

INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
PRESENT OFFICE ADDRESS: 2ND FLOOR, SECRETARIAT
DADRA & NAGAR HAVELI, SILVASSA.

No. IHM&CT/15/2010/42

Dated: 25/06/2010

ADVERTISEMENT

The Principal & Member Secretary, IHM&CT, Karad, Dadra & Nagar Haveli, Silvassa invites application from eligible persons for the following posts.

Sr. No.	Name of Post	No. of posts	Scale of Pay (Old)	Educational Qualification & Experience
1	P. A.	01	Rs. 4,500-125-7,000/-	1) Graduation from a recognized University 2) Speed of 100 and 40 words per minute in Shorthand and Typewriting respectively with three years experience in the line and knowledge of computers. <u>Desirable:</u> Experience in Administrative and Accounts matters. Age not exceeding 30 years. Relaxable upto 5 years in the upper age limit for SC/ST, departmental candidate and as specified for other categories by Govt. of India from time to time.
2	U.D.C.	01	Rs. 4,000-100-6,000/-	Graduation from a recognized University with atleast three years experience in administrative and accounts matters with knowledge of computer. Age not exceeding 30 years. Relaxable upto 5 years in the upper age limit for SC/ST, departmental candidate and as specified for other categories by Govt. of India from time to time.
3	Asstt. Librarian	01	Rs. 3,050-75-3950-80-4590	10+2 with Diploma in Library Science and knowledge of Computers. <u>Desirable:</u> One year experience in the line Age not exceeding 28 years.

Any eligible candidate shall make an application and enclose a passport size photograph and attested copies of all certificates etc. relevant for the post applied for. No Traveling Allowance shall be paid to any of the candidates for attending the Test and/or Interview. The mode of selection shall be through a written test and/or interview. The application should reach the office of the undersigned before **15th July 2010** at the address given below.

Principal & Member Secretary,
Institute of Hotel Management & Catering Technology,
2nd Floor, Secretariat,
Dadra & Nagar Haveli, Silvassa-396 230

Canvassing in any form shall be outrightly rejected.

Incomplete applications, without the required documents and also the applications received after 15th July 2010 will not be entertained.

Sd/-

(K.S. Chandrashekar)
Principal & Member Secy., IHM&CT
Dadra & Nagar Haveli.
Tele Fax : 0260-2642342

Copy to :-

1. All Head of Office, Dadra & Nagar Haveli, Silvassa for wide publicity.
2. The Chief Publicity Officer, DNH, Silvassa with a request to publish the same in three local leading Newspaper.

1.	Name of the Post	::	Personal Assistant (P.A.)
2.	Scale of Pay	::	Rs. 4,500-125-7,000
3.	Method of Recruitment	::	Promotion from Stenographer with a minimum of year service in the grade, failing which by direct recruitment.
4.	Whether post is Selection/ Non-selection	::	Selection-cum-Seniority.
5.	Educational and other Qualifications and Experience for direct recruits	::	<p><u>Essential Qualifications:</u> 1) Graduation from a recognized University 2) Shorthand & Typing speed of 100 and 40 words per minute respectively with three years experience in the line and knowledge of computer.</p> <p><u>Desirable:</u> Experience in Administrative and Accounts matters.</p>
6.	Age limit for direct recruitments and Deputation	::	Not exceeding 30 years. Relaxable upto 5 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 limits, qualifications applicable to promotees	::	Age : No Educational qualifications: Yes.
8.	Appointing Authority for the post	::	Executive Committee

1. Name of the Post :: **U.D.C.**
(Stores/Cash/Estt./Statistical Asstt.)
Employees to be posted on rotational basis for a maximum
Period of 3 years.
2. Scale of Pay :: Rs. 4,000-100-6,000
3. Method of Recruitment :: By Promotion from the grade of LDC with a minimum of 5
years regular service in the grade, failing 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 atleast
three years experience in administrative and accounts
matters with knowledge of computer.
6. Age limit for direct recruitments
and Deputation :: Not exceeding 30 years.
Relaxable upto 5 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 limits, qualifications
applicable to promotees :: Age : No
Educational qualifications: Yes.
8. Appointing Authority for the post :: Executive Committee.

1. Name of the Post :: **Assistant Librarian**
2. Scale of Pay :: Rs. 3,050-75-3950-80-4590
3. Method of Recruitment :: Direct Recruitment.
4. Whether post is Selection/
Non-selection :: N.A.
5. Educational and other Qualifications
and Experience for direct recruits :: **Essential Qualifications:**
10+2 with Diploma in Library Science and knowledge
of Computers.

Desirable:
One year experience in the line
6. Age limit for direct recruitments
and Deputation :: Not exceeding 28 years.
7. Whether age limits, qualifications
applicable to promotees :: N.A.
8. Appointing Authority for the post :: Executive Committee..