

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

No : HMC/R&PR/2019/1
Date : 30.12.2019

आंतरिक परिपत्र / Internal Circular

In terms of the BoG approved Recruitment and Promotions Rules (R&PR) at its 189th meeting held on 16.04.2018, Hall Management Centre (HMC) invites applications (in the prescribed format) from the eligible regular staff members of HMC for the following post.

1. Post : Cook Gr. III :
No of vacancy: 18 (eighteen)

Pay Matrix Level: Level 4 of Pay Matrix Rs. 25500-81100 (Pre-revised: Pay Band ₹ 5200-20200/- , Grade Pay of Rs. 2400/- and other allowances as admissible.)

Minimum Educational Qualification and Experience: Madhyamik or Matriculation or equivalent pass (10th pass) from a recognized Board with 10 (Ten) years of experience in the GP of Rs. 1900/- as 'Cook'. The employees not having Madhyamik or Matriculation or equivalent pass (10th pass) from a recognized Board may be considered for the post of 'Cook Gr. III' provided he/she has undergone at least 12 (Twelve) weeks of training in the relevant field and completed training successfully with Grade B (70 percent marks and above)

General Instructions

1. Mere eligibility will not vest any right on any candidate for being called for Written Test/Trade Test/Interview. The decision of Chairman, HMC in all matters will be final.
2. Incomplete applications or applications without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.
3. The employees, who fulfil the criteria as on 31.12.2019, may apply on or before 31.01.2020 through Warden of the Hall in the prescribed format with the self-attested copies of certificates/testimonials.
 - The application should be addressed to "Assistant Registrar, HMC, Indian Institute of Technology Kharagpur-721302, West Bengal, India".
 - The envelope should be superscribed with the name of the post applied for.
 - The applicant must collect an acknowledgement number on submission of the hardcopy.



Assistant Registrar

Copy to:

1. Warden, All Halls of Residence, with a request to bring it to the notice of concerned regular staff members of HMC
2. Registrar, IIT Kharagpur
3. Coordinating Wardens, HMC
4. Dean (Students Affairs)
5. Secretary, Deputy Director's Office
6. Secretary, Director's Office
7. Secretary, Halls Employees Negotiation Committee
8. HMC Website

For office use only.

HMC Reference No: _____

**HALL MANAGEMENT CENTER
APPLICATION FORM**

Internal Circular No.	HMC/R&PR/2019/1, Dt. 30.12.2019
-----------------------	---------------------------------

Post Applied for: **Cook Gr. III**

Personal Information

Name	Middle Name	Surname			
Sex (M/F)	Date of Birth		Date (DD)	Month (MM)	Year (YYYY)
M F					
Local Address			Permanent Address		
Mobile no.			Email (if available)		
Employee Code	Employment Address (Hall Name)	Present Pay Scale (As per 7 th PC)	6 th PC Grade Pay	Present post	

Paste a passport size photograph here

Education History and Training Experience (attach additional sheet if required)

University or Board	Course/Degree	Year of passing	Percentage marks/Grade

Work experience (attach additional sheet if required)

Name of the post	Place of work	Period of work	Pay scale

Number of attachments: _____

Date:

Signature:
of CandidateSignature of Forwarding
Authority with Date and Seal