



होटल प्रबंधन, खान-पान प्रौद्योगिकी एवं अनुप्रयुक्त पोषाहार संस्थान, लखनऊ  
**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION, LUCKNOW**

भारत सरकार के पर्यटन मंत्रालय के तहत एक स्वायत्त निकाय  
(AN AUTONOMOUS BODY UNDER MINISTRY OF TOURISM, GOVT. OF INDIA)  
सेक्टर जी, अलीगंज, लखनऊ, ऊ.प्र.-226024 SECTOR G, ALIGANJ, LUCKNOW, UP -226024

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### **Advertisement for engagement of a Data Entry Operator**

Applications are invited from eligible candidates for the post of **Data Entry Operator**, to be engaged through a third-party outsourcing agency, for deployment at **Institute of Hotel Management Lucknow**. The appointment will be purely on an outsourced basis and will not confer any right for regularization or absorption.

#### **Essential Qualifications:**

- Pass in Class XII/ Higher Secondary in any discipline from a recognized Board /institution
- O level course in computer applications is a one-year foundation-level program offered by NIELIT (formerly DOEACC)
- Proficiency in MS Office, particularly Excel and Word.
- Typing speed of at least 35 words per minute in English / 25 words per minute in Hindi.
- Good communication and organizational skills.

#### **Desirable:**

- Prior experience in data entry or administrative support roles.

#### **Job Responsibilities:**

- Data entry, documentation, and record keeping.
- Any other work assigned by the department/institution.

#### **How to Apply:**

- Interested candidates have to come with their resume and supporting documents at IHM Lucknow on 23.07.2025.
- The institute reserves the right to accept or reject any application without assigning any reason.

**Sd/-**  
**Principal, IHM Lucknow**