

Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar, Bhubaneswar- 751 007
(An autonomous body under Ministry of Tourism, Government of India)
Website: www.ihmbbs.org, Email: hospitality@ihmbbs.org

VACANCY NOTIFICATION

No : 1015

Date: 24/10/2016

Applications in the prescribed manner are invited from the eligible candidates for selection to the post of **(i) Stenographer- 01 post (U.R)** in PB-1 of Rs. 5,200-20,200/-and Grade Pay of Rs.2,400/- (pre-revised) and **(ii) LDC-02 posts (UR-01, ST-01)** in PB-1 of Rs.5,200-20,200/- and Grade pay of Rs. 1,900/- (Pre-revised) .

Eligibility Criteria:-

(i) For Stenographer (U.R)

Essential Qualification: Graduation with minimum speed of 80 and 40 words per minute in English shorthand and Typewriting respectively.

Desirable: Experience in Administrative & Accounts matters.

Age: Not exceeding 30 years as on 1st April 2017 . Relaxable up to 5 years in the upper age limit for departmental candidates.

(ii) For LDC (UR & ST)

Essential Qualification: 10+2 or Higher Secondary School, passing typing speed of 40 words per minute.

Desirable: One year experience in computer applications.

Age: Not exceeding 28 years as on 1st April 2017 . Relaxable up to 5 years in the upper age limit for ST and departmental candidates.

Scheme of selection: -

The examination for both category posts will consist of a written examination (objective type) and skill test (in Typewriting and Stenography as applicable to the category)

Scheme of the Written Examination:-

(i) For Stenographer

Part	Subject	No. of questions	Marks	Time
I	General Intelligence & Reasoning	25	25	1 hr.
II	General Awareness	25	25	
III	English Language & Comprehension	50	50	

(ii) **For LDC**

Part	Subject	No. of questions	Marks	Time
I	General Intelligence	25	25	1 hr.
II	Quantitative Aptitude	25	25	
III	English Language	25	25	
IV	General Knowledge	25	25	

Skill Test for both category posts:-

Five top scorer of the written examination for each post will have to appear for the skill test (typewriting/shorthand as applicable to the category) which is qualifying in nature.

Method of Selection:-

Out of five candidates appeared the skill test, two in order of merit for each post, who qualify in the skill test will be recommended by the selection committee for appointment of the topper and other in waiting, on the basis of his/her performance in the written examination.

Last date for receipt of application: 7th November 2016 by 5.30 PM.

Application format as prescribed(*download application format from the Institute website: www.ihmbbs.org*) along with required documents may be sent to the Principal/Secretary of the Institute as per given address . Incomplete and applications received late will be summarily rejected. The Institute will not be responsible for postal delays as applications received after the prescribed date shall not entertained.

The Principal/Secretary of the Institute reserves the right to cancel/re-release the vacancy notification/postpone the process of recruitment at any time without assigning any reason.

No TA/DA shall be paid for attending the selection process.

Sd/-
(S.M.Sidique)
Principal /Secretary