

Sr. no	Name of Post	No. of Posts	Eligibility Criteria	Salary Range (₹)	Key Responsibilities:	Apply For Link
1	Training & Placement Officer	1	<p>Master's Degree from a recognized University with a minimum of 10 years of work experience in the relevant field.</p> <p>OR</p> <p>Bachelor's Degree from a recognized University with a minimum of 10 years of work experience in the relevant field.</p>	45,000	<ul style="list-style-type: none"> Develop and maintain industry linkages with hotels, resorts, and hospitality organizations. Arrange industrial training, internships, and placement drives. Organize campus recruitment activities and job fairs. Prepare students for placements (resume building, mock interviews, grooming). Track student placement records and alumni engagement. Coordinate with industry experts for guest lectures and workshops. Maintain placement database and generate reports. Promote institute-industry collaboration and MoUs. 	https://forms.gle/m596Dv4nqNs2eUYD8
2	Girls Hostel Warden	1	<p>Bachelor's Degree from a recognized University with a minimum of 2-4 years of work experience in the relevant field.</p> <p>OR</p> <p>Minimum 12th Pass with 7 Years and above experience.</p>	17,000 – 30,000	<ul style="list-style-type: none"> Ensure safety, security, and discipline in the girls' hostel. Maintain hostel records, attendance, and visitor registers. Address student grievances and welfare concerns. Enforce hostel rules and code of conduct. Coordinate with housekeeping, security, and maintenance staff. Ensure cleanliness, hygiene, and proper living conditions. 	https://forms.gle/hLGAumVzNoFPCGbj6

3	Accountant	1	<p>Master's Degree from a recognized university with a minimum of 2 years of work experience in relevant field.</p> <p>OR</p> <p>Bachelor's Degree from a recognized University with a minimum of 4 years of work experience in the relevant field</p>	25,000 – 30,000	<ul style="list-style-type: none"> ·Working knowledge of Tally ERP is essential. ·Maintain books of accounts, financial records, and ledgers accurately. ·Process bills, invoices, and payments, including procurements through the GeM portal. ·Prepare budgets, financial statements, and utilization certificates. ·Ensure compliance with statutory requirements such as GST, TDS, PF, etc. ·Assist in internal and external audits and respond to audit observations. ·Monitor expenditure and ensure financial discipline and cost control. ·Maintain payroll records and manage salary processing. ·Liaise and coordinate with banks and financial institutions. 	<p>https://forms.gle/rb69KS3a1Yqwgf7XA</p>
4	Office Assistant	1	<p>Bachelor's Degree from a recognized University with a minimum of 2-4 years of work experience in the relevant field. Or</p> <p>Minimum 12th Pass with 7 Years and above experience.</p>	17000-25000	<ul style="list-style-type: none"> · Provide clerical and administrative support to office operations. ·Maintain files, records, and documentation (physical & digital). ·Handle inward/outward correspondence and dispatch. ·Assist in data entry, report preparation, and documentation work. ·Support admission process and student record management. ·Coordinate with different departments for routine tasks. ·Manage office supplies and inventory. ·Assist in organizing meetings, SIHM events, and official activities. ·Able to draft official notes in both Gujarati and English. 	<p>https://forms.gle/zqPvGiKStypUbxx4A</p>



State institute of Hotel Management Siddhpur Non-Teaching Recruitment 2026



General Instructions

- Candidates must carefully read the eligibility criteria and job responsibilities before applying.
- Applicants should ensure that all information provided in the application form is accurate and complete.
- Relevant educational qualification and work experience certificates may be required at the time of document verification.
- Selection will be based on eligibility, experience, and performance in the interview/assessment process.
- The organization reserves the right to shortlist candidates and modify or cancel the recruitment process without assigning any reason.
- Incomplete applications or applications received after the deadline will not be considered.
- Any form of canvassing or influence will lead to disqualification.
- Only shortlisted candidates will be contacted for further communication.
- The number of vacancies may increase or decrease as per organizational requirements.
- The decision of the selection committee shall be final and binding in all matters related to recruitment.

Important Notice

Last Date for Submission of Application:

Applications received after the prescribed deadline will not be accepted under any circumstances. Candidates are advised to submit their applications well before the closing date to avoid any last-minute technical issues.

Note: The organization reserves the right to extend the last date, modify eligibility criteria, or cancel the recruitment process without prior notice.

For any queries regarding the recruitment process, candidates may contact the concerned authority during working hours.