



Institute of Rural Management Anand

The Institute of Rural Management Anand (IRMA) is a premier, national-level Institute for Post Graduate, Fellow Programme, and Mid-career/in-service education, research, and consulting in rural management and allied fields. Founded in 1979, IRMA's mission is to promote all-around sustainable rural development through professional management.

IRMA Requires

Executive (ETDC)

About ETDC:

IRMA has its own Executive Training and Development Centre comprises one Conference room, one lecture hall, two meeting rooms, 50 executive guest rooms, and three suite rooms. It has a kitchen with a dining area that has a capacity of 50 persons at a time.

Job Description:

The Executive (ETDC) shall have overall responsibility for the Executive Training and Development Center (ETDC), at IRMA. The incumbent is responsible to maintain the standards of service and providing facilities to guests. The incumbent will be required to:

- Supervise the working of the ETDC kitchen as well as the housekeeping department,
- Ensure that good quality food is offered to guests and employees,
- be involved with the working of the lodging facilities of the ETDC. Ensure that rooms offered to guests meet their requirements
- Coordinate between the housekeeping department as well as the kitchen staff to ensure that requests made by guests are catered to on time.
- Ensure that the entire ETDC premises is clean and well maintained.

Qualification and Experience:

The incumbent should hold a Degree or Diploma in Hotel Management./ Catering technology/ Restaurant/ Hospitality/ Culinary Arts from a reputed University/Institution with at least two years of Executive level experience in managing Guesthouses/ as per the Job profile of this position.

Age:

The Incumbent age should be preferably around 25 to 30 years.

Remuneration and Tenure:

The appointment will be made purely on a three-year contract with a consolidated remuneration between Rs.20,000/- to Rs.25,000/- per month.

The Director, IRMA reserves the right to make relaxations in the prescribed qualifications/ experience if found suitable. Mere fulfilling the minimum qualifications and experience prescribed will not make a candidate eligible to be called for an interview. Only short-listed candidates will be called for the interview. No correspondence/interim enquiries/telephonic enquiries in the matter will be entertained.

Interested candidates may please apply online by June 30, 2022, i.e., 23:59 p.m. at <https://www.irma.ac.in/careers/careers.php>. Please ensure that the application contains a Statement of Interest and a detailed Curriculum Vitae.