



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

VACANCY NOTIFICATION

Institute of Hotel Management Catering Technology and Applied Nutrition, Bhubaneswar invites application for recruitment of **Lower Divisional Clerk (LDC)** on Direct Recruitment (UR-01) with minimum qualification and experience as mentioned below as per the Recruitment & Promotion rules of the Institute.

The details of the Post

Sl. No.	Item	Provision
1.	Name of the Post	Lower Divisional Clerk (LDC)
2.	Number of Post	01 (U.R.)
3.	Scale of Pay	PB-01 of Pay Level – 02 (As per 7 th CPC) Rs.19,900 – 63,200
4.	Method of Recruitment	Direct Recruitment
5.	Age limit	Not exceeding 28 years as on 26.05.2025. Relax able up to 5 years in the upper age limit for SCs, STs, and as Specified for other categories by Govt. of India from time to time and departmental candidates.
6.	Educational and other qualifications	<u>Essential Qualifications:</u> 10+2 or Higher Secondary School, passing typing speed of 40 w.p.m.. <u>Desirable:</u> One year experience in computer applications.
7.	Method of selection	Written & Skill Test + Personal Interview

Scheme of Written Examination : -

Part	Subject	No. of Questions	Marks	Time
I	General Intelligence	25	25	01 Hour
II	Quantitative Aptitude	25	25	
III	English Language	25	25	
IV	General Knowledge	25	25	

Method of Selection :-

Successful shortlisted scorer of the written examination will appear for the skill test which is qualifying in nature.

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 by 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.

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.

2. 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 Lower Division Clerk”**.
3. The required age, qualification and relevant experience etc. for eligibility shall be determined on the last date of receipt of application i.e. 26.05.2025.
4. Applications along with all the enclosures must reach this Institute by **26th May, 2025** positively. The application forms without enclosures of self-attested supported documents/testimonials shall be treated as invalid. Incomplete and applications received after **26th May, 2025, 05.00 p.m.** will be rejected. The Institute will not be responsible for any postal delays.
5. 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.
6. No TA/DA will be paid to the candidates who will be called for interview.
7. The competent authority reserves the right to fill or not to fill vacancy or to re-advertise the post without assigning any reason.

Sd/-
(Principal)