

ADVERTISEMENT
**WALK-IN INTERVIEW – PLACEMENT OFFICER & ASSISTANT PLACEMENT
OFFICER**

Institute of Hotel Management Gangtok
Tourism & Civil Aviation Department, Government of Sikkim
Under the Sikkim INSPIRES Project

IHM Gangtok invites qualified candidates for Walk-In Interviews for the engagement of Placement Officer and Assistant Placement Officer under the Sikkim INSPIRES Project.

1. Placement Officer – 1 Post

Minimum Qualification

- MBA or Master's in Hospitality/Tourism Management

Experience

- Minimum 3 years in placement coordination or career services in hospitality/tourism institutions
- Strong communication and industry networking skills
- Experience in employer engagement, job fairs, and placement reporting preferred

Key Responsibilities

- Develop and implement a structured placement strategy for IHM, Gangtok
- Build linkages with hotels, resorts, travel organisations, and tourism enterprises across Sikkim, GTA & beyond
- Facilitate placement for IHM students and trainees
- Organise campus interviews, job fairs, and career sessions
- Maintain employer database and placement reporting systems
- Coordinate with alumni for mentorship and placement support

Remuneration

Rs. 35,000 per month (consolidated)

2. Assistant Placement Officer – 1 Post

Minimum Qualification

- Bachelor's degree in Hospitality, Tourism, or Management

Experience

- Minimum 1 year in placement assistance or administrative roles
- Strong proficiency in MS Office and data management

Key Responsibilities

- Assist the Placement Officer and Admission Counsellor in communication, reporting, and coordination
- Maintain placement data for IHM students and trainees
- Support employer outreach and follow-up
- Assist in preparing reports for KPI and DLR tracking
- Provide administrative and technical support for placement activities
- Extend technical support for IT systems, software, and operational requirements

Remuneration

Rs. 25,000 per month (consolidated)

Walk-In Interview Details (Both Posts)

Date: 7th August 2026

Time: 10 A.M.

Venue: Institute of Hotel Management, Gangtok, Sajong Rumtek, East Sikkim

Reporting Time: 10 A.M.

Candidates must bring:

- Updated CV
- Original & photocopies of certificates
- 1 passport-size photograph
- Valid ID proof

Note

- Candidates should possess COI.
- Engagement will be contractual for 12 months, extendable based on performance and institutional need.