

No: IHM&CT/114/ADVT. FOR STAFF/2012/ 245 **DATE: 22 / 12 / 2014**

INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
SILVASSA

Dr. BBA POLYTECHNIC CAMPUS, KARAD, SILVASSA - 396230, (Dadra & Nagar Haveli)

(An Autonomous Institution Established by Ministry of Tourism, Govt of India and U.T. Administration of Dadra & Nagar Haveli)

Ph. No. 0260-2680001. Email: ihmsilvassa@gmail.com

Website: www.ihmsilvassa.nic.in, www.dnh.nic.in

Applications from interested and eligible candidates are invited for the following post :-

| S No. | Name of Post | No of Post | Method of Recruitment | Pay Scale |
|-------|------------------------------|------------|-----------------------|-------------------|
| 1 | Accountant-cum-Office Supdt. | 1 | Direct | 9300-34800+GP4200 |

For detailed information regarding eligibility criteria and instructions etc visit our website www.dnh.nic.in.

IMPORTANT INSTRUCTIONS TO THE CANDIDATES:

1. Application should be filled up in the prescribed format enclosed herewith.
2. A recent passport size photograph should be affixed on the application.
3. Attested/Self Attested copies of all certificates and testimonials should be attached with the application.
4. Employees of Central Government/Public Sector Undertakings/Quasi or Semi Government Organizations/Autonomous bodies should send their applications through proper channel failing which they will have to furnish NOC from their employers at the time of interview.
5. Applications from interested candidates who fulfill the prescribed qualifications and other conditions must reach on or before 30 / 01 / 2015 in the office of **Member Secretary & Principal (I/c), Institute of Hotel Management and Catering Technology, Dr. BBA Polytechnic Campus, Karad, Silvassa - 396230, (U.T. of Dadra & Nagar Haveli).**
6. Incomplete applications and applications received late will not be entertained. The Institute will not be responsible for any postal delays.
7. The competent authority reserves all rights to cancel/re-advertise without assigning any reasons and fill or not to fill the vacancy.

Sd/-

Principal & Member Secretary

Institute of Hotel Management & Catering Technology, Karad, Silvassa.

Recruitment Rules of Accountant -cum-Office Superintendent

| | | |
|---|---|---|
| 1 | Name of the Post | Accountant-cum-office Superintendent |
| 2 | Scale of Pay | (9300-34800+GP4200) |
| 3 | Method of recruitment | Promotion from PA/UDCs with 5 and 8 years Experience of regular service in the grade failing which by transfer on deputation from officers holding analogous posts in the Institutes of Hotel Management set up by the Ministry of Tourism, Govt. Of India which by Direct which by direct recruitment. |
| 4 | Whether Post is Selection/ Non-Selection | Selection-cum-Seniority |
| 5 | Educational and other Qualifications and Experience for direct recruits | Essential Qualifications: Graduation from a recognized University with 5 years experience in commercial Or educational institutions. Desirable : Graduation in Commerce from recognized university Knowledge of computers |
| 6 | Age limit for direct recruitments and deputation | Not exceeding 35 years Relax able upto5 years in the upper age limit for SC/ST, departmental candidates and as Specified for other categories by Govt. Of India from time to time. |
| 7 | Whether age limit and qualifications applicable to promotees | Age : No. Educational Qualification : Commerce Graduate or Graduate with Cash & Accounts training from ISTM. |
| 8 | Appointing authority | Executive Committee. |

As approved by the BOG's meeting held on 2nd May 2008.

Institute of Hotel Management & Catering Technology, Silvassa

Application for the post of: _____

(1) Name in Full: _____

(2) Date of Birth: _____

(3) Age as on cutoff date i.e. 30.01.2015 : _____

(4) Address for correspondence : _____

(5) Permanent home address : _____

(6) Whether belonging to SC/ST/OBC : _____

(7) Academic & Technical Qualifications with percentage of marks obtained and year of passing the examination :

| Sl No. | Exam | School/College/Institute/Board | Year of Passing | % up to two decimals (Don't Round off) |
|--------|--------------------|--------------------------------|-----------------|--|
| 1 | 10 th | | | |
| 2 | 12 th | | | |
| 3 | Graduation | | | |
| 4 | Masters | | | |
| 5 | Any other relevant | | | |

A recent Passport Sized coloured Photograph to be pasted here

(8) Experience in chronological order (Current Experience First) :

| Sl No. | Organization | Post Held | From | To | Reasons for Leaving |
|--------|--------------|-----------|------|----|---------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

(9) Present post with scale of pay & pay drawn :

(10) Disclosure about past disciplinary proceedings, if any

: _____

_____ (Add Additional Sheets if Required)

(11) Details regarding legal detention /conviction if any : (Add Additional Sheets if Required)

(12) Marital Status : _____

(13) Any other information desired to be furnished : (Add Additional Sheets if Required)

Date:

Place:

Signature of the Applicant