

**Institute of Hotel Management & Catering Technology, Silvassa**  
**(Affiliated to National Council for Hotel Management & Catering Technology, NOIDA)**  
**DR. B.B.A.POLYTECHNIC CAMPUS, SRV NO. 137/P, KARAD-SILVASSA-396230**  
**U.T. Administration of Dadra And Nagar Haveli And Daman & Diu.**  
Email:- [ihmsilvassa@gmail.com](mailto:ihmsilvassa@gmail.com), Website:- [www.ihmsilvassa.ac.in](http://www.ihmsilvassa.ac.in), Ph. No.0260-2634250

No. IHM&CT/Recruitment of Accountant/382/2023 /221

Date: 28/06/2023

**ADVERTISEMENT FOR RECRUITMENT (SHORT TERM CONTRACT)**

Applications are invited from eligible candidates with filled in prescribed application form and self attested copies of testimonials for the following **Posts (purely on Short term Contract Basis)** for a period of 180days with service break of 2 days before further renewal (based on performance report).

S.No.	Name of the post	No. of posts	Salary (Consolidated per month)	Eligibility Criteria (Educational Qualifications & Experience Required)
1.	Accountant cum OS	01	Rs. 41418/- Consolidated	Please visit website:- <a href="http://www.dnh.gov.in">www.dnh.gov.in</a>

The last date for receipt of application (Through speed post or Registered Post only) is on or before 17:00 hrs, 13/07/2023. The Institute will not be responsible for any postal delay. Application received after due date will be rejected.

Application (Hard Copy Only) completed in all respects in the prescribed Performa may be sent to **The Principal, Institute of Hotel Management & Catering Technology Silvassa, Srv. No. 137/P, Dr. BBA Polytechnic campus, Madhuban Dam Road, Karad, Silvassa, PIN:- 396240, Dadra & Nagar Haveli** .Please Super scribe "Application for the post of Accountant on top of the envelope. No TA/DA will be paid to the candidates for appearing for written test/Practical Skill Test /Interview etc. The undersigned reserves the right to cancel this advertisement any point of time.

Sd/  
Principal  
IHM&CT Silvassa



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U.T. ADMINISTRATION OF DNH&DD.

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## Application Format for the Accountant (For Eligibility Requirements Refer to the Annexure 1)

POST APPLIED FOR

Paste a Recent  
Passport size  
photograph (Cross  
Signed by the  
Candidate)

1. Full Name (IN CAPITALS): \_\_\_\_\_

2. Father's/Husband's Name: \_\_\_\_\_

3. Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

Mob. No. \_\_\_\_\_ E-mail ID: \_\_\_\_\_

4. Permanent Address: \_\_\_\_\_

\_\_\_\_\_

5. Date of Birth (As On 15/02/2021) (DD/MM/YYYY):- \_\_\_\_\_

6. Category (Tick on the applied Category ):- GEN/SC/ST/OBC (attach Self Attested Certificates).

7. Marital Status:- \_\_\_\_\_

8. Sex:- \_\_\_\_\_

9. Present post with scale of pay and last pay drawn: \_\_\_\_\_

10. Disclosure about past disciplinary proceedings if any (Please File Affidavit):-

11. Details regarding legal detention/conviction, if any (Please File Affidavit):-

12. Nationality:- \_\_\_\_\_.

13. Educational Qualifications (Attach Self Attested Certificate)(Attach Extra Sheets, if Required)

Name of Examination	Name of Board/University	Year of Passing	% of Marks	Division


14. Experience Details (Attach Self Attested Certificate)(Attach Extra Sheets, if Required):-

Name of Organization	Address of the Organization	Date of Joining	Date of Leaving	No. Of years Served	Designation and Nature of Job Held	Salary Drawn	Reason of Leaving

15. Any Other (Training/Experience/Short term Course etc.):- (Attach Summary sheets with all attachments)

**Declaration**

I \_\_\_\_\_ hereby declare that the information given in this application is true and correct. I also fully understand that if at any stage it is found that an attempt has been made by me to willfully conceal or misrepresent the facts my candidature may be summarily rejected or my employment may be terminated.

Date:

Place:

Signature of the Candidate



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**(ANNEXURE-1)**

**Details of Eligibility Requirement for Age, Qualification and Experience as per approved Recruitment Rules for Accountant on short term contract basis at IHM&CT,Silvassa.**

S.no	Name of the Post	No. Of Post	Age	Educational Qualification & Experience
1	Accountant cum OS	01	Not exceeding 35 years.  Relaxable upto 5 years in the Upper age limit for SC/ST, departmental candidates and as specified for other categories by Govt. of India from time to time.	Graduation from a recognized University with 5 years experience in commercial or educational institutions.  Desirable:  1. Graduation in Commerce from recognized university. 2. Knowledge of Computers