

**INSTITUTE OF HOTEL MANAGERMENT, CATERING TECHNOLOGY
& APPLIED NUTRITION, MUMBAI**

Applications are invited for the following posts:

1	Name of the Post	P.A. To Principal	Stenographer	Lower Division Clerk
2	Number of Vacant Post	01	01	03
3	Category	[UR-01]	[UR-01]	[UR-02, EWS-01]
4	Scale of Pay	Level 5 (as per 7 th CPC)	Level 4 in Pay Matrix (as per 7 th CPC)	Level 2 in Pay Matrix (as per 7 th CPC)
5	Age limit	Not exceeding 30 years (as on 28.02.2025). Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for any category by Government of India from time to time.	Not exceeding 30 years (as on 28.02.2025). Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for any category by Government of India from time to time	Not exceeding 28 years (as on 28.02.2025). Upper age limit relaxable upto 5 years in case of SC, ST, Departmental candidates and as specified for other categories by Govt. of India from time to time.
6	Educational and other Qualifications	<p>Educational Qualifications:</p> <p>Graduation from recognised University Speed of 100 and 40 words in Shorthand and Typewriting respectively with three years experience in the line and knowledge of Computers.</p> <p>Desirable: Experience in Administrative and Accounts matters</p>	<p>Essential Qualification: Graduation with minimum speed of 80 and 40 words pw minute in English Shorthand and Typewriting respectively.</p> <p>Desirable: Experience in Administrative and Accounts matters</p>	<p>Essential Qualification:</p> <ol style="list-style-type: none"> 1. Pass 10+2 or Higher Secondary 2. Typing speed of 40 w.p.m (Computer based) <p>Desirable</p> <ol style="list-style-type: none"> 1. One year experience in Computer Applications such as MS-WORD, MSEXCEL etc. 2. Proficiency in English 3. Having exposure to office procedure



				like maintenance of files, noting, Drafting etc. 4. Knowledge of Hindi Typing
7	Method of Selection	Written Examination and Skill Test	Written Examination and Skill Test	Written Examination and Skill Test

Persons working in Governments/ Semi Government/ Autonomous Organizations should submit their applications through proper channel.

Interested candidates may download the application form from www.ihmctan.edu and send the duly filled application form enclosing attested copies of testimonials to reach "The Principal, Institute of Hotel Management, Catering Technology & Applied Nutrition, Veer Savarkar Marg, Dadar (West), Mumbai-400028." on or before **7th March. 2025, 5.00 P.M.** along with Demand Draft of Rs. 500/- in favour of "Institute of Hotel Management" payable at Mumbai. Please attach self-addressed and sufficiently stamped envelopes of proper size along with the application.

Incomplete applications will be rejected.

The competent authority, reserves rights to cancel/ republish the advertisement for any or all of the above posts, without assigning any reason.

(Dr. Nisheeth Srivastava)

Principal / Secretary

प्रधानाचार्य/ सचिव

Principal/Secretary

होटल प्रबंध, खान-पान प्रौद्योगिकी

Institute of Hotel Management Catering Technology

एवं अनुप्रयुक्त पोषाहार संस्थान

& Applied Nutrition

वीर सावरकर मार्ग, दादर, मुंबई-400 028.

Veer Savarkar Marg, Dadar, Mumbai-400 028.

