

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

No. IHM&CT/15/2010/39

Dated: 25/06/2010

To,

1. All Hotel Management & Catering Institutes (As per attached list).
2. All Major Hotels (As per attached list).

Subject:- Filling up 1 (One) post of **Accountant-cum-Office Superintendent** in the Institute of Hotel Management & Catering Technology, Dadra & Nagar Haveli, Silvassa on deputation basis.

Sir,

It is proposed to fill up one post of **Accountant-cum-Office Superintendent** in the pay scale of Rs. 5,500-175-9,000 (Group-'B', Non Ministerial) (old scale) in the Institute of Hotel Management & Catering Technology, Karad, Silvassa, UT of Dadra & Nagar Haveli on deputation. Any person who possess the following qualifications/experiences, are eligible for appointment on deputation to the said post.

Essential Qualifications :: Graduation from a recognized University with 5 years experience in commercial or educational institutions.

Desirable:

1. Graduation in Commerce from recognized university.
2. Knowledge of computers.

Age limit for direct recruitments and Deputation: :: Not exceeding 35 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.

2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization/department of the Central Government shall ordinarily not exceed three years.

3. The Headquarters of the post is in **Karad, Silvassa** (UT of Dadra & Nagar Haveli).

4. The Officer selected shall have the option to draw his grade in his parent post plus deputation (duty) allowance in accordance with the Ministry of Finance's Order No. F.14(2)/IC/86 dated 13.3.87 and other orders issued in this regard by the Ministry of Finance from time to time or to have his pay fixed in the scale of pay of the post subject to certain restrictions in this regard.

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5. Applications, in duplicate, in the enclosed proforma (Annexure-I) along with the attested copies of all certificate duly attested by a Gazetted Officer and CR Dossiers for the last 5 years and Integrity Certificate shall be sent to the **Principal & Member Secretary, Institute of Hotel Management & Catering Technology, 2nd Floor, Secretariat, Dadra & Nagar Haveli, Silvassa-396 230** on or before **15th July 2010**. While sending the applications, it may be verified and certified that the particulars furnished by the Officers are correct and that no disciplinary case is pending or contemplated against the Officers. Applications not in the prescribed Proforma, or those received after the last date or not received through proper channel, or not accompanied by the complete and up-to-date Confidential Report Dossier shall not be considered.

Yours faithfully,

Sd/-

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

Copy to: -

1. The Director General (Tourism), Ministry of Tourism, Govt. of India, Paryatan Bhawan, Opp. Parliament Annexy, Parliament Street, New Delhi for kind information.
2. The Hon. Administrator, DD & DNH and Chairman, IHM&CT for kind information
3. Dr. N.S. Bhuie, Expert Member, IHM&CT and Director (Studies), NHMCT for kind information and further needful please.
4. The Managing Director, OI DC and Chairman, Executive Committee, IHMCT for kind information.