

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY AND  
APPLIED NUTRITION, SECTOR-G, ALIGANJ, LUCKNOW**

(An Autonomous organization under Ministry of Tourism, Govt. of India)

Sl. No	Name of the post	No. of posts	Scale	Age
01	ADMINISTRATIVE-CUM-ACCOUNTS OFFICER	01(One)	15600-39100 (PB-3) Grade Pay- 5400	Not exceeding 50 years on 01/09/2016

**Educational and Other Qualifications:**

Bachelor of Commence degree from a recognized University securing not less than 50% marks in aggregate.

**Experience:-**

At least 8 years of service in Administration and Accounts in any central / state govt. Institute of Hotel Management or Food Craft Institute or Public sector undertaking or Autonomous body in grade pay of Rs. 4200/- or equivalent/ above. Computer competency is essential.

**Age limit:**

Not exceeding 50 years as on 01/09/2016. Upper age limit is relaxable up-to 5 years in case of SCs, STs, and Departmental candidates and as specified for other categories by GOI from time to time.

**OTHER INSTRUCTIONS:-**

Eligible candidates may download prescribed application form from [www.ihmlucknow.com](http://www.ihmlucknow.com) & send the duly filled application form with all required self attested testimonials to the Principal at the above mentioned address by speed post or deposit personally latest by **05/09/2016 at 05:00 pm**. Employed candidates should send their application through proper channel. Competent authority reserves the right to cancel / republish the advertisement without assigning any reason. No vigilance/disciplinary case is either pending or contemplated against the applicant and she/he is clear from vigilance angle/discipline angle and her/his integrity is certified. The above posts carry usual allowance as admissible under Central Govt at Lucknow. The Post is under **New Pension Scheme** as per rules be applicable.

**NOTIFICATION FOR APPOINTMENT OF ADMINISTRATIVE CUM ACCOUNTS OFFICER BY**  
**TRANSFER ON DEPUTATION**  
**INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**  
**Ministry of Tourism, Govt. of India**  
**Sector-G, Aliganj, Lucknow-24**

The IHM, Lucknow invites application for filling up the post of administrative cum accounts Officer (UR) in the pay Scale of PB-3 Rs. 15,600- 39100 + Grade pay Rs. 5400 plus usual allowances in accordance with term and conditions of deputation as applicable to central Government employees by transfer on deputation of officers holding analogous posts under C & AG/CGA/ National Council for Hotel Management and Catering Technology/ officers from any other Central/ State Institute of Hotel Management/ Food Craft Institute/ other autonomous bodies and PSUs. The deputation will be initially for a period of two years. Interested candidates holding analogous posts as stated above may apply in the prescribed format to be downloaded from the Institute website [www.ihmlucknow.com](http://www.ihmlucknow.com) through proper channel accompanied by attested copies of ACRs/APARs for the last five years, to the ***PRINCIPAL INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, SECTOR-G, ALIGANJ, LUCK NOW-226024.***

**RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE CUM ACCOUNTS OFFICER**

1. Name of the post :- Administrative Cum Accounts Officer
2. Reservation :- Unreserved
3. Scale of Pay: - PB-3 Rs. 15,600- 39100 + Grade pay Rs. 5400.
4. Nature of post:- Selection post
5. Method of Recruitment: - By transfer on deputation of officers holding analogous posts under C & AG//CGA/ National Council for Hotel Management and Catering Technology/ officers from any other Central/ State Institute of Hotel Management/ Food Craft Institute/ other autonomous bodies and PSUs. The deputation will be initially for a period of two years.
6. Age limit for all candidates: - 50 years as on 01/09/2016.
7. Education qualification: - Bachelor degree from a recognized University.
8. Experience:- At least 8 years of service in administration and accounts in any Central/ State Government Institute of Hotel Management of Food Craft Institute of Public Sector Undertaking or Autonomous body in the Grade Pay of Rs. 4,200/- or equivalent / above.  
Computer Competency is essential.

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