



**Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendra Sai Nagar, Bhubaneswar – 751010**
Website : www.ihmbbs.org, Email : hospitality@ihmbbs.org
Ph. : 0674-2589241

INVITES APPLICATION FOR THE POST OF ADMINISTRATIVE CUM ACCOUNTS OFFICER – 01 POST

Institute of Hotel Management Catering Technology and Applied Nutrition, Bhubaneswar invites application for recruitment of **Administrative cum Accounts Officer** Transfer on **Deputation Basis** for 02 years with minimum qualification and experience as mentioned below.

The details of the Post

Sl. No.	Item	Provision
1.	Name of the Post	Administrative cum Accounts Officer (Transfer on Deputation Basis)
2.	Scale of Pay	Pay Level – 10 (As per 7 th CPC) Rs.56,100 – 1,77,500 Deputation allowance as per Recruitment & Promotion rules of the Institute/DoPT rules.
3.	Method of Recruitment	By Deputation of Officers holding analogous posts under Central Government/National Council for Hotel Management & Catering Technology/Officers from any other Central/State Institute of Hotel Management/Food Craft Institute/Other autonomous bodies and PSUs.
4.	Age limit	Not exceeding 56 years on the closing date of receipt of application i.e. 19.05.2025. Upper age limit is relaxable upto 05 years in case of SC,ST or as specified for any category by Government of India from time to time.
5.	Educational and other qualifications	Educational Qualifications : Bachelor of Commerce degree/BBA from a recognized University securing not less than 50% marks in aggregate. Experience : At least 08 years of service in administration and accounts and Office Documentation in any Central/State Government Institute of Hotel Management or Food Craft Institute or Public Sector Undertaking or Autonomous Body in the Grade Pay of Rs.4200/- or equivalent/above. Computer competency is essential.
6.	Method of selection	Personal Interview or Written Test + Personal Interview (shall be intimated in due course)

General Conditions & Instructions :

1. The prescribed Application format along with detailed notification is given on the Institute website : www.ihmbbs.org and interested/eligible candidates must apply in the prescribed format only attaching therewith recent passport size photograph along with self-attested copies of all the relevant documents in support of date of birth, qualification, experience etc.
2. Only such candidates should apply who are willing to come on Deputation and while forwarding by the employer, a No Objection Certificate should be provided during the time of interview issued by the employer, failing which such candidate will not be allowed for interview. The application should be accompanied by attested copies of ACRs/APARs for the last 05 years along with Vigilance Certificate.
3. The application along with the necessary enclosures should be addressed and sent by post to **“The Principal, Institute of Hotel Management Catering Technology & Applied Nutrition, Veer Surendra Sai Nagar, Bhubaneswar – 751022** super subscribing on the top of envelope as **“Application for the post of Administrative Cum Accounts Officer (Transfer on Deputation Basis)”**.
4. The required qualification and relevant experience etc. for eligibility shall be determined on the last date of receipt of application.
5. Applications along with all the enclosures must reach this Institute by **19th May, 2025** The application forms without enclosures of self-attested supported documents/testimonials shall be treated as invalid. Incomplete and applications received after 19th May, 2025, 05.00 p.m. will be rejected. The Institute will not be responsible for any postal delays.
6. Candidates who fulfill the criteria for the above mentioned post shall be called for Interview. Candidates will have to produce Original Proof of the details furnished in their application at the time of interview.
7. In exceptional cases where the deputationist is not found fit to discharge his / her duties and responsibilities to the satisfaction of the competent authority, such deputations could be reverted back to his parent office even before the expiry of the period of deputation.
8. No TA/DA will be paid to the candidates who will be called for interview.
9. The competent authority reserves the right to fill or not to fill vacancy or to re-advertise the post without assigning any reason.
10. The tenure may be extended for one more year with the approval of the competent authority.

Sd/-
(Principal)