



**INSTITUTE OF HOTEL MANAGEMENT  
CATERING TECHNOLOGY & APPLIED NUTRITION**  
(An Autonomous body under Ministry of Tourism, Govt. of India)  
**RAJBAGH, SRINAGAR (J&K) – 190008**

Dated: **08/01/2020**

**Advertisement Notice No. 1 of 2020**

Applications from the citizens of India on prescribed form are invited for appointment to the post of Administrative-cum-Accounts officer in Pay level-10 Rs. 56100 – 177500 accompanied by a demand draft for Rs. 500/- drawn from any nationalised or scheduled Bank in favour of Principal of the Institute. The application form can be downloaded from the Institute website [www.ihmsrinagar.edu.in](http://www.ihmsrinagar.edu.in) or NCHM website [www.nchm.nic.in](http://www.nchm.nic.in). The applicant before applying must ensure to have the following educational qualifications and experience:-

**Minimum Educational Qualification**

Bachelors' degree in Commerce or Business Administration from a recognised University having secured not less than 50% marks in the aggregate.

**Experience**

At least 08-years of service in Administration and Accounts and office documentation in any Central / State Govt. Institute of Hotel Management or Food Craft Institute or Public Sector Undertaking or Autonomous body in the Pay level of 6 / Grade pay of Rs. 4200/- or equivalent / above.

Computer competence is essential qualification.

The age of the applicant as on 01.01.2020 should not exceed 50 years. However relaxation in upper age limit shall be given upto 5 years in case of SC, ST and other Departmental candidates or as specified for any category by Govt. of India from time to time.

The application forms accompanied by self attested copies of academic qualification and experience certificates etc, through proper channel should reach this office by or before February 14, 2020. In case of advance copies the applicant shall have to produce a No Objection Certificate from the Employer at the time of interview.

**Principal**