



**INSTITUTE OF HOTEL MANAGEMENT,  
CATERING TECHNOLOGY & APPLIED NUTRITION, KOLKATA**  
(An autonomous body under Ministry of Tourism, Government of India)  
P-16, TARATALA ROAD, KOLKATA-88

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Telephone No : 033-24013011

**PA TO PRINCIPAL- 01 (UR)**

Category	UR-01 (Group-C)
Pay	Level-5 as per 7 <sup>th</sup> CPC
Method of Recruitment	Direct Recruitment
Age Limit	Not exceeding 30 years as on <b>27/02/2024</b> . Upper age limit is relaxable up to 40 years in case of departmental candidates and as specified for other categories, by Government of India from time to time. No age relaxation will be allowed to SC/ST/OBC candidate against the unreserved post (as per GOI Order No. 36011/1/98/Estt (Res) dated 01.07.1998)
Educational and Other Qualifications and Experience	Essential Qualification: Graduation from recognised University. Speed of 100 and 40 words per minute in Shorthand and Typewriting respectively with <b>three years' experience in the line</b> and knowledge of Computers. Desirable: Experience in Administrative and Accounts matters.
Application Fee (Non Refundable)	SC/ST and Female Category - ₹500/- All other category - ₹1000/-
Mode of Payment	Through demand draft drawn on any nationalized bank, in favour of " <b>Institute of Hotel Management, Kolkata</b> " payable at <b>Kolkata</b> . The Demand draft should be sent along with the application form.

**General Instructions:**

1. The prescribed Application Format is given on the Institute's website [www.ihmkol.org](http://www.ihmkol.org) and interested/eligible candidates may apply in the prescribed format only along with relevant documents (attach all the relevant documents in support of qualification, experience, date of birth and category to which belong).
2. Applications received without the prescribed fee shall not be considered and shall be summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
3. Reservation, age relaxation and other concessions to reserved category candidates would be applicable as per Govt. of India orders; wherever posts are reserved under these categories.
4. In case any candidate is employed in the Govt./Quasi or Semi Govt. Organizations and applying against direct recruitment vacancies, must apply through proper channel.
5. **The application should addressed to "The Principal" on the above given address, subscribing on the top of the envelope - "Application for the post of -PA to Principal.**
6. Applications along with all enclosures must reach this Institute by **27/02/2024 (Up to 5.00 pm)** positively. Institute will not be responsible for any kind of postal delay. Application received after the due date and time will not be entertained. Application will be in offline mode only.
7. No TA/ DA will be paid to the candidate, who will be called for written test/Skill Test/Personal Discussion.
8. The Institute reserves the right to short list the applications, fill or not to fill vacancy.
9. No individual correspondence will be entertained under any circumstances.
10. All information related to recruitment will be uploaded on the institute website only.

**Sd/-**  
**Principal/secretary**