

**Institute of Hotel Management Catering Technology & Applied Nutrition**  
(An Autonomous Body under Ministry of Tourism, Government of India)  
Near M.S. Building & SKSJI Hostel, SJP Campus, Bangalore -560 001

## EMPLOYMENT NOTIFICATION

Invites application for the post of “**ADMINISTRATIVE-CUM-ACCOUNTS OFFICER**” (Regular) from suitable and eligible candidates.

Sl. No.	Particulars	Provision
1.	Name of the Post	Administrative-cum-Accounts Officer – Regular *
2	No. of Post	One (01) Un-Reserved
		Pay Level 10 as per 7 <sup>th</sup> CPC Rs. 56100 - 177500
3	Method of Recruitment	Direct / Short-Term Contract
4	Category	For SC/ST/OBC supportive documents must be attached.
5	Age Limit for Direct Recruits	Not exceeding 50 years [as on 01.02.2020] Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
6	Educational and Other Qualifications for direct recruits	B.Com /BBA Degree from a recognized University securing not less than 50% marks in aggregate.
7	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.

\* The above post is under New Pension Scheme as per rules as applicable.

**Other Instructions:**

Interested candidates who fulfill the prescribed conditions may apply to the **Principal, Institute of Hotel Management, Catering Technology & Applied Nutrition, Bangalore** subscribing on the top of the envelop application for the post of “\_\_\_\_\_” within 30 days from the date of publication of this advertisement.. Application form in the prescribed format is given on the Institute website :[www.ihmbangalore.kar.nic.in](http://www.ihmbangalore.kar.nic.in) to be sent with complete latest bio-data along with self-attested copies of certificates and recent passport size photograph. **The application form without enclosure of self-certified supported documents/ testimonials or incomplete will be rejected.** The competent authority reserves the right to fill or not to fill vacancy or to re-advertise the post. The institute will not be responsible for postal delay. Candidates must furnish their contact number.



Sd/-  
PRINCIPAL / SECRETARY