RECRUITMENT AND PROMOTION RULES, 2003

In exercise of the overall powers vested in it under its Memorandum of Association and Rules & Regulations, the Board of Governors of the Institute of Hotel Management, Catering Technology & Applied Nutrition (……..) Society hereby makes the following Rules in respect of various appointments in service of the Institute:-

1. **SHORT TITLE AND COMMENCEMENT**:

1.1 These Rules shall be called the Institute of Hotel Management, Catering Technology & Applied Nutrition (Recruitment and Promotion) Rules, 2003.

1.2 These Rules shall come into force with effect from _____ 2003.

2. **INTERPRETATION:**

In these Rules the various terms and expressions shall have the same meaning as assigned to them in the Memorandum of Association, Rules and Regulations and Bye-laws of the Institute and other Rules applicable to employees of the Institute from time to time.

3. **SCOPE:**

These Rules shall apply for recruitments and promotions to all whole time regular employees and to all persons appointed or promoted to any post in the Institute.

4. **CLASSIFICATION OF POSTS:**

S.No.	Description of Posts	Classification of Posts
4.1	Posts carrying the following grade pays: Rs. 8700 in PB-4 ; Rs.6600 and Rs. 5400 in PB-3 in the scale of pay of Rs. 15600-39100 in Pay Band - 3	**Group A**
4.2	Posts carrying the following grade pays: Rs. 4600 and Rs.4200 in the scale of pay of Rs. 9300-34800 in Pay Band-2.	**Group B**
4.3	Posts carrying the following grade pays: Rs. 2800, Rs.2400 and Rs.1900 in the scale of pay of Rs. 5200-20200 in Pay Band-1	**Group C**
4.4	Posts carrying the following grade pays: Rs.1300, Rs.1400, and Rs.1650 in the scale of pay of Rs. 4440-7440 in IS Scale	**Group D**

5. **FILLING UP OF VACANCIES**:

5.1 Vacancies shall be filled up by one or more of the following methods as prescribed in the Schedule for each category of posts:-

a) direct recruitment **(see Part II of these Rules)**

b) promotion by selection-cum-seniority/selection by merit **(see Part III of these Rules)**

c) promotion on the basis of Non-selection **(see Part III of these Rules)**

d) deputation of a person from the Central Government, State Governments, Semi-Government Organisations or Public Sector and other Undertakings. **(see part IV of these Rules)**

5.2 Vacancies against posts normally required to be filled up by promotions may be filled by direct recruitment when no employee is eligible or available or found suitable for promotion.

6. **SELECTION COMMITTEE**:

6.1 In making appointments the appointing authority would be as prescribed in the schedule. It shall be assisted by a **Staff Selection Committee** as given below:-

a) For the post of Principal :

i	**Chairman BOGs**	**Chairman**
ii	Additional Director General (Tourism), Government of India or his/her nominee (Member mandatory, without which the quorum shall not be complete).	Member
iii	Financial Advisor/Financial Controller, Ministry of Tourism, Government of India or his/her nominee	Member
iv	Representative of Industry on the BOGs	Member
v	Catering Expert on the BOGs	Member
vi	One officer from the reserved category not below the rank of Director/Deputy Secretary in Government of India	Member
vii	Chief Executive Officer, National Council for Hotel Management & Catering Technology	Member Secretary

b) For the post of Head of Department :

i	**Chairman BOGs**	**Chairman**
ii	Additional Director General (Tourism), Government of India or his/her nominee (Member mandatory, without which the quorum shall not be complete).	Member
iii	Financial Adviser/Financial Controller, Ministry of Tourism, Government of India or his/her nominee	Member
iv	National Council for Hotel Management & Catering Technology nominee on the BOGs	Member
v	Catering Expert on the BOGs	Member
vi	One officer from the reserved category not below the rank of Deputy Secretary in Government of India to be appointed by Chairman, BOGs	Member
vii	Principal	Member Secretary

c) For Group "A", Group "B" and teaching posts in Group "C":

i	**Chairman BOGs**	**Chairman**
ii	Additional Director General (Tourism), Government of India or his/her nominee (Member mandatory, without which the quorum shall not be complete).	Member
iii	Financial Adviser/Financial Controller, Ministry of Tourism, Government of India or his/her nominee	Member
iv	National Council for Hotel Management & Catering Technology nominee on the BOGs	Member
v	Catering Expert on the BOGs	Member
vi	One officer from the reserved category not below the rank of Deputy Secretary in Government of India to be appointed by Chairman, BOGs	Member
vii	Principal	Member Secretary

d) For Group 'C' & 'D' (non-teaching):

i	**Principal**	**Chairman**
ii	Regional Director, Ministry of Tourism, Govt. of India on BOGs	Member
iii	Officer from the reserved category nominated by Chairman, BOGs	Member
iv	Administrative Officer of the Institute	Member Secretary

6.2(a) In making **promotions to Group 'A' Group 'B' and post of Lecturers & Asstt. Lecturers**, the **Departmental Promotion Committee** for will consist of:

i	Principal	Chairman
ii	Nominee of Ministry of Tourism, Government of India	Member
iii	NCHMCT nominee on the BOGs	Member
iv	Nominee of the State Government on the BOGs	Member
v	Official from reserved category to be nominated by Chairman, BOGs	Member

(b) **Departmental Promotion Committee for Group 'C' and 'D' (non-teaching)** will consist of:

i	Principal	Chairman
ii	BOGs Chairman's nominee	Member
iii	Official from reserved category to be nominated by Chairman, BOGs	Member
iv	Administrative Officer of the Institute	Member Secretary

6.3 The Chairman of a Selection/Promotion Committee may co-opt one/two subject specialists to assist the Committee.

6.4 The recommendations of the Selection/Promotion Committee shall be submitted to the Appointing Authority for approval and shall normally be valid for one year.

6.5 If any relative of any of the members of the Selection/Promotion Committee is the candidate for the post, such member will withdraw from the Selection/Promotion Committee to maintain impartiality and clear transparency in the selection process.

6.6 Presence of at least 2/3rd of the members shall form the quorum. **However, presence of Chairman would be mandatory. The presence of GOI nominee (wherever he is a member) shall also be mandatory.**

6.7 The Selection/Promotion committee would recommend panel of names and rank in order of merit based on an interview/test.

7. **SPECIAL REPRESENTATION:**

Vacancies in various categories of posts shall be subject to such reservations for representation of Scheduled Castes, Scheduled Tribes, OBCs, Ex-servicemen or any other categories of persons as may be specified by the Government of India from time to time.

8. **ELIGIBILITY FOR APPOINTMENT**

A candidate for appointment in the Institute:

a) must be a citizen of India OR

b) must belong to such categories of persons as may, from time to time, be notified in this behalf by the Government of India

9. **PHYSICAL FITNESS:**

A candidate selected for appointment in the Institute shall be required to produce a medical certificate of fitness before appointment from a Medical Board for Group 'A' posts and Authorised Medical Attendants for Group 'B', 'C' & 'D' posts as may be nominated by the Board of Governors from time to time. This condition could be relaxed in those cases where the persons already employed in Central Government/State Government/Public Selector Undertakings including Universities who have already undergone such medical examination and apply for any post either on direct recruitment process through proper channel or apply and get selection on deputation basis on Foreign Service terms.

10. **VERIFICATION OF CHARACTER AND ANTECEDENTS:**

Appointing Authority shall satisfy itself that the character and antecedents of the candidates selected for first appointment in the Institute are such as do not render him unsuitable for appointment. The criteria, procedure and suitability for appointment would be the same as applicable for appointment to posts/services under the Central Government.

11. **RESTRICTION REGARDING MARRIAGE:**

The provision under Conduct Rule 21 regarding restriction on Marriage as applicable to the employees of the Central Government employees will be applicable to the employees. The procedures and decisions as prescribed under this rule shall be followed. Declaration will be obtained from new entrants as per OM No 25/37/67-Estt(A) dated 22.4.1970.

12. **GENERAL CONDITIONS FOR APPOINTMENT:**

12.1 Period of probation:

i) For Direct recruits:

a) to posts carrying a grade pay of Rs 4200 and above or to posts for which maximum age limit for recruitment is 35 years or above not involving training, the period of probation will be one year.

b) For all other direct recruits and in cases where probation includes job training, the period of probation will be two years.

ii) For Promotees:

a) For promotees in the same service and group, there will be no probation period.

b) For promotees to higher group, the probation period will be one year.

The appointing authority may extend the probation period for a maximum period of one year. In no case extended probation period shall be more than the double of the original probationary period. At any time during or at the end of the probationary period, the service of the employee may be terminated in case of a new entrant or the employee may be reverted to the post held before promotion without any notice and without assigning any reason.

PART-II : GENERAL PRINCIPLES GOVERNING DIRECT RECRUITMENTS

13. **DIRECT RECRUITMENT:**

13.1 Vacancies in Group 'A' & Group 'B' and the post of Principal, Lecturer and Assistant Lecturer shall be notified and advertised in leading newspapers and Employment News by the Institute. Whereas vacancies in Group 'C' and 'D' shall be notified to the employment exchange giving full details regarding qualification, age, experience etc. as prescribed for the post in the schedule as well as notified and advertised in leading newspapers.

13.2 Action to fill a post falling vacant on account of retirement shall be initiated atleast six months prior to its occurrence. This could be supplemented with other vacancies arising due to resignation/dismissal/incapacitation/death in the intervening period. It shall be mandatory for the concerned Institute of Hotel Management to advertise the post of Principal at least six months prior to the superannuation/retirement of the incumbent, for which NCHMCT will maintain a record. The concerned Institute of Hotel Management may, however, make a formal request to the National Council for Hotel

Management & Catering Technology to handle the entire process of selection on its behalf. In case the concerned Institute of Hotel Management fails to initiate the process of selection of Principal at least six months prior to the superannuation/retirement of incumbent, the National Council for Hotel Management & Catering Technology will *suo moto* take over the entire process of selection of the Principal.

13.3 A candidate for direct recruitment to a post must fulfil the prescribed qualifications, experience, age etc. Relaxation of essential qualifications and experience as prescribed for the post shall **NOT** be permissible under any circumstances.

13.4 In case a vacancy is reserved for SC/ST and OBC candidate, necessary steps to notify the vacancy to recognised SC/ST/OBC organisations etc. shall be taken.

13.5 Due relaxations will be available for SC/ST/OBC candidates and such other categories of persons as may be notified from time to time by the Government of India.

13.6 A departmental candidate shall also be eligible to apply for a direct recruitment post if he/she possesses the requisite qualifications etc., except that in such cases the upper age limit may be relaxed upto 5 years. **Departmental Candidate is one who is a regular employee of National Council for Hotel Management & Catering Technology/ Institute of Hotel Management.**

13.7 On receipt of applications, a list of eligible candidates shall be prepared by a **Screening Committee** as under:

The Screening Committee for the **post of Principal** shall consist of:

i	**Regional Director, Ministry of Tourism, Govt. of India**	**Chairman**
ii	Nominee of Ministry of Tourism, Government of India	Member
iii	BOG Chairman's nominee	Member
iv	Administrative Officer of the Institute	Member Secretary

The Screening Committee for **all posts except the post of Principal** shall consist of:

i	**Principal**	**Chairman**
ii	Nominee of Chairman BOGs	Member
iii	Administrative Officer of the Institute	Member Secretary

Short listed candidates shall be required to appear in the prescribed test(s) and/or interview. On an average for one post, three candidates may be selected and placed in a panel in order of merit. In case the first candidate does not join the post within the stipulated joining time, the offer of appointment shall be made to the second candidate and if the second candidate also does not join, the offer of appointment shall be made to the third candidate. The panel of selected candidates shall be valid for one year. However, the selection committee has the discretion in this regard.

13.8 Candidates short listed for interview in case of Group 'A' and 'B' posts and for the post of Assistant Lecturer-cum-Assistant Instructor and also the candidates belonging to the reserved categories and called for interview, may be granted travel expenses, to and fro for journey(s) by shortest rail route by 2nd class rail fare, on production of tickets. In the case of candidates for the post of Principal, travel expenses for to and fro journey(s) by shortest rail route by 2nd AC class, rail fare or equivalent will be provided on production of tickets.

13.9 A candidate below the age of 18 years shall not be considered for appointment to any post in the Institute.

13.10 The duration of experience as prescribed in these Recruitment Rules for each post for direct recruitment, should be reckoned as experience in the next below post.

PART-III : GENERAL PRINCIPLES GOVERNING PROMOTION

14. **PROMOTION:**

14.1 No employee shall be considered eligible for promotion to a higher post unless he satisfies the requirements prescribed for promotion as specified for the respective post in the Schedule.

14.2 For the purpose of promotion, a post shall be either a selection post or a non-selection post as given in the Schedule.

14.3 **Selection Posts** – Promotion to selection posts shall be on the basis of merit with due regard to seniority. The appropriate Departmental Promotion Committee shall judge the merit and suitability of eligible employees for promotion on the basis of record of service, including confidential reports and recommend the order in which they may be promoted. The Departmental Promotion Committee may conduct interview/test.

14.4 **Non-Selection Posts** – Promotion to non-selection posts shall be on the basis of seniority subject to rejection of unfit candidates as determined from the record of service, including Confidential reports, by the appropriate Departmental Promotion Committee as referred to above.

PART - IV : GENERAL PRINCIPLES GOVERNING DEPUTATION

15 **DEPUTATION ON FOREIGN SERVICE TERMS**:

15.1 Employees of the Central Government/State Government/Public Sector and other Undertakings/Autonomous Societies etc., applying through proper channel in relaxation of appointment on immediate absorption conditions for deputation on Foreign Service

terms for any post in the institute may on their selection be appointed in the institute. While selecting the employees of the above mentioned organisations for a deputation post in IHM, selection committee, as may be constituted by the Board of Governors of the IHM, will ensure that the candidate fulfils the requisite qualifications and experience etc., for the deputation post as are prescribed in the Recruitment Rules.

15.2 The terms and conditions of appointment on deputation/foreign service in Hotel Management Institute shall be regulated in terms of Department of Personnel & Training's Office Memorandum dated 05.01.1994 as amended from time to time. The period of deputation/Foreign Service shall be subject to a maximum of three years in all cases except for those posts where a longer period of tenure is prescribed in the Recruitment Rules. The borrowing organisation may grant extension beyond this limit upto one year, after obtaining orders of Secretary (Tourism), Government of India, where such extension is considered necessary in public interest. The borrowing organisation may extend the period of deputation for the fifth year or for the second year in excess of the period prescribed in Recruitment rules in rare and exceptional circumstances in public interest subject to specific understanding that the officer would not be entitled to draw deputation duty allowance. This is subject to the prior approval of the lending organisation and wherever necessary the UPSC/State PSC and ACC. In exceptional cases where the deputationist is not found fit to discharge his/her duties and responsibilities to the satisfaction of the competent authority, such deputationist could be reverted back to his parent office even before the expiry of the period of deputation.

15.3 All the terms and conditions relating to transfer on deputation should be settled well in advance between the lending department i.e. the parent office of the deputationist and the borrowing department i.e. the IHM concerned.

15.4 During deputation period, the deputationist may elect to draw either pay in the pay scale of deputation post to be fixed under the normal Fundamental Rule 22 and sub-clauses there under or may draw the basic pay plus personal pay, if any in his parent department from time to time plus deputation allowance @ 5% of his basic pay subject to maximum of Rs.500/- per month provided the deputation is within the same station. In other cases i.e. deputation at outstation, deputation allowance will be @ 10% on his basic pay subject to maximum of Rs.1,000/- per month. Basic pay plus deputation allowance drawn by the deputationist should not exceed the maximum of the pay scale or Rs.19,500/- per month.

15.5 The deputationist will have to exercise his option within one month of his joining the deputation post clearly indicating whether he elects to opt the pay scale of the borrowing department i.e. IHM or opts for drawing deputation allowance as admissible under the Rules. The option exercised once will be final. The option could be revised in the following circumstances:

a) when the deputationist is reverted to a lower grade in his parent cadre;

b) when the pay scale of parent post is revised either from retrospective effect or prospectively.

15.6 During deputation period the foreign employee has to pay Leave Salary Contribution in respect of all classes of employees @ 11% of pay drawn in Foreign Service. Besides Leave Salary Contribution, the foreign employee will also pay Pension Contributions at a percentage prescribed for different category/group of employees on the maximum pay of the post in the officiating/substantive grade held by the officer at the time of proceeding on Foreign Service. The Pension contributions will be based on the length of service, which would include all kinds of leave with or without pay, overstayal of leave, suspension and joining time etc. The Leave Salary Contribution (except for the period of leave availed on foreign service) and Pension Contribution/Contributory Provident Fund (employer's share) contribution are required to be paid either by the employee or by the borrowing organisation as per Central Government Rules and all appointments on deputation/foreign service basis in IHM will be as per terms and conditions as laid down in the Department of Personnel and Training's Office Memorandum dated 05.01.1994 as amended from time to time.

15.7 Borrowing department i.e. transferee IHM will have to pay to the lending department all the contributions towards Pension, Contributory Provident Fund and Leave Salary at the prescribed rate. These contributions shall not be payable during leave availed of by the deputationist while in Foreign Service.

In nutshell all the provisions laid down in Chapter XII of the Government of India's Fundamental Rules will be applicable to the IHM where the deputationist have been lent on foreign service terms from the lending Central Government/State Government Departments, Public Sector and other Undertakings, Autonomous Societies etc.

15.8 The above mentioned Rules shall also apply to the employees of the IHM lent on Foreign Service terms from one IHM to another or from the IHM to Central Government/State Government Departments/Public Sector and other Undertakings or any other Autonomous Societies.etc.

15.9 Leave Salary and/or pension contributions in respect of deputationist lent on foreign service in the IHM may be paid annually within fifteen days from the end of each financial year or at the end of the foreign service. In cases where the deputation on Foreign Service expires before the end of a financial year, the requisite contributions should be remitted within fifteen days from the expiry date of Foreign Service to the lending organisations.

15.10 Interest on overdue contributions i.e. unpaid contributions must be paid to the lending organisation in accordance with the provisions laid down in S.R.307 of Government of India. At present the rate of interest on unpaid contributions is two paisa per day per Rs.100/- from the date of expiry of the date on which contributions are finally paid.

Note: Though Government of India's Rules provide that the employee could also pay leave salary and pension contributions himself at the prescribed rates on the net pay drawn i.e. the pay minus pension and leave salary contributions, yet it would depend on the option of the employee of the IHM.

The leave salary for the leave availed of by the deputationist while in Foreign Service in the IHM shall be payable by his parent office.

Leave salary contributions and pension contributions should be shown distinctly in the statement to be sent along with the Cheque/Demand Draft.

16. **REMOVAL OF DOUBTS:**

Where any doubt arises as to the interpretation of any of the provisions of these Rules or in respect of matters not provided for in these Rules, the matter shall be referred to the Central Government.

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SCHEDULE

1	Name of the Post	**PRINCIPAL**
2	Scale of Pay	**Rs 37,400-67,000 (PB 4) + Grade Pay Rs 8700**
3	Method of Recruitment	**Direct Recruitment**** ** Except as otherwise provided, when it is concluded by the BOG of an Institute of Hotel Management that the Principal's performance/ behavior/attitude has created an irresolvable situation threatening the normal functioning of the Institute and no serious charges could be brought against him, the BOG may transfer the Principal from one IHM to another provided the BOG of the IHM where the Principal is proposed to be transferred also agrees to the same. Such transfer will be permissible only after obtaining the prior approval of the Central Government.
4	Whether post is Selection/Non-Selection	**Selection**
5	Qualifications and Experience required	**Educational Qualifications:** (i) Graduation from a recognised university. (ii) Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured not less than 50% marks in aggregate in Degree/Diploma in Hotel Management. **For Graduates in Hotel Management, item No. (i) is not necessary.** **Experience:** Atleast 3 years experience in hotel related subject(s)* as Head of Department in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology; **OR** Atleast 20 years of experience in teaching and/or hotel industry including minimum 3 years in hotel operations related subject(s)* as Head of Department in an Institute of Hotel Management affiliated to State Board of Technical Education/Recognized University; **OR** Atleast 20 years of experience in teaching and/or hotel industry including 3 years as Principal in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology; **OR**

		Minimum 20 years Hotel industry experience including minimum 5 years in Managerial capacity in 4 star/Heritage or above category approved hotel. ***** Hotel operations related subjects are: Food Production, Food and Beverage Service, Accommodation Operations/House Keeping and Front Office.
6	Age limit for direct recruits	**Not exceeding 52 years.** Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time. Under no circumstances the age should exceed 57 years
7	Appointing Authority	**Board of Governors**

1	Name of the Post	**HEAD OF DEPARTMENT**
2	Scale of Pay	**Rs 15,600-39,100 (PB 3) + Grade Pay Rs 6600**
3	Method of Recruitment	**Promotion from amongst the Senior Lecturer-cum-Senior Instructors working in the Institute, failing which by direct recruitment.**
4	Whether post is Selection/Non-Selection	**Promotion/Selection**
5	Qualifications and Experience required	**Educational Qualifications:** **For Core hospitality subjects:** (i) Graduation from a recognised university. (ii) Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/ Recognized University. The candidate must have secured not less than 60% aggregate marks in degree/diploma in Hotel Management. For Graduates in Hotel Management, item No. (i) is not necessary. **For specific subjects**: Management Subjects: MBA/Post Graduate Diploma in Business Management with 60 % aggregate marks. Computer Science: Graduate with 60% aggregate marks in Computer Science or MCA. Accounts & Law: M.Com with 60% aggregate marks. Languages: Graduate in concerned language from recognised University with 60% aggregate marks. Food Science and Nutrition: Post Graduate from recognised University with 60% aggregate marks. **Experience**: Atleast 5 years of experience as Senior Lecturer-cum-Senior Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology; **OR** Atleast 17 years of experience in teaching and/or hotel industry including 5 years teaching experience as Senior Lecturer-cum-Senior Instructor in an Institute of Hotel Management affiliated to a State Board of Technical Education/Recognized University; **OR** Atleast 17 years of experience in teaching and/or hotel industry including 5 years teaching experience as Senior Lecturer-cum-Senior Instructor in a Food Craft Institute

		affiliated to National Council for Hotel Management and Catering Technology; **OR** Atleast 17 years Hotel industry experience including minimum 5 years in Managerial capacity in 4 star/Heritage or above category approved hotel.
5	Age limit for direct recruits	**Not exceeding 45 years.** Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
7	Eligibility for Promotion	Candidate for being considered for promotion as HOD should have passed 3 year Diploma/Degree **in Hotel Management** or should have passed a bridge course as prescribed by NCHMCT. Senior Lecturers, who are otherwise eligible in terms of length of service for promotion as Head of Deptt. and possessing educational qualifications as prescribed for specific subjects as provided under Column 5(ii) of these R&P Rules for the post of Head of Deptt., shall be considered for promotion only for the fourth post of Head of Deptt., if any. Atleast 5 years of service in the grade of Senior Lecturer-cum-Senior Instructor rendered after appointment thereto on a regular basis, failing which from amongst Senior Lecturers having atleast 10 years combined regular service in the grades of Senior lecturer and Lecturer with atleast one year regular service in the grade of Senior lecturer. Failing which, by direct recruitment.
8	Appointing Authority	**Board of Governors**

Note: The post(s) of HODs will be termed as HOD-I, HOD-II, HOD-III & HOD-IV. The division of Departments amongst the HODs shall be as under:-

In case of one sanctioned post	All the Departments
In case of two sanctioned post	HOD-I. Food Production and Food & Beverage Service HOD-II. Accommodation Operation and Front Office & Management Studies and other remaining general subjects.
In case of three sanctioned post	HOD-I. Food Production HOD-II Food & Beverage Service HOD-III. Accommodation Operation and Front Office & Management Studies and other remaining general subjects
In case of four sanctioned post	HOD-I. Food Production HOD-II Food & Beverage Service HOD-III. Accommodation Operation and Front Office HOD-IV Management Studies and other remaining general subjects

1	Name of the Post	**SENIOR LECTURER-CUM-SENIOR INSTRUCTOR**
2	Scale of Pay	**Rs 15600-39,100 (PB 3) + Grade Pay Rs 5400**
3	Method of recruitment	**Promotion from amongst the Lecturer-cum-Instructors working in the Institute, failing which, by direct recruitment.**
4	Whether post is Selection/Non-Selection	**Promotion/Selection**
5	Qualifications and Experience required	**Educational Qualifications for Direct Recruitment:** **For Core hospitality subjects:** Degree/3 year Diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured at least **60% aggregate marks** in degree/diploma in Hotel Management. **For specific subjects**: Management Subjects: MBA/Post Graduate Diploma in Business Management with 60 % aggregate marks. Computer Science: Graduate with 60% aggregate marks in Computer Science or MCA. Accounts & Law: M.Com with 60% aggregate marks. Languages: Graduate in concerned language from recognised University with 60% aggregate marks.. Food Science and Nutrition: Post Graduate from recognised University with 60% aggregate marks. **Experience**: Atleast 5 years of experience as Lecturer-cum-Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology; **OR** Atleast 12 years of experience in teaching and/or hotel industry including 5 years teaching experience as Lecturer-cum-Instructor in an Institute of Hotel Management affiliated to State Board of Technical Education/Recognized University; **OR** Atleast 12 years of experience in teaching and/or hotel industry including 5 years teaching experience as Lecturer-cum-Instructor in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology; **OR** Atleast 12 years Hotel industry experience including

		minimum 5 years in Supervisory capacity in 3 star/Heritage or above category approved hotel.
6	Age limit for direct recruits	**Not exceeding 40 years.** Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
7	Eligibility for Promotion	Candidate should have at least 5 years of service in the grade of Lecturer-cum-Instructor rendered after appointment thereto on a regular basis failing which from amongst Lecturers having atleast 10 years combined regular service in the grades of Lecturer and Assistant Lecturer with atleast one year regular service in the grade of Lecturer. Failing which, by direct recruitment.
8	Appointing Authority	**Board of Governors**

1	Name of the Post	**LECTURER-CUM-INSTRUCTOR**
2	Scale of Pay	**Rs 9300-34800(PB 2) + Grade Pay Rs 4600**
3	Method of recruitment	**Promotion from amongst the Asstt. Lecturer-cum-Asstt. Instructors working in the Institute, failing which, by direct recruitment.**
4	Whether post is Selection/Non-Selection	**Promotion/Selection**
5	Qualifications and Experience required	**Educational Qualifications for Direct Recruitment:** **For Core hospitality subjects:** Degree/3 year Diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured at least 55% aggregate marks in degree/diploma in Hotel Management. **For specific subjects:** **Management Subjects:** MBA/Post Graduate Diploma in Business Management with 50 % aggregate marks. **Computer Science:** Graduate with Computer Science or Computer Applications as main or subsidiary subject 50% aggregate marks or MCA. **Accounts & Law:** M.Com/ICWA with 50% aggregate marks**.** **Languages:** Graduate in concerned language from recognised University. **Food Science and Nutrition:** Post Graduate with Food Science or Nutrition related subject from recognised University with 50% aggregate marks. **Experience:** Atleast 5 years of experience as Asstt. Lecturer-cum-Asstt. Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology; **OR** Atleast 7 years of experience in teaching and/or hotel industry including 5 years teaching experience as Asstt. Lecturer-cum-Asstt. Instructor in an Institute of Hotel Management affiliated to State Board of Technical Education/Recognized University; **OR** Atleast 7 years of experience in teaching and/or hotel industry including 5 years teaching experience as Asstt. Lecturer-cum-Asstt. Instructor in a Food Craft Institute affiliated to National Council for Hotel Management and

		Catering Technology; **OR** Atleast 7 years Hotel industry experience including minimum 3 years in Supervisory capacity in 3 star/Heritage or above category approved hotel.
6	Age limit for direct recruits	**Not exceeding 35 years.** Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
7	Eligibility for Promotion	Candidate should have at least 5 years of service in the grade of Asstt. Lecturer-cum-Asstt. Instructor. Promotion to selection posts shall be made on the basis of merit with due regard to seniority where 3 senior most eligible candidates would be considered, failing which the next three who fulfil the above promotion criteria would be considered till exhaustion of the empanelled list. The recourse to direct recruitment can be made.
8	Appointing Authority	**Executive Committee**

1	Name of the Post	**ASSTT. LECTURER-CUM-ASSTT. INSTRUCTOR**
2	Scale of Pay	**Rs 9300-34800(PB 2) + Grade Pay Rs 4200**
3	Method of recruitment	**Direct Recruitment**
4	Whether post is Selection/Non-Selection	**Selection**
5	Qualifications and Experience required	**Essential Qualifications:** Degree/3 year Diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University with minimum of 60% aggregate marks in Degree/Diploma in Hotel Management. **For specific subjects:** **Management Subjects:** MBA/Post Graduate Diploma in Business Management with 50 % aggregate marks. **Computer Science:** Graduate with Computer Science or Computer Applications as main or subsidiary subject 50% aggregate marks or MCA. **Accounts & Law:** M.Com/ICWA with 50% aggregate marks. **Languages:** Graduate in concerned language from recognised University. **Food Science and Nutrition:** Post Graduate with Food Science or Nutrition related subject from recognised University with 50% aggregate marks. **Experience:** A minimum of 3 years practical experience in Hotel and Catering industry; **OR** Atleast 2 years of teaching experience in an Institute affiliated to National Council for Hotel Management and Catering Technology
6	Age limit for direct recruits	**Not exceeding 30 years.** Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
7	Appointing Authority	**Executive Committee**

1	Name of the Post	**TEACHING ASSOCIATE**
2	Scale of Pay	**Rs.18000/- consolidated per month**
3	Method of recruitment	**Direct Recruitment**
4	Whether post is Selection/Non-Selection	**Selection**
5	Qualifications and Experience required	**Essential Qualifications:** Full-time Bachelors Degree in Hospitality & Hotel Admn./ Hotel Management after 10+2 from an Institute affiliated to National Council for Hotel Management/Recognized University with 60% aggregate marks **AND** Certified Hospitality Trainers Certificate; **OR** Full-time Bachelors Degree in Hospitality & Hotel Admn./ Hotel Management after 10+2 from an Institute affiliated to National Council for Hotel Management/Recognized University and M.Sc in Hotel Management, securing not less than 60% marks in aggregate at either Bachelors or Masters degree level. Note: The period of service rendered as a teacher on contract basis shall be reckoned as valid teaching experience.
6	Age limit for direct recruits	**Not exceeding 30 years.** Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
7	Appointing Authority	**Executive Committee**

1	Name of the Post	**ADMINISTRATIVE-CUM-ACCOUNTS OFFICER**
2	Scale of Pay	**Rs 15600-39100(PB 3) + Grade Pay Rs 5400**
3	Method of recruitment	**Promotion from Office Superintendent/Accountant/ Accountant-cum-Office Superintendent with 8 years regular service in the grade** failing which by transfer or deputation of Officers holding analogous posts under C&AG/CGA and other eligible officers from any other Institutes of Hotel Management set up by the Ministry of Tourism, Govt. of India; failing which, by direct recruitment.
4	Whether post is Selection/Non-Selection	**Selection-cum-seniority**
5	Educational and other qualifications for direct recruits	**Graduation from a recognised University with 8 years experience in administration and accounts of which 4 years in any Central/State Government Institute of Hotel Management or Food Craft Institute.**
6	Age limit for direct recruits & deputation	**45 years.** Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
7	Whether age limits, qualifications applicable to promotees	**Age: No.** **Educational qualifications: Yes.**
8	Appointing Authority	**Board of Governors**

1	Name of the Post	**OFFICE SUPERINTENDENT**
2	Scale of Pay & Grade Pay	**Rs. 9300 - 34800 (PB-2) + Grade Pay Rs. 4200**
3	Method of recruitment	**Promotion from PA & UDCs with 5 and 8 years of regular service in the respective grade, failing which by transfer on deputation from officers holding analogous post in any other Institute of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by direct recruitment.**
4	Whether post is selection/non-selection	**Seniority-cum-Selection**
5	Educational and other qualifications and experience for direct recruitment.	**Graduate of recognized University with 5 years experience in administration and establishment matters.** **Desirable : Knowledge of computers**
6	Age limit for direct recruitment	**Not exceeding 35 years.** Upper age limit relaxable upto 5 (five) years for SC/ST, departmental candidates and as specified for other categories by Govt. of India from time to time.
7	Whether age limit, qualifications applicable to Promotees.	**Age limit – No** **Educational Qualifications: YES, Graduate of recognized University with 5 years experience in administration and establishment matters.**
8	Appointing Authority for the post	**Board of Governors of the respective Institute of Hotel Management**

1	Name of the Post	**ACCOUNTANT**
2	Scale of Pay & Grade Pay	**Rs. 9300 - 34800 (PB-2) + Grade Pay Rs. 4200**
3	Method of recruitment	**Promotion from PA & UDCs with 5 and 8 years of regular service in the respective grade, failing which by transfer on deputation from officers holding analogous post in the offices of CAG/CGA of eligible officers from any other Institute of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by direct recruitment**
4	Whether post is selection/non-selection	**Seniority-cum-Selection**
5	Educational and other qualifications and experience for direct recruitment.	**Graduate in Commerce with 5 years experience in commercial or educational institutions or Government office or SAS Accountant with 2 years experience in establishment matters.** Desirable : Knowledge of computers
6	Age limit for direct recruitment	**Not exceeding 35 years.** Upper age limit relaxable upto 5 (five) years for SC/ST, departmental candidates and as specified for other categories by Govt. of India from time to time.
7	Whether age limit, qualifications applicable to Promotees.	**Age limit – No** **Educational Qualifications: YES, Commerce Graduate or Graduate with Cash & Accounts training from ISTM.**
8	Appointing Authority for the post	**Board of Governors of the respective Institute of Hotel Management**

1	Name of the Post	**PA TO PRINCIPAL**
2	Scale of Pay	**Rs 5200-20200(PB 1) + Grade Pay Rs 2800**
3	Method of recruitment	**Promotion from Stenographer with a minimum of 5 years service in the grade, failing which by direct recruitment.**
4	Whether Post is Selection/ Non-Selection	**Selection-cum-Seniority**
5	Educational and other Qualifications and Experience for direct recruits	**Essential Qualification:** **Graduation from recognised University.** Speed of 100 and 40 words in Shorthand and Typewriting respectively with three years experience in the line and knowledge of Computers. **Desirable** : Experience in Administrative and Accounts matters.
6	Age limit for direct recruitment and deputation	**Not exceeding 30 years.** Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories, by Government of India from time to time.
7	Whether age limit and qualifications applicable to promotees	**Age : No.** **Educational Qualification : Yes.**
8	Appointing authority	**Executive Committee of the respective Institute of Hotel Management**

1	Name of the Post	**STENOGRAPHER**
2	Scale of Pay	**Rs 5200-20200(PB 1) + Grade Pay Rs 2400**
3	Method of recruitment	**By promotion from the grade of LDC with a minimum of 5 years regular service in the grade, having minimum speed of 80 and 40 w.p.m. in English Shorthand and Typewriting, failing which by direct recruitment.**
4	Whether Post is Selection/ Non-Selection	**Selection-cum-Seniority**
5	Educational and other Qualifications and Experience for direct recruits	**Essential Qualifications :** **Graduation** with minimum speed of 80 and 40 words per minute in English Shorthand and Typewriting respectively. **Desirable :** Experience in Administrative and Accounts matters.
6	Age limit for direct recruits	**Not exceeding 30 years.** Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories, by Government of India from time to time.
7	Whether age limit and qualifications applicable to promotees	**Age : No.** **Educational Qualification : Yes.**
8	Appointing authority	**Secretary/Principal of the respective Institute of Hotel Management**

1	Name of the Post	**U.D.C.** (Store/Cash/Establishment/Statistical Asstt.). Employees to be posted on rotational basis for a maximum period of 3 years.
2	Scale of Pay	**Rs 5200-20200(PB 1) + Grade Pay Rs 2400**
3	Method of recruitment	**By promotion from the grade of LDC with a minimum of 5 years regular service in the grade, failing which by direct recruitment.**
4	Whether Post is Selection/ Non-Selection	**Selection-cum-seniority**
5	Educational and other Qualifications and Experience for direct recruits	**Essential Qualifications:** **Graduation from recognised University with at least 3 years experience in administrative and accounts matters with knowledge of computers**
6	Age limit for direct recruitments and deputation	**Not exceeding 30 years.** Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories, by Government of India from time to time.
7	Whether age limit and qualifications applicable to promotees	**Age : No.** **Educational Qualification : No.**
8	Appointing authority	**Secretary/Principal of the respective Institute of Hotel Management**

1	Name of the Post	**L.D.C.** (Store/Cash/Establishment). Employees to be posted on rotational basis for a maximum period of 3 years.
2	Scale of Pay	**Rs 5200-20200(PB 1) + Grade Pay Rs 1900**
3	Method of recruitment	**Direct recruitment.** (10% of the posts would be earmarked for Employees in Group D posts subject to fulfilment of educational qualifications etc. prescribed for direct recruits)
4	Whether Post is Selection/ Non-Selection	**Not Applicable**
5	Educational and other Qualifications and Experience for direct recruits	**Essential Qualifications:** 10+2 or Higher Secondary School, possessing typing speed of 40 W.P.M. knowledge of computer. For Telephone Operator : Knowledge of EPB Exchange. **Desirable** : One year experience in computer applications.
6	Age limit for direct recruitments and deputation	**Not exceeding 28 years.** Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories, by Government of India from time to time.
7	Whether age limit and qualifications applicable to promotees	**Age : No.** **Educational Qualification : Yes.**
8	Appointing authority	**Secretary/Principal of the respective Institute of Hotel Management**

1	Name of the Post	**Librarian**
2	Scale of Pay	**Rs 5200-20200(PB 1) + Grade Pay Rs 2400**
3	Method of recruitment	**By promotion from Astt. Librarian with a minimum of 5 years service in the grade, failing which by direct recruitment.**
4	If by promotion whether Selection post OR Non-Selection Post	**Selection-cum-Seniority**
5	Educational and other Qualifications and Experience for direct recruits	**Essential Qualifications :** **Degree in Library Science from a recognized University or Graduate with Diploma in Library Science from recognized University with 3 years experience of working in a Library.** **Desirable :** Certificate course in computer in administrative & Accounts matters.
6	Age limit for direct recruitments and deputation	**Not exceeding 30 years.** Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories, by Government of India from time to time.
7	Whether age limit and qualifications applicable to promotees	**Age : No.** **Educational Qualification : Yes.**
8	Appointing authority for the post	**Executive Committee of the respective Institute of Hotel Management**

1	Name of the Post	**ASSISTANT LIBRARIAN**
2	Scale of Pay	**Rs 5200-20200(PB 1) + Grade Pay Rs 1900**
3	Method of recruitment	**Direct Recruitment.**
4	Whether Post is Selection/ Non-Selection	**Not Applicable**
5	Educational and other Qualifications and Experience for direct recruits	**Essential Qualifications:** **10+2 with Diploma in Library Science and knowledge of computers** **Desirable :** One year experience in the line.
6	Age limit for direct recruitments	**Not exceeding 28 years.** Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories, by Government of India from time to time.
7	Whether age limit and qualifications applicable to promotees	**Not Applicable**
8	Appointing authority	**Secretary/Principal of the respective Institute of Hotel Management**

1	Name of the Post	**DRIVER-CUM-MECHANIC**
2	Scale of Pay	**Rs 5200-20200(PB 1) + Grade Pay Rs 1900**
3	Method of recruitment	**By selection from Group 'D' staff, failing which by direct recruitment.** Employees selected from Group 'D' staff would be treated to have been promoted.
4	Whether Post is Selection/ Non-Selection	Selection-cum-Seniority
5	Educational and other Qualifications and Experience for direct recruits	**Essential Qualifications :** Middle pass with valid driving license for cars/ trucks and 3 years experience in driving and maintenance / repairing of similar vehicles.
6	Age limit for direct recruitments and deputation	**Not exceeding 35 years.** Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories, by Government of India from time to time.
7	Whether age limit and qualifications applicable to promotees	**Age : No.** **Educational Qualification : Yes.**
8	Appointing authority	**Secretary/Principal of the respective Institute of Hotel Management**

1	Name of the Post	**PEON/ATTENDENT**
2	Scale of Pay	**Rs 4440-7440(-1S) + Grade Pay Rs 1300**
3	Method of recruitment	**Direct Recruitment.**
4	Whether Post is Selection/ Non-Selection	**Not Applicable**
5	Educational and other Qualifications and Experience for direct recruits	**Essential Qualifications :** Middle pass **Desirable :** One year experience.
6	Age limit for direct recruits	**Not exceeding 28 years.**
7	Whether age limit and qualifications applicable to promotees	**Age : No.** **Educational Qualification : Yes.**
8	Appointing authority	**Secretary/Principal of the respective Institute of Hotel Management**

1	Name of the Post	**MAINTENANCE FOREMAN-CUM-CARETAKER**
2	Scale of Pay	**Rs 5200-20200(PB 1) + Grade Pay Rs 2800**
3	Method of recruitment	**Job should be assigned to suitable firm or person on contractual basis.** However preference would be given to persons having : (i) practical experience of electrical and maintenance jobs and knowledge of general repairing work (ii) teaching experience in any stream of Engineering preferably in Civil or Electrical Engineering.
4	Whether Post is Selection/ Non-Selection	**Not Applicable**
5	Educational and other Qualifications and Experience for direct recruits	**Not Applicable**
6	Age limit for direct recruits	**Not Applicable**
8	Appointing authority	**Executive Committee of the respective Institute of Hotel Management**

1	Name of the Post	**ASSTT. MAINTENANCE FOREMAN-CUM-CARETAKER**
2	Scale of Pay	**Rs 5200-20200(PB 1) + Grade Pay Rs 2400**
3	Method of recruitment	**Job should be assigned to suitable firm or person on contractual basis.** However preference would be given to persons having : (i) practical experience of electrical and maintenance jobs and knowledge of general repairing work (ii) teaching experience in any stream of Engineering preferably in Civil or Electrical Engineering.
4	Whether Post is Selection/ Non-Selection	**Not Applicable**
5	Educational and other Qualifications and Experience for direct recruits	**Not Applicable**
6	Age limit for direct recruits	**Not Applicable**
8	Appointing authority	**Executive Committee of the respective Institute of Hotel Management**