



Institute of Hotel Management Catering Technology and Applied Nutrition
Bani Park, Sikar Road, Jaipur-302016 (Phone : 766522259)
(An Autonomous Body Under Ministry of Tourism, Govt. of India)

VACANCY NOTIFICATION

IHM Jaipur invites applications from eligible Indian citizens for the following positions:

Position	Method	Age	Qualification for Direct recruitment	Experience for Direct recruitment
Administrative-cum-Accounts Officer- 1 UR Pay level 10 (As per 7th CPC) Rs. 56100-177500	Deputation/ Direct Recruitment/ short term contract	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.	B.Com/BBA from a recognised university securing not less than 50% marks in aggregate	At least 8 years of service in Administration and accounts and office documentation in any central/state government IHM or FCI or PSU or autonomous body in the GP of Rs. 4200/ or equivalent/above . Computer competency is Essential.
Accountant- 1 UR Pay level 6 (As per 7th CPC) Rs. 35400-112400	Deputation/ Direct Recruitment	Not exceeding 35 years. Upper age limit relaxable upto 5 (five) years for SC/ST, departmental candidates and as specified for other categories by Govt. of India from time to time.	Graduate in Commerce	5 years experience in commercial or educational institution or Government office or SAS accountant with 2 years experience in establishment matters Desirable: Knowledge of computers.

Eligible candidates are required to apply on prescribed application form which can be downloaded from www.ihmjaipur.com. The duly filled in application form along with all required self-attested testimonials to be sent to the Principal, Institute of Hotel Management, Sikar Road, Banipark, Jaipur- 302016 (Rajasthan) within 21 days from the date of advertisement.

No TA/DA would be paid to the candidates for appearing for skill test/ Written Test. Application form is to be sent along with complete bio-data and self attested copies of certificates and 02 no. of recent passport size photographs. Incomplete application in any form i.e. without proper documentation / proper supporting certificates would be rejected. Candidates already in Govt. / Autonomous organization should apply through proper channel. The competent authority reverses the right to fill/ partially fill / not to fill vacancy or to re- advertise. The Institute will not be responsible for postal delay. Candidate must furnish their active email id and Mobile number.

Principal/ Secretary

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY AND APPLIED NUTRITION
SIKAR ROAD, BANIPARK, JAIPUR – 302016 (RAJASTHAN)**

APPLICATION FORM

Post Applied For _____

A recent
Passport
Sized colored
photograph to
be pasted here
and Signed
Across

1.	Name of Candidate (in Capital Letters)					
2.	Date of Birth	Day	Month	Year	Age as on (24.07.2021)	
3.	Father's Name / Husband's Name					
4.	Nationality					
5.	Gender					
6.	Marital Status					
7.	Category (Please tick in appropriate box)	GEN	SC	ST	OBC	PH
8.	Address with Pin Code	Correspondence			Permanent	
9.	Telephone no.					
10.	Mobile no.					
11.	E-mail id					
12.	Aadhaar No.					

13.	Bank account details with IFSC code								
14.	Educational Qualification: [Enclose additional sheet if required]								
Sl. No.	Name of the Exam passed	Name of the Board / University	Year of passing	% of Marks up to two decimals / Division		%	Division		
a)	10th								
b)	12th								
c)	Graduation (Please specify stream)								
d)	Post-Graduation								
e)	Any other relevant qualification								
15.	Work Experience (in chronological order beginning from the present job **								
Sl. No.	Designation	Pay Grade / Pay Band	Type of Employment		Period of Service		Experience/ Relevant Documents Attached		
			Permanent	Contractual	From	To	Yes	No	
Total Years of Experience :									

17.	Knowledge of working on Computers independently and familiarity with Software Packages (Please specify):				
18.	Extra Curricular activities, if any, please provide detailed information:				
19.	<u>References:</u> Please provide the names & contact details of two persons who know you. (The persons should not be related to you)				
S.No	Name & Complete Address	Designation & Organisation	Mobile & LL Nos	Email ID	Known for how long
20.	Present post with scale of pay & pay drawn **				
21.	Disclosure about past Disciplinary proceedings. If any **				
22.	Details regarding legal detention/ conviction if any **				
23.	Any other information desired to be furnished **				

** 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 I particulars furnished by me is found to be false at any stage. I am aware that my candidature I selection is liable to be rejected I cancelled by the appropriate authority without assigning any reason.

Place: _____ (Signature of the applicant)

Date: _____ Name: _____

Note: - The application form without enclosure of self certified supporting document/ testimonials as mentioned above shall be liable to be treated as invalid.