	Personal Interview or Written Test + Personal Interview

The posts carries usual allowances as admissible under Central Government Rules at IHMCT, Kovalam, Thiruvananthapuram.

- The National Pension System is applicable to the post, as per Rules.
- Interested candidates who fulfill the prescribed conditions may apply to the **Principal, Institute of Hotel Management And Catering Technology, G.V.Raja Road, Kovalam, Thiruvananthapuram** by post within 21 days from the date of advertisement . The prescribed Application form can be downloaded from the website www.ihmctkovalam.ac.in
- No TA/DA will be paid to the candidates for appearing for Written Test / Interview.
- **Application Form and a DD of Rs.200/- in the name of Principal, IHMCT, Kovalam, Thiruvananthapuram** is to be sent along with complete bio-data and attested copies of certificates and one recent photograph of passport size. Incomplete application in any form i.e., without proper document/proper supporting certificates would; be rejected. Candidates already in Govt/ Autonomous organization should apply through proper channel. The competent authority reserves the right to fill / not to fill vacancy or to re-advertise. The Institute will not be responsible for postal delay. Candidates must furnish their active email & telephone number.

EN 1/2024.

PRINCIPAL

