

# INSTITUTE OF HOTEL MANAGEMENT, CATERING AND NUTRITION, AHMEDABAD/GANDHINAGAR

(An Autonomous Body under Ministry of Tourism, Government of India)

Ahmedabad – Gandhinagar Highway, Between Koba and Infocity,  
Bhajibura Patia, P.O. – Koba, Gandhinagar – 382 426 (Gujarat) India.

**Contact. No. 99740 34078 / 94280 16272**

**E-mail: principal@ihmahmedabad.com | Website: www.ihmahmedabad.com**

## EMPLOYMENT NOTIFICATION

Institute invites applications for the following post:

<b>Name of the Post</b>	<b>Administrative-cum-Accounts officer</b>
<b>No. of vacancies</b>	<b>01 (One) -UR</b>
<b>Scale of Pay</b>	<b>Pay Level – 10 (As per 7th CPC) Rs. 56100 - 177500</b>
<b>Age Limit</b>	<b>'Not Exceeding 50 years' on the closing date of receipt of application'. Upper age limit is relaxable up to 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>
<b>Method of Recruitment</b>	<b>Direct recruitment/Short term contract</b>
<b>Educational and other Qualification</b>	<b>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 grade pay of Rs.4200/- or equivalent / above. Computer competency is essential.</b>
<b>Method of selection</b>	<b>Personal Interview or written Test + Personal Interview</b>

The post carries usual allowances as admissible under Central Government Rules at Gandhinagar. The post is NON PENSIONABLE, but the New Pension Scheme as per rule shall be applicable.

Interested candidate who fulfill the prescribed conditions may apply to **the Principal, Institute of Hotel Management, Airport-Gandhinagar Road, Between Koba Circle and Infocity, Bhajibura Patia, P.O. Koba, Gandhinagar 382 426** (Gujarat) within 21 days from the date of advertisement. The prescribed Application form can be downloaded from the website **www.ihmahmedabad.com** No TA/DA would be paid to the candidates for appearing for written test / Interview.

The candidates must apply through Proper Channel and the application should be attached with following documents. Applications not sent through Proper Channel are liable to be summarily rejected.

1. Annual Performance Appraisal Report (APAR) / Annual Confidential Report (ACR) for last five years duly attested by the competent authority.
2. Vigilance clearance.
3. Integrity Certificate

Application Form and a **DD of Rs.200/-** in the name of the Principal IHM Ahmedabad 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 documents / proper supporting certificates would be rejected. 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 id and telephone number.

**Principal/Secretary**