

# INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION

(An autonomous body under Ministry of Tourism, Govt. of India)  
(Affiliated to National Council for Hotel management & Catering Technology, NOIDA)  
F-Row, DD Colony, Vidyanagar, Hyderabad-50007, Telangana

---

**Advt.No.01/2025**

**File no. IHM(H)/U-IV/ADVT./2025-26/**

## **Advertisement for the Post of Personal Assistant to Principal-cum-Front Office**

### **Executive (On Contract Basis)**

1. Institute of Hotel Management Catering Technology and Applied Nutrition, Hyderabad is a premier hospitality institution of India providing quality hospitality education. The Institute is looking forward to engage the services of PA to Principal-cum-Front Office Executives at its Office, on contract basis.
2. **About the Role:**

The candidate will be Personal Assistant to Principal and will also be the first point of contact for visitors and students, responsible for creating a welcoming environment and handling front-office administrative functions efficiently.
3. **Essential Qualifications and Experience:**
  - Graduate in any discipline from a recognized university/Hotel Management Graduates will be preferred.
  - Minimum three years of experience in reception, personal assistant, office administration, or front desk management (preferably in an educational institutions/hotels).
  - Excellent communication skills in English and Telugu (spoken and written).
  - Strong interpersonal skills.
  - Proficiency in computers and office applications (Word, Excel, Email handling and social media management).
4. **Age :** Not exceeding 40 years.
5. **Key Responsibilities :**
  - Managing the Principal's calendar, appointments, and travel arrangements.
  - Handle telephone calls, inquiries, and appointment scheduling.
  - Handling all incoming and outgoing confidential correspondence, emails, and phone calls.
  - Taking dictation, typing, and preparing letters, reports, and official documents.

- Coordinating with various departments, staff, students, and external stakeholders.
- Greet and assist visitors, students, and parents courteously.
- Maintain visitor records and ensure a professional, organized reception area.
- Provide administrative assistance to office staff and faculty when required.
- Uphold confidentiality, punctuality, and decorum at all times.

6. **Mandatory Requirements:**

- Should be a team player.
- Should be flexible with working hours/Hostel Warden duties (Night Shift).
- Should exhibit utmost sincerity and maturity in dealing with visitors and students.
- Ability to handle pressure situations with calmness and tact.

7. **Consolidated remuneration:** Rs.35000/- p.m. Food and bachelor accommodation will be provided to shoulder hostel responsibilities in the night.

8. **Number of Positions:** 01

9. **Nature of Appointment:** Temporary engagement initially for six months which will be further extended if performance is found satisfactory. This assignment is purely temporary and does not envisage any kind of regular appointment in IHM, Hyderabad in future

10. **How to Apply :**

Interested candidates may send their updated resume with a recent passport size photograph, educational certificates and experience certificates by post or email to [ihmhyd.principal@gmail.com](mailto:ihmhyd.principal@gmail.com). The last date of receipt of applications is 30 days from the date of publication in the Employment News. Also provide the details of two previous employer reference. Shortlisted candidates will be informed via email/phone for further selection procedures.

**General Conditions:**

- The candidates are supposed to bring their pass port size photo along with a copy of their resume, one copy of educational and experience certificates for submission.
- The candidates are also requested to bring their original educational and experience certificates for verification at the time of interview.
- The Walk-in Interview date will be intimated to shortlisted candidates
- Smoking/consumption of alcohol/tobacco/drugs in campus is strictly prohibited.

**Date: 12/11/2025**

Sd/-  
**Principal**

# APPLICATION FORM



**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION**  
(An autonomous body under Ministry of Tourism, Govt. of India)  
(Affiliated to National Council for Hotel Management & Catering Technology, NOIDA)  
F-ROW, D.D. COLONY, VIDYANAGAR, HYDERABAD – 500 007, TELANGANA

**Advertisement No.: IHM(H)/U-IV/ADVT./2025-26**

*Paste your  
recent colour  
passport size  
photograph*

1. Full Name (In Block Letters):

\_\_\_\_\_

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

3. Date of Birth : \_\_\_\_\_

4. Age : \_\_\_\_\_

5. Postal Address for Correspondence : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Permanent Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. (a) Contact No. : \_\_\_\_\_

(b) E-mail : \_\_\_\_\_

8. Whether belongs to SC/ST/OBC/PWD : \_\_\_\_\_

9. Whether Flexible with Hostel Warden Duties : YES \_\_\_\_\_ NO \_\_\_\_\_

10. Computer Skill details : \_\_\_\_\_

**11. Educational Qualifications (Starting from 10<sup>th</sup> / S.S.C.):**

| Name of the Examination | Board/ University/ Institute | Year of Passing | Subjects | Percentage of Marks |
|-------------------------|------------------------------|-----------------|----------|---------------------|
|                         |                              |                 |          |                     |
|                         |                              |                 |          |                     |
|                         |                              |                 |          |                     |
|                         |                              |                 |          |                     |

**12. Experience, if any:**

| Name of Organization/ Employer | Period of Service in Year & Months | Designation | Nature of duties |
|--------------------------------|------------------------------------|-------------|------------------|
|                                |                                    |             |                  |
|                                |                                    |             |                  |
|                                |                                    |             |                  |

**13. Language Proficiency (Put ✓Mark)**

|         | <b>Read</b>          | <b>Write</b>         | <b>Speak</b>         |
|---------|----------------------|----------------------|----------------------|
| Hindi   | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| English | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Telugu  | <input type="text"/> | <input type="text"/> | <input type="text"/> |

I do solemnly affirm that the above information given by me is true to the best of my knowledge and belief. If any information given by me is found to be incorrect at any stage, my candidature may be cancelled.

Date:

Place:

Signature of Applicant