

होटल प्रबन्ध और खानपान
प्रौद्योगिकी संस्थान
मुंबई, महाराष्ट्र

INSTITUTE OF HOTEL MANAGEMENT
MUMBAI, MAHARASHTRA

**RECRUITMENT
AND
PROMOTION RULES
2003**

(AMMENDED UPTO 17TH MAY, 2019)

RECRUITMENT AND PROMOTION RULES, 2003

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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 And Catering Technology (Thiruvananthapuram) 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 And Catering Technology (Recruitment and Promotion) Rules, 2003.
- 1.2 These Rules shall come into force with effect from **11th JUNE, 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 a pay or a scale of pay in the Pay matrix at the level from 10 to above	Group A
4.2	Posts carrying a pay or a scale of in the Pay matrix in the Pay matrix at the level from 6 to 9	Group B
4.3	Posts carrying a pay or a scale of pay in the Pay matrix in the Pay matrix at the level from 1 to 5	Group C

Note: 'Pay' shall have the same meaning as defined in the Fundamental Rules applicable to Central Government Servants.

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:
- direct recruitment (**see Part II of these Rules**)
 - promotion by selection-cum-seniority / selection by merit (**see Part III of these Rules**)
 - promotion on the basis of Non-selection (**see Part III of these Rules**)
 - 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, N.C.H.C.T., Noida	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	Chairm
ii	Regional Director, Ministry of Tourism, Govt. of India on BOGs	Memb er
iii	Officer from the reserved category nominated by Chairman, BOGs	Memb er
iv	Administrative Officer of the Institute	Memb er

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

a) **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 proce

- 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' 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 Sector 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 in pay matrix at the level of 7 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 of one year.
- 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 concerned Institute of Hotel Management. 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 atleast 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, Govt. of India	Member
iii	BOG Chairman 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/she 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 IHM may on their selection be appointed in the IHM. 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 respective 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. he 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 deputatio

- 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, overstay 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 paise 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.

Minimum Pay, Qualifications and Experience are prescribed as under:

S.No.	Item	Provisions
1	Name of the post, Number of post	Principal
2	Scale of Pay and classification of the post	Pay Level 13, (Equivalent to Group A).
3	Method of Recruitment	Direct Recruitment and Short Term Contract/Deputation
4	Age limit for direct recruits	Not exceeding 53 years for General Category on date of vacancy for Central IHMs. Age relaxation as per government norms will be applicable for other categories. Relaxation for employees working in autonomous bodies under the Ministry of Tourism upto 5 years in accordance with the instructions or orders issued by the Central Government.
5	Tenure of the Post	In addition to the annual performance review, mandatory performance review to be done by the Ministry after completion of 2 years of service. Services may be discontinued in case of unsatisfactory performance. This shall be applicable to all modes of recruitment.
6	Whether post is Selection/ Non- Selection	Not applicable.
7	Essential & Desirable educational qualification and work experience fulfilling either under Category A or Category B or Category C below:	

7.1	Category A	
7.1.1	Essential & Desirable Educational Qualification	<p>Post-Graduation from a recognized University (Central/State/Deemed to be/AIU equivalent PG from foreign Institution)</p> <p style="text-align: center;">And (+)</p> <p>Full Time Degree/Full Time Three Years Diploma in Hotel Administration / Hospitality Management / Hotel Management / Hospitality Administration / Culinary Arts / Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from:</p> <p>i) NCHMCT or NCHMCT affiliated Institute OR</p> <p>ii) An Institute approved by AICTE; OR</p> <p>iii) An Institute approved by the State Board of Technical Education; OR</p> <p>iv) An Institute affiliated to University duly recognized by UGC; OR</p> <p>v) Central/State/Deemed to be University recognized by UGC; OR</p> <p>vi) Equivalent degree/diploma of foreign university/institution recognized by AIU.</p> <p>Desirable Qualification: Ph.D. Degree</p>
7.1.2	Essential Work Experience	<p>In addition to essential educational qualification, at least 20 (twenty) years of experience in:</p> <p>i) Teaching (20 years) with minimum 3 years as Head of Department / equivalent teaching in an Institute of Hotel Management affiliated with NCHMCT OR Institute approved by AICTE OR Institute approved by the State Board of Technical Education OR Institute affiliated to University, recognized by UGC OR Central/State/Deemed to be University recognized by UGC OR Equivalent degree/diploma of foreign university/institution recognized by AIU and possessing at least 3 years of administrative experience within the minimum total experience of 20 years. Experience as Principal of recognized Food Craft Institute will be treated at par with HOD.</p> <p style="text-align: center;">OR</p> <p>ii) Teaching and hotel industry together (20 years) with minimum 3 years teaching experience in an Institute as mentioned above in (i) with 5 years' experience in GM level in a Ministry of Tourism certified 4-star or above category hotel.</p>

7.2	Category B	
7.2.1	Essential & Desirable Educational Qualification	Two Year full time Post Graduate Degree / Post Graduate Diploma in Management/Tourism from a recognized University under UGC or approved by AICTE / Equivalent degree/diploma of foreign university/institution recognized by AIU with minimum of 60% marks in aggregate or its equivalent grade. Desirable Qualification: Ph.D. Degree
7.1.2	Essential Work Experience	<p><u>For Private Sector:</u> Candidate with proven track record with at least 17 years of experience from reputed organization in executive capacity in hospitality/tourism industry plus with minimum 3 years teaching/training experience shall also be essential (total 20 years), out of which minimum 7 years should be in managerial experience (out of which at least 5 years as GM) in private sector companies/firms having turnover of not less than Rs.100 crore per annum in each of the last three years.</p> <p style="text-align: center;">OR</p> <p><u>For Government / PSUs / Autonomous Bodies:</u></p> <p>a) Officers should have at least 20 years of working experience with demonstrated capability including minimum three years teaching/training experience.</p> <p>b) Holding the post in the pay level 13 or its equivalent in PSUs/Autonomous Bodies OR minimum 5 years experience in pay level 12 or its equivalent in PSUs/Autonomous Bodies.</p>
7.3	Category C	
For Deputation/Short Term Contract		
7.3.1	Essential & Desirable Educational Qualification	Two Year full time Post Graduate Degree / Master Degree / Post Graduate Diploma in Management/Tourism from a recognized University. <u>Desirable Qualification:</u> Ph.D. Degree
7.3.2	Essential Work Experience	<p>a) Government / PSUs / Autonomous Bodies officers with proven track record in a leadership role working in the pay level 13 or its equivalent in PSUs/Autonomous Bodies OR working experience of minimum 5 years in pay level 12 or its equivalent in PSUs/Autonomous Bodies.</p> <p>b) Terms & Conditions of deputation shall be governed as per DOPT guidelines. Normal deputation period will be initially of 3 years.</p>
8	Period of Probation, if any	On year

9	Composition of Selection Committee	<p>The Selection Committee will consist of :</p> <p>(i) Chairman, Board of Governors (BOG), Central IHM concerned – Chairman</p> <p>(ii) Additional Director General (Tourism)/JS Level Officer, Ministry of tourism, Government of India or his/her nominee (Member mandatory, without which the quorum shall not complete) – Member</p> <p>(iii) Financial Advisor/Financial Controller, Ministry of Tourism, Government of India on the BOG or hi/her nominee – member</p> <p>(iv) Representative of Industry on the BOG – Member</p> <p>(v) Catering Expert on the BOG – Member</p> <p>(vi) One Officer from the reserved category not below the rank of Director/Deputy Secretary in Government of India to be appointed by the BOD – Member</p> <p>(vii) Chief Executive Officer, National Council for Hotel Management & Catering Technology Member Secretary</p>
10	Appointing Authority	Government of India, Ministry of Tourism

S.No.	Item	Provisions
1	Name of the post	Head of Department
2	Scale of Pay and classification of the post	Pay Level 11 (as per 7 th CPC) Rs.67700 – 208700
3	Method of Recruitment	Promotion failing which by Direct Recruitment/ Short Term Contract
4	Age limit for direct recruits	Not exceeding 50 years. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates or as specified to any category by Government of India from time to time
5	Whether post is Selection/ Non-Selection	Selection (in this method of promotion, merit come first and then seniority)
6.	Essential & Desirable Educational Qualification	<u>Educational Qualifications:</u> Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute. And (+) Full Time Degree / Full time three years Diploma in Hotel Administration / Hospitality Management / Hotel Management/ Hospitality Administration/ Culinary Arts/Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from : (i) NCHMCT OR NCHMCT affiliated institute. OR (ii) An institute approved by AICTE. OR (iii) An institute approved by the State Board of Technical Education. OR (iv) An Institute affiliated to University duly recognized by UGC. OR (v) Central/State/Deemed to be University recognized by UGC. OR (vi) Equivalent degree / diploma of foreign university/ institution recognized by AIU.

		<p><u>Desirable Qualification</u> : (i) PhD degree (ii) Research papers publication in reputed journals</p> <p><u>Experience:</u></p> <p>At least 15 years of experience in teaching and / or hotel industry including minimum 5 years of regular service after appointment in the grade of Senior Lecturer or equivalent in an Institute affiliated to National Council for Hotel Management & Catering Technology / AICTE/ State Board of Technical Education / Recognized University.</p> <p style="text-align: center;">OR</p> <p>At least 15 years total experience (Teaching and Industry together) including Hotel industry experience minimum 5 years in Managerial capacity (One level below GM Level) in 3 star / Heritage or above category approved hotel, with 3 years' experience in Teaching/ Training.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
8	Eligibility for promotion	At least 5 years of service in the grade of Senior Lecturer rendered after appointment thereto on regular basis.
9	Appointing Authority	Board of Governors
10	Method of Selection	For Promotion – DPC For Direct Recruitment/ Short Term Contract – Personal Interview

S.No.	Item	Provisions
1	Name of the post	Senior Lecturer
2	Scale of Pay and classification of the post	Pay level 10 (As per 7 th CPC) Rs.56100 – 177500
3	Method of Recruitment	Promotion failing which by Direct Recruitment/ Short Term Contract
4	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 or as specified to any category by Government of India from time to time
5	Whether post is Selection / Non-Selection	Selection (in this method of promotion, merit come first and then seniority)
6.	Essential & Desirable Educational Qualification	<p><u>Educational Qualifications:</u></p> <p>Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute. And (+) Full Time Degree / Full time three years Diploma in Hotel Administration / Hospitality Management / Hotel Management/ Hospitality Administration/ Culinary Arts/Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from :</p> <p>(i) NCHMCT OR NCHMCT affiliated institute. OR (ii) An institute approved by AICTE. OR (iii) An institute approved by the State Board of Technical Education. OR (iv) An Institute affiliated to University duly Recognized by UGC. OR (v) Central/State/Deemed to be University Recognized by UGC. OR (vi) Equivalent degree / Diploma of foreign University/institution recognized by AIU.</p> <p><u>Desirable Qualification :</u> (i) PhD degree (ii) Research papers publication in reputed journals</p> <p><u>Experience:</u> At least 10 years of experience in teaching and hotel industry together including minimum 3 years teaching experience as Lecturer or equivalent in an Institute affiliated to National Council for Hotel Management & Catering Technology /AICTE/ State Board of Technical Education / Recognized University</p>
		<p align="center">.OR</p> <p>At least 10 years total experience (Teaching and Industry together) including Hotel industry experience</p>

		of minimum 3 years in Supervisory capacity in 3 star / Heritage or above category approved hotel, with 3 years' experience in Teaching/ Training.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	No
8	Eligibility for promotion	At least 3 years of service in the grade of Lecturer cum- Instructor rendered after appointment thereto on regular basis.
9	Appointing Authority	Board of Governors
10	Method of Selection	For promotion – DPC For Direct Recruitment/Short Term Contract – Personal Interview

S.No.	Item	Provisions
1	Name of the post	Lecturer-cum-Instructor
2	Scale of Pay and classification of the post	Pay level 7 (As per 7th CPC) Rs. 44900 – 142400
3	Method of Recruitment	By Promotion and Direct Recruitment/Short Term Contract in the ratio 3:1.
4	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 or as specified to any category by Government of India from time to time
5	Whether post is Selection/ Non-Selection	Selection (in this method of promotion, merit come first and then seniority)
6.	Educational Qualification for Direct Recruits	<p>Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute.</p> <p style="text-align: center;">And (+)</p> <p>Full Time Degree / Full time three years Diploma in Hotel Administration / Hospitality Management / Hotel Management/ Hospitality Administration/ Culinary Arts/Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from :</p> <p>(i) NCHMCT OR NCHMCT affiliated institute. OR</p> <p>(ii) An institute approved by AICTE. OR</p> <p>(iii) An institute approved by the State Board of Technical Education. OR</p> <p>(iv) An Institute affiliated to University duly Recognized by UGC. OR</p> <p>(v) Central/State/Deemed to be University recognized by UGC. OR</p> <p>(vi) Equivalent degree / diploma of foreign university/institution recognized by AIU.</p> <p><u>Desirable Qualification</u> : PhD degree</p>

6.	Essential & Desirable Educational Qualification	<p style="text-align: center;">AND</p> <p><u>Essential Experience:</u></p> <p>At least 5 (five) years teaching experience in the grade of Assistant Lecturer or equivalent (at UG level program) from an institute affiliated to National Council for Hotel Management & Catering Technology / AICTE/ State Board of Technical Education / Recognized University.</p> <p style="text-align: center;">OR</p> <p>At least 7 years total experience (Teaching and Industry together) including 3 years experience in Teaching/ Training of a 3 star / Heritage or above category approved hotel,</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	No
8	Eligibility for promotion	At least 5 years of service in the grade of Assistant Lecturer cum- Assistant Instructor rendered after appointment thereto on regular basis.
9	Appointing Authority	Board of Governors
10	Method of Selection	<p>For Promotion – DPC</p> <p>For Direct Recruitment/ Short Term Contract – Written test</p>

S.No.	Item	Provisions
1	Name of the post	Assistant Lecturer
2	Scale of Pay and classification of the post	Pay Level 6 (As per 7th CPC) Rs. 35400 – 112400
3	Method of Recruitment	Direct Recruitment
4	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 or as specified to any category by Government of India from time to time
5	Whether post is Selection/ Non-Selection	Not Applicable
6.	Essential & Desirable Educational Qualification	<p style="text-align: center;"><u>Category A :</u></p> <p><u>Educational Qualifications:</u></p> <p>Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute.</p> <p style="text-align: center;">And (+)</p> <p>Full Time Degree / Full time three years Diploma in Hotel Administration / Hospitality Management / Hotel Management/ Hospitality Administration/ Culinary Arts/Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from :</p> <p>(i) NCHMCT OR NCHMCT affiliated institute. OR (ii) An institute approved by AICTE. OR (iii) An institute approved by the State Board of Technical Education. OR (iv) An Institute affiliated to University duly recognized by UGC. OR (v) Central/State/Deemed to be University recognized by UGC. OR (vi) Equivalent degree / diploma of foreign university/institution recognized by AIU.</p>

		<p><u>Desirable Qualification :</u></p> <ol style="list-style-type: none"> 1. PhD degree. 2. Six months working experience in a 3 star or above category hotel. <p><u>Mandatory qualification:</u></p> <p>Candidate should have qualified NHTET with prescribed percentage, conducted by NCHMCT.</p> <p><u>Category B Educational Qualifications:</u></p> <p>Full time Bachelor's Degree in Hospitality / Hotel Administration / Hotel Management/ Culinary Art from a recognized University/ Institute securing not less than 55% marks in aggregate and at least 2 years of hospitality industry experience and also should have qualified NHTET with prescribed percentage, conducted by NCHMCT.</p> <p><u>Common clauses for Category A& B</u></p> <ol style="list-style-type: none"> 1. The period of service rendered as a teacher at UG and above level of Hospitality on contract basis (full time) shall be reckoned as valid experience for above purpose 2. Those having Ph.D degree in Hospitality related subjects from a recognized University / Institute after above prescribed qualification, need not to qualify NHTET
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
8	Eligibility for promotion	Not applicable
9	Appointing Authority	Board of Governors
10	Method of Selection	Skill Test & Written Test

1	Name of the Post	ADMINISTRATIVE-CUM-ACCOUNTS OFFICER
2	Scale of Pay	Pay Level 10 (As per 7th CPC) Rs. 56100 - 177500
3	Method of recruitment	1. Promotion from Office Superintendent/Accountant/ Accountant-cum-Office Superintendent with 8 years regular service in the grade. OR 2. By deputation of Officers holding analogous posts under Central Government/National Council for Hotel Management & Catering Technology/ officer from any other Central/State Institute of Hotel Management/ Food Craft Institute/ Other autonomous bodies and PSUs, OR 3. Direct Recruitment/Short Term Contract.
4	Whether post is Selection/Non - Selection	Selection
5	Age limit for direct recruits	Not exceeding 50 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates or as specified for any category by Government of India from time to time.
6	Educational and other qualifications for direct recruits	Educational Qualifications: Bachelor of Commerce Degree/BBA from a recognised University securing not less than 50 % marks in aggregate. Experience: At least 8 years of service in administration and accounts and Office Documentation in any Central/State Government Institute of Hotel Management or Food Craft Institute or Public Sector Undertaking or Autonomous Body in the Grade Pay of Rs.4200 / or equivalent /above . Computer competency is essential.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: No Educational qualifications: No
8	Appointing Authority	Board of Governors
9	Method of selection	For Promotion :DPC In case of Deputation/Direct Recruitment/Short Term Contract method of selection: Personal Interview or Written Test + Personal Interview.

1	Name of the Post	OFFICE SUPERINTENDENT
2	Scale of Pay & Grade Pay	PB-2 Rs. 9300 – 34800 + Grade Pay 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
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.
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	PB-2 Rs. 9300 – 34800 + Grade Pay 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	PB-1 Rs. 5200 - 20200 +Grade Pay 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	PB-1 Rs. 5200 - 20200 +Grade Pay 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	PB-1 Rs. 5200 - 20200 +Grade Pay 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	PB-1 Rs. 5200 - 20200 +Grade Pay 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	PB-2 Rs.9300 - 34800 +Grade Pay 4200
3	Method of recruitment	By promotion from Astd. 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	PB-1 Rs. 5200 - 20200 +Grade Pay 1900
3	Method of recruitment	Direct Recruitment.
4	Whether Post is Selection/ Non-Selection	NA
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	NA
8	Appointing authority	Secretary/Principal of the respective Institute of Hotel Management

1	Name of the Post	DRIVER-CUM-MECHANIC
2	Scale of Pay	PB-1 Rs. 5200 - 20200 +Grade Pay 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	PB-1 Rs. 5200 - 20200 +Grade Pay 1800
3	Method of recruitment	Direct Recruitment.
4	Whether Post is Selection/ Non-Selection	NA
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: NA 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	PB-1 Rs. 5200 - 20200 +Grade Pay 2800
3	Method of recruitment	<p>Job should be assigned to suitable firm or person on contractual basis. However preference would be given to persons having :</p> <p>(i) practical experience of electrical and maintenance jobs and knowledge of general repairing work</p> <p>(ii) teaching experience in any stream of Engineering preferably in Civil or Electrical Engineering.</p>
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	PB-1 Rs. 5200 - 20200 +Grade Pay 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
