

No.

Dated

To,

Roll No.: _____

Dear Candidate,

This has reference to your application for the post of **Accountant** against the advertisement of SIHM, Bathinda (Punjab) in _____ dated _____ and the minimum requirement of age, qualification and experience criteria for the post given in the said advertisement as well as Institute's website.

The selection will be made on the basis of merit in the written test to be held at the Institute as per following schedule:

Date of written test	8 th September 2018 (Saturday)
Reporting time for verification of original certificates	9.00 AM
Timing of Test & Duration	10.00 AM to 12.00 Noon 2 Hours
Venue	Institute of Hotel Management Industrial Growth Centre, Mansa Road Bathinda, Punjab 151001

The written test paper will consist of following sections:

- Section-1 will be for Numeric Aptitude consisting of 10 multiple choice questions (10 marks).
- Section-2 will be for General English consisting of 10 multiple choice questions (10 marks).
- Section-3 will be for General Knowledge consisting of 10 multiple choice questions (10 marks).
- Section-4 will be for Accounts related and Service Aptitude consisting of 50 multiple choice questions (50 marks).
- Section-5 & 6 will be of two subjective type questions of 10 marks each (20 marks) i.e. drafting of a letter/application and drafting of an official noting. The answers should be given on the specific space given on the question paper itself.

For each question in Section 1 to 4, four options of answers will be given and the candidate has to darken the appropriate bubble of correct answer in the answer sheet by using **blue/black ballpoint pen** only. Each question of this MCQ will carry one mark and there will be 0.25 negative marking for each wrong answer. However, the question not attended will fetch zero marks. While darkening the correct answer, one must keep in mind that if an incorrect answer is darkened inadvertently and thereafter the correct answer also darkened by cancelling the earlier answer, such double attempt will fetch negative marks. Therefore, the candidate is suggested to darken the correct answer when he/she is sure.

Candidates are not allowed to bring electronic gadgets including mobile phones in the examination hall.

Candidates must bring all original certificates in support of educational qualifications and experience for verification before the written test, failing which the candidate will not be allowed to appear in the written test.

Candidates are also required to bring one copy of his/her latest passport size photo (for pasting in the attendance sheet) and original identity card issued by government along with the call letter while appearing for written test failing which he/she will not be allowed to appear in the written test.

After completion of the written test, candidates should handover the entire question booklet and answer sheet to the invigilator before leaving the examination hall.

If any candidate reaches the written test venue late by 10 minutes of start of exam i.e. 10.00 AM, he/she will not be allowed to sit in the exam.

Since the call letter issued on the basis of information furnished by the candidate in the application form, if at the later stage it is found that the candidate is lacking of any eligibility criteria, this call letter will not confer any right to his/her eligibility for the post.

The candidates must note the following:

- Must have prescribed essential qualification.
- Bring latest passport size photograph and original identity card for appearing in written test
- All original Certificates along with one set of photocopy, in support of their age, qualification and experience;
- Do not forget to bring blue/black ballpoint pen to write the exam.
- No TA/DA will be given for attending the above test/interview.

Principal