



STATE INSTITUTE OF HOTEL MANAGEMENT, BALANGIR

(An autonomous body under Ministry of Tourism, Govt. of India & Dept. of Tourism, Govt. of Odisha)
Titilagarh Road, Balangir, PO/Dist-Balangir-767001 (Odisha)

Website: www.sihmbalangir.org

Recruitment Advertisement No. Date:510/SIHM/2019-20/Recruitment

Date:30.08.2019

ADVERTISEMENT FOR RECRUITMENT FOR FILLING UP OF THE VACANT POSTS IN GROUP-‘C’ CADRE OF STATE INSTITUTE OF HOTEL MANAGEMENT, BALANGIR

Applications in the prescribed format are invited from intending candidates for filling up of the following posts of Stenographer Grade-III and Clerk-cum-Cashier in the scale of pay as noted against each category of posts per month with usual D.A. and other allowances as admissible by Govt. of Odisha from time to time.

Name of Post	Scale of Pay	No. of Posts	Essential Qualification & Experience	Age limit	Method of Selection
Stenographer	Rs.5,200-20,200 with G.P. of Rs.2,400 (Revised)	01 (General)	Graduation with a minimum speed of 80 and 40 w.p.m in Shorthand and typewriting respectively. Desirable: Knowledge of computer	32 years as on 01.07.2019 (Relaxable up to 5 years upper age limit for Departmental Candidates)	1- Skill Test 2- Computer Operation Practical 3- Viva-voce Test
Clerk-cum-Cashier	Rs.5,200-20,200 with G.P. of Rs.1,900 (Revised)	01 (General)	Graduate in Commerce with 2 years of experience in commercial or educational institutions in handling accounts & establishment matters. Desirable: Knowledge of Computer, Tally, Taxation (direct & indirect) PFMS.	32 years as on 01.07.2019 (Relaxable up to 5 years upper age limit for Departmental Candidates)	1- Written test on Accounts 2- Computer Operation Practical 3- Viva-Voce Test

- The application must be accompanied with self attested copies of:-
 - Certificate of H.S.C examination of a recognized Board or University with mark sheet.
 - Graduation certificate and mark sheet of a recognized Board or University
 - Certificate and mark sheet relating to Diploma in Computer Application from a recognized Institute.
 - Technical certificate in respect of the post of Stenographer Grade-III.
 - Two self address postal envelopes with adequate postal stamp.
 - Four pass post size coloured photographs.
 - Identity card: any one (Aadhaar Card, Voter Card ,PAN Card, Driving License)
- The candidates are required to mention the name of the post in bold CAPITAL letters being underlined on the top of the envelope which contains the application form and other required documents must reach the O/o Principal, State Institute of Hotel Management, Titilagarh Road, Balangir, PO/Dist-Balangir-767001 (Odisha) by 23.09.2019 up to 3.00 P.M through Regd. Post/Speed Post only.

The competent authority reserves the right to postpone/cancel/suspend/terminate the entire process without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard. The Institute will not be responsible for any postal delay

Sd/-
Principal
SIHM, Balangir

State Institute of Hotel Management, Balangir

Titilagarh Road, Balangir, PO/Dist-Balangir-767001 (Odisha)

APPLICATION FORM

APPLICATION FOR THE POST: _____

1. Name of the Candidate :
(In Capital Letters)
2. Father's/Husband's Name :
3. Gender :
4. Date of Birth :
(Actual age as on 01.07.2019) :
5. Present Address :

- Permanent Address :

Self attested
passport size
Photograph

6. Educational Qualification (Attach self attested copies of Certificates)

Name of the examination passed	Name of the Board/University	Year of passing	Aggregate of marks secured	Grade/ Division	% of marks secured
H.S.C					
+2 Arts/Commerce/ Science					
+3 Arts/Commerce/Science					
Diploma in Computer Application					

7. Marital Status (Unmarried/Married):

8. Religion :
9. Nationality :
10. Experience :

11. Category: (SC/ST/SEBC / General/SPORTS PERSONS/EX-SERVICEMAN):

(Strike out which is not applicable and attach the supporting documents issued by the competent authority):

DECLARATION

I hereby declare that all the particulars furnished by me in this application are true to the best of my knowledge and belief. If any of the information / particulars furnished by me is found to be false at any stage, my candidature/ selection is liable to be rejected / cancelled by the appropriate authority without assigning

Place:

Date:

Signature of the candidate