

CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY,

SECTOR 42- D, CHANDIGARH-160036

(Sponsored by Govt. of India/Chandigarh Administration)

Phone No.9779998086

Website: www.cihmct.co.in , E-mail : cihm42@gmail.com

Online applications along with complete Bio-data, recent Passport Size photograph & self attested copies of testimonials are invited from the eligible candidates for the post of LDC on regular basis by direct recruitment in the Institute by the Principal/Secretary, CIHM, Chandigarh latest by 10.06.2025 as per details given below:-

Name of the Post	Pay Scale	No. of Vacancy	Age Limit
Lower Division Clerk (<u>L.D.C.</u>)	Rs.19900-63200 (Level 2 as per the 7 th CPC)	01 (U/R)	28 years as on 1-1-2025

Educational and Other Qualification & Experience-

Essential qualifications:

10+2 or Higher Secondary School, possessing type speed of 40 W.P.M. (English) Knowledge of Computers

Desirable: 1 year experience in Computers application

A written test of the candidates will be conducted for the above said post and top 15 candidates will be called for Computer based Typing Test (English) by the Institute. Selection will be made purely on the basis of merit list of typing test (English) with 40 w.p.m. Detailed conditions for the written test and Online Application Form is available on the website www.cihmct.co.in. Candidates applying for the above post will have to deposit online application fee of Rs. 750/- per candidate for General Category and OBC Category and no fee is required for SC/ST/Female & Physical Handicapped candidates. No TA/DA will be paid to the candidates for appearing in written & skill test.

The competent authority reserves the right to fill or not to fill vacancy or to cancel/re-publish the advertisement of the post without assigning any reason. Any updates/corrigendum/addendum pertaining to this advertisement will be published on the website www.cihmct.co.in and concerned candidates should, kindly, check the website regularly for updates.

Principal/Secretary

1	Name of Post	L.D.C. (Store/Cash/Establishment). Employees to be posted on rotational basis for a maximum period of 3 years.
2	Scale of Pay	Rs 19900-63200 (Level 2 as per the 7 CPC)
3	Method of Recruitment	Direct Recruitment. 10% of the posts would be earmarked for employees in Group D posts subject to fulfillment of educational Institutions etc. prescribed for direct recruits.
4	Eligibility Criteria	<u>Essential qualifications:</u> i) 10+2 pass or equivalent. ii) Proficiency in Computer Application particularly MS Office. iii) Knowledge of Typing in English with a minimum speed of 40 w.p.m. <u>Desirable:</u> 1 year experience in Computers application
5	Criteria of Written Examination	A. The Written Test will be of Objective Type Questions consisting of 100 MCQs (100 marks) of 02 hours duration having the following four components: 1. Numeric Aptitude 25 Ques. 25 Marks 2. General English & Communication 25 Ques. 25 Marks 3. Gen. Knowledge & Current Affairs 25 Ques. 25 Marks 4. Aptitude & Knowledge of Office Work 25 Ques. 25 Marks B. The Passing marks in Written Test will be 40% C. There will be negative marking for every wrong answer and 0.25 mark will be deducted.
6	Selection Criteria	i) Top 15 candidates from the Written Test will be called for Computer based Type Test in English. ii) Selection will be made purely on the basis of merit list prepared on the basis of speed of Typing. iii) Minimum Speed to qualify the type test will be 40 w.p.m.
7	Age Limit for direct recruits	Not exceeding 28 yrs. Upper age limit is relaxable up to 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
8	Appointing Authority	Secretary/Principal of the respective Institutes of Hotel Management.