

**होटल प्रबंधन संस्थान**
खातपान तकनीक एवं अनुप्रयुक्त पोषण
वीर सावरकर मार्ग, दादर - पश्चिम, मुंबई - 400028
दुरध्वनी - 24457241 / 42
वेबसाइट - www.ihmctan.edu ईमेल : director@ihmctan.edu

लोअर डिवीजन क्लर्क पदासाठी अर्ज आमंत्रित करत आहेत. अर्ज करण्याची अंतिम तारीख १५.१२.२०१७ पर्यंत वाढविण्यात आलेली आहे. अधिक माहितीसाठी www.ihmctan.edu वर लॉगिन करा. पुर्वी अर्ज केलेल्या उमेदवारास पुन्हा अर्ज करण्याची आवश्यकता नाही.

प्रधानाचार्य

Size : 8 x 5

INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION

Veer Savarkar Marg, Dadar-West, Mumbai-400 028

Applications are invited for filling up the post of Lower Division Clerk.

Post: Four posts of LDC – (UR-3, OBC-1 Category)

Pay: Rs.19,900 - Level 2 with usual allowances as applicable to Central Government employees, stationed at Mumbai from time to time. The post is under **New Pension Scheme.**

Essential Qualifications & Experience: 10+2 or Higher Secondary School and Minimum typing speed 40 w.p.m.

Desirable: One year experience in Computer Applications

Age limit: Not exceeding 28 years. Relaxable for Government Servants, Other Backward Classes and other special categories of persons in accordance with the orders issued by Central Government from time to time. No age relaxation will be available to SC/ST candidates as posts are unreserved or for OBC category.

Persons working in Government/Semi Government/Autonomous/Quasi Government Organizations should submit their application through proper channel along with ACRs and vigilance clearance certificate issued by the appropriate authority. No TA/DA is admissible for attending the interview.

Written Test and Typing Test will be conducted by apex body National Council for Hotel Management & Catering Technology (Government of India), Noida, Uttar Pradesh, and the list of selected candidates will be submitted to the Institute for appointment.

Interested candidates may download the application format from www.ihmctan.edu and send the duly filled application form enclosing attested copies of testimonials to reach Principal, Institute of Hotel Management, Catering Technology & Applied Nutrition, on the above address **on or before 15th December, 2017** along with **Demand Draft of Rs.500/- (non-refundable) in favor of "Institute of Hotel Management" payable at Mumbai.** Please attach two self-addressed envelopes of proper size along with the application.

Incomplete and late applications will be rejected. The competent authority reserves the right to cancel/release the advertisement/cancel/postpone the process of recruitment at any time without assigning any reason.

PRINCIPAL/SECRETARY
IHMCT&AN SOCIETY
MUMBAI

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY &
APPLIED NUTRITION**
Veer Savarkar Marg, Dadar-West, Mumbai-400 028

Application for the Post of - : Lower Division Clerk

1. Name in full (In Block Letters): _____

2. Father's Name : _____

3. Date of Birth (DD-MM-YY): _____

4. Age as on **23.10.2017** Year Month Days
(For age proof attach attested copy of the Matriculation certificate)

5. Category (SC/ST/GEN) : _____

6. Permanent Address: _____

7. Correspondence Address : _____

8. Telephone with STD Code/mobile No.: _____

9. Email ID : _____

10. Qualification : Give information for matriculation and onwards course including professional courses (**HIGHER TO LOWER**)

Sr. No.	Exam Passed	Month & Year of Passing	Name of the Board/Institute/University	Percentage (%) of marks
1.				
2.				
3.				
4.				
5.				
6.				

Please attach attested photocopies of certificate in respect of category, qualification and last pay-slip duly attested from Gazette Officer.

11. Experience; (tabulated in chronological order);

S.N.	Post	Name & Full address of Employer	Period			Nature of Work
			From	To	Total	
1.						
2.						
3.						
4.						

Please attach attested copies of experience details duly attested from Gazetted Officer. Please attach last pay slip duly attested from Gazetted Officer.

Details of Application Fee:-

Demand Draft No..... Date:- Amount:- Rs. 500/-

Verification:

I hereby certify that the information furnished above is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware, that, in case, I have given wrong information or suppressed any material fact or factual information, or I do not satisfy the eligibility criteria according to the advertisement, then my candidature will be rejected/Services terminated in between the selection process and even after employment without giving any notice or reason thereof.

Name of Candidate - _____ (Signature of the Candidate)

Place:

Date: