



# Institute of Hotel Management, Catering Technology and Applied Nutrition, Srinagar (J&K)

(An Autonomous body under Ministry of Tourism, Govt. of India)

## TO BE SUBMITTED THROUGH PROPER CHANNEL

POST APPLIED FOR: ADMINISTRATIVE-CUM-ACCOUNTS OFFICER

PASTE  
RECENT SELF  
ATTESTED  
PASSPORT SIZE  
PHOTOGRAPH

1. NAME OF THE APPLICANT: (IN CAPITAL LETTER ONLY)

\_\_\_\_\_

2. PARENTAGE:

\_\_\_\_\_

3. PERMANENT ADDRESS: (IN CAPITAL LETTER ONLY)

\_\_\_\_\_

\_\_\_\_\_

4. ADDRESS FOR CORRESPONDENCE: (IN CAPITAL LETTER ONLY)

\_\_\_\_\_

\_\_\_\_\_

5. DATE OF BIRTH (DD/MM/YYYY): \_\_\_\_\_ AGE: \_\_\_\_\_ YEAR \_\_\_\_\_ MONTH  
As per Matriculation Certificate (copy to be attached) (AS ON 01.01.2020)

6. CATEGORY: \_\_\_\_\_ (SC/ST/GEN)

7. ACADEMIC QUALIFICATION: \_\_\_\_\_

S.No	Degree/Diploma	University/Board	Max. Marks	Marks obtained	%age

# If space is less add another sheet with details

8. PROFICIENCY IN COMPUTER KNOWLEDGE: \_\_\_\_\_

9. NAME OF THE PRESENT EMPLOYER: \_\_\_\_\_

10. POST HELD WITH PAY LEVEL / BAND: \_\_\_\_\_

11. DATE FROM WHICH HELD : \_\_\_\_\_

12. **WORKING EXPERIENCE, IF ANY, WITH NAME OF THE EMPLOYER, POST HELD WITH PAY LEVEL / GRADE PAY**

\_\_\_\_\_ PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

i) \_\_\_\_\_  
\_\_\_\_\_

ii) \_\_\_\_\_  
\_\_\_\_\_

iii) \_\_\_\_\_  
\_\_\_\_\_

13. **TOTAL WORKING EXPERIENCE IN THE PAY LEVEL-6 / GRADE PAY Rs. 4200/- SUPPORTED WITH LAST PAY CERTIFICATE OF THE EMPLOYER AND THE BANK STATEMENTS**

\_\_\_\_\_

14. **DETAILS OF THE DEMAND DRAFT (TO BE ATTACHED IN ORIGINAL)**

i) Amount \_\_\_\_\_ ii) Name of the issuing Bank with Branch \_\_\_\_\_

15. **CONTACT NO.:** \_\_\_\_\_

16. **ACTIVE EMAIL ADDRESS:** \_\_\_\_\_

**PLACE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE OF THE APPLICANT:** \_\_\_\_\_