

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY AND APPLIED  
NUTRITION, RANCHI**

**Applications are invited for the Post of Administrative-cum-Accounts Officer in Institute  
of Hotel Management, Catering Technology and Applied Nutrition, Brambe, Ranchi**

Institute of Hotel Management Catering Technology & Applied Nutrition (Jharkhand) Society, Ranchi has been established under the directions of the Ministry of Tourism, Government of India by the Department of Tourism, Jharkhand and is registered under the societies Registration Act, 1860. The institute is intended to provide training in the sectors of Hospitality Management and Tourism Development.

In light of the decision taken by the Board of Governors of the Institute, fresh applications are hereby invited for the recruitment of the following personnel with minimum qualification and experience as elaborated below up to **17:00 hrs September 27, 2021**

Sl. No.	Name of Post	Post Requirement
1.	Administrative-cum-Accounts Officer	01 (UR)

**1. Name of the post: Administrative-cum-Accounts Officer**

Sl. No.	Particulars	Provision
1	Name of the Post	Administrative –cum-Accounts Officer-01 (One)-UR
2	Scale of Pay	Level 10 as per pay Matrix of 7 <sup>th</sup> CPC.
3	Method of Recruitment	By transfer on deputation of Officers holding analogous posts under C&AG / CGA / National Council for Hotel Management & Catering Technology / Eligible officers from any other Institute of Hotel Management set up by the Ministry of Tourism, Govt. of India / Food Craft Institute /State government department.
4	Age limit for direct recruits	Not exceeding 50 years (as on date of last date of application)
5	Educational and Other Qualifications for direct recruits	<b>Educational Qualification</b> Bachelor of Commerce Degree from a recognized University securing not less than 50% marks in aggregate. <b>Experience</b> 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 grade pay of Rs. 4200/- or equivalent/above. Computer competency is essential.

**\*FOR SHORT TERM CONTRACT**

**General Condition**

1. Employees of Central/State Government/ Public Sector Undertaking/Quasi or Semi Government Organization Autonomous bodies should submit their applications through proper channel accompanied by copies of ACRs of last 5 years.
2. Candidates will have to produce the proof of the details furnished in their application in original at the time of interview.
3. SC/ST/OBC Candidates claiming reservation should apply with valid documents. Candidates only belongs to Jharkhand State will get the benefit of Reservation.
4. Mere Fulfillment of the minimum requirements of the post will not entail a candidate to be called for interview.
5. Separate application should be submitted for different posts.
6. Number of post can vary according to the requirement
7. The Competent authority reserves the right to fill or Not to fill the post.

All duly filled application should be addressed to **The Principal, Institute of Hotel Management Catering Technology and Applied Nutrition, Brambe, Ranchi, Pin-835205.**

Sd/-  
**Principal**  
Institute of Hotel Management Catering  
Technology and Applied Nutrition, Ranchi

**APPLICATION FORM****for the Post of Administrative-cum-Accounts Officer**

1.	Name of Candidate (in Capital Letters)				
2.	Date of Birth	Day	Month	Year	Age as on last date of Application
3.	Father's Name/ Husband's Name				
4.	Nationality				
5.	Gender (Male / Female)				
6.	Marital Status				
7.	Category	SC/ST/OBC/GEN (Attach attested certificate in the prescribed format)			
8.	Address with Pin Code	Correspondence		Permanent	
9.	Telephone no.				
10.	Mobile no.				
11.	E-mail id				
12.	Education Qualification: [Enclose additional sheet if required] (Attach Self attested copy of Education certificate):				
Sl.	Name of the Exam passed	Name of the Board / University	Year of passing	% of Marks up to two decimals/ Division	
				%	Division
a)					
b)					
c)					

<b>13.</b>	<b>Work Experience (in chronological order beginning from the present job ** (Attach Self attested copy of Experience certificate):</b>							
<b>Sl</b>	<b>Designation</b>	<b>Pay Grade / Pay Band</b>	<b>Type of Employment</b>		<b>Period of Service</b>		<b>Experience (Relevant Documents Attached)</b>	
			<b>Permanent</b>	<b>Contractual</b>	<b>From</b>	<b>To</b>	<b>Yes</b>	<b>No</b>
<b>Total Years of Experience :</b>								
<b>14</b>	<b>Present post with scale of pay &amp; pay drawn **</b>							
<b>15</b>	<b>Disclosure about past disciplinary proceedings, if any **</b>							
<b>16</b>	<b>Details regarding legal detention I conviction if any **</b>							
<b>17</b>	<b>Any other information desired to be furnished **</b>							

\*\* Enclose additional sheet if required

### **Declaration**

I hereby declare that all the particulars furnished by me in this application are true to the best of my knowledge and belief. If any of the information / particulars furnished by me is found to be false at any stage, I am aware that my candidate / selection is liable to be rejected / cancelled by the appropriate authority without assigning any reason.

(Signature of the applicant)

Place:

Date: