

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 (Bhubaneswar) Society hereby makes the following Rules in respect of various appointment 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 w.e.f 11/06/2003.

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 recruitment 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:**

Sl. No	Classification of Posts	Description of Posts
4.1	Posts carrying the following grade pays:- Rs. 8,700 in PB-4; Rs. 6,600 and Rs. 5,400 in PB-3 Level -13, 11 and 10	Group A
4.2	Posts carrying the following grade pays:- Rs. 4,600 and Rs. 4,200 Level- 7 & 6	Group B
4.3	Posts carrying the following grade pays:- Rs. 2,800, Rs. 2,400, Rs. 2,000, Rs. 1,900 & Rs. 1,800 Level- 5, 4, 3, 2 & 1	Group C

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 Organizations 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:

(ii) For the post of **Principal**, the selection committee will consist of :

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 on the BOGs of 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 to be appointed by the BOGs	Member
vii)	Chief Executive Officer, National Council for Hotel Management & Catering Technology	Member Secretary

(ii) For the post of **Head of Department**, the selection committee will consist of:

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 on the BOGs of 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 rest other Group "A" and Group "B" posts (Teaching & Non-Teaching)

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 on the BOGs of 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' posts, the selection committee will consist of:

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

6.2 (a) In making promotions to Group 'A' , Group 'B' posts, the Departmental Promotion Committee will consist of:

i)	Principal	Chairman
ii)	Nominee of Department 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) Department Promotion Committee for Group 'C' posts 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 subject Specialist 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 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 G.O.I. 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 written and Skill 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 Authorized Medical Attendants for Group 'B' and 'C' posts as provided in the Staff Regulation . 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 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 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.4,200/- and above or to posts for which maximum age limit for recruitment in 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 Promotes:

- a) For promotes in the same service and group, there will be no probation period.
- b) For promotes 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 services 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 except for the post of Principal, shall be notified and advertised in leading newspapers and Employment News by the Institute. Whereas vacancies in Group ‘C’ 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 at least 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 superannuation / retirement of the incumbent, for which National Council for Hotel Management & Catering Technology 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 do so , NCHMCT will suo-moto take over the entire selection of the Principal.
- 13.3 A candidate for direct recruitment to a post must fulfill 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 candidates, necessary steps to notify the vacancy to recognized SC/ST/OBC organizations etc, should 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 up to 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, Department of Tourism, Government of India	Chairman
ii)	Nominee of Department of Tourism, Government of India	Member
iii)	BOGs 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 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 also the candidates belonging to the reserved categories 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:

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 IHMs may on their selection be appointed in IHMs. While selecting the employees of the above mentioned organization 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/ National Council 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 organization may grant extension beyond this limit up to one year, after obtaining orders of Secretary (Tourism), Government of India, where such extension is considered necessary in public interest. The borrowing organization 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 organization 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 deputations 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 hereunder 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 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, overstayed 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 organization as per Central Government Rules and all appointments on deputation/ foreign service basis in IHMs 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 Prescribed rate. These contributions shall not be payable during leave availed of by the deputations 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 all the IHMs where the deputations 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 all the IHMs 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 or and/or pension contributions in respect of deputations lent on foreign service in the IHMs 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 organizations.
- 15.10 Interest on overdue contributions i.e. unpaid contributions must be paid to the lending organization 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 deputations 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.

1. Principal of the Institute

Sl No.	Item	Provision
1	Name of the post, Number of Post	Principal , One in each Central IHM
2	Scale of Pay and Classification of the post	Pay Level 13 (Equivalent to Group-A) Rs. 1,23,100-2,15,900/- State may have the different scale of the State Government at either equivalent (not below level) or higher level. In case of tenure based contractual appointment and where no regular scale is maintained, a consolidated pay not below the minimum basis in the central scale as mentioned above, with applicable allowances, if any, exist in the Institute , be offered. In case of consolidated pay, annual increment not less than 3% on pay also be offered.
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. Age relaxation as per the government norms will be applicable for other categories. Relaxable 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 & 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	Post Graduation from a recognized university (Central/State/Deemed to be/AIU equivalent PG from foreign institution) 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 form: (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. Desirable Qualification: PhD degree

7.1.2	Essential Experience	Work	<p>In addition to essential educational Qualification, at least 20 years (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 & 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* or above category hotel.</p>
7.2	Category-B		
7.2.1	Essential & Desirable Educational Qualification		<p>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.</p> <p>Desirable Qualification: PhD degree</p>
7.2.2	Essential Experience	Work	<p>(i) <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 with minimum 3 years teaching/training experience shall also be essential (total 20 years) , out of which minimum 7 years should be 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>(ii) <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>(n) Holding the post in the pay level 13 or its equivalent in PSU/ 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		<p>Two year full time Post graduate Degree/Master Degree/Post Graduate Diploma in Management/Tourism from a recognized University.</p> <p>Desirable Qualification: PhD degree</p>
7.3.2	Essential Experience	Work	<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>

		(b) Terms & Conditions of deputation shall be governed as per DoPT guidelines. Normal deputation period will be initially of 3 years.
8	Period of Probation , if any	One year
9	Composition of Selection Committee	<p>The Selection Committee will consist of:</p> <ul style="list-style-type: none"> (i) Chairman, BOG, Central IHM concerned- Chairman (ii) Additional Director General (Tourism)/JS Level Officer, Ministry of Tourism, Govt. of India on the Bog or his/her nominee(Member mandatory, without which the quorum shall not complete) – Member (iii) Financial Advisor/Financial Controller, Ministry of Tourism Govt. of India on the BOG or his/her nominee-Member (iv) Representative of Industry on the BoG-Member (v) Catering Expert on the BoG-Member (vi) One Officer form the reserved category not below the rank of Director/Deputy Secretary in Govt. of India to be appointed by the BoG-Member (vii) Chief Executive Officer, NCHMCT- Member Secretary
10	Appointing Authority	Government of India, Ministry of Tourism

2. Head of Department

Sl No.	Item	Provision
1	Name of the post, Number of Post	Head of Department
2	Scale of Pay	Pay Level 11 (as per 7 th CPC) Rs.67,700-2,08,700/-
3	Method of recruitment	Promotion, failing which by 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.	<p><u>Educational Qualifications:</u> Post Graduate in Hospitality/Tourism or MBA from a recognized University/Institute.</p> <p>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> <p><u>Desirable Qualification :</u> (i) PhD degree (ii) Research papers publication in reputed journals.</p> <p><u>Experience :</u> 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 promotion	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

3. Senior Lecturer

Sl. No.	Item	Provision
1.	Name of the Post	Senior Lecturer
2.	Scale of pay	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.	Whether post is Selection/Non-Selection	Selection
5.	Age limit for Direct Recruits	Not exceeding 45 years. Upper age limit is relaxable upto 5 years in case of SC,ST and Department candidates or as specified for any category by Government of India from time to time.
6.	Educational and other qualifications for Direct Recruits	<p><u>Educational Qualifications :</u> Post Graduate in Hospitality/Tourism or MBA from a recognized University/Institute.</p> <p>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> <p>(i) PhD degree (ii) Research papers publication in reputed journals</p> <p><u>Experience :</u></p> <p>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 style="text-align: center;">OR</p> <p>Atleast 10 years total experience (Teaching and Industry together) including Hotel Industry experience of minimum 3 years in Supervisory capacity 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 promotion	No
8.	Eligibility for promotion	At least 3 years of service in the grade of Lecturer rendered after appointment thereto on a regular basis.
9.	Appointing Authority	Board of Governors
10.	Method of Selection	For promotion – DPC For Direct Recruitment/Short Term Contract – Personal Interview

4. Lecturer

Sl. No.	Item	Provision
1.	Name of the Post	Lecturer
2.	Scale of pay	Pay Level 7 (As per 7 th CPC) Rs.44900 – 142400
3.	Method of recruitment	By Promotion and Direct Recruitment/Short Term Contract in the ratio 3:1.
4.	Whether post is Selection/Non-Selection	Selection
5.	Age limit for Direct Recruits	Not exceeding 40 years. Upper age limit is relaxable upto 5 years in case of SC,ST and Department candidates or as specified for any category by Government of India from time to time.
6.	Educational and other qualifications 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> <ul style="list-style-type: none"> (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 : PhD degree</u></p> <p>AND</p> <p><u>Essential Experience :</u></p> <p>At least 05 (five) years teaching experience in the grade of Assistant Lecturer or equivalent (at UG level programme) 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 a regular basis.
9	Appointing Authority	Board of Governors
10	Method of Selection	For Promotion – DPC For Direct Recruitment/Short Term Contract – Skill Test & Written Test

5. Assistant Lecturer

Sl. No.	Item	Provision
1.	Name of the Post	Assistant Lecturer
2.	Scale of pay	Pay Level 6 (As per 7 th CPC) Rs.35400-112400
3.	Method of recruitment	Direct Recruitment
4.	Whether post is Selection/Non-Selection	Not Applicable
5.	Age limit for Direct Recruits	Not exceeding 35 years. Upper age limit is relaxable upto 5 years in case of SC,ST, and department candidates or as specified for any category by Government of India from time to time.
6.	Educational and other qualifications for Direct Recruits	<p><u>Educational Qualification :</u></p> <p style="text-align: center;"><u>Category A</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> <p>i. PhD Degree ii. Six months working experience in a 3 Star or above category hotel.</p> <p><u>Mandatory Qualification :</u></p> <p>Candidate should have qualified NHTET with prescribed percentage, conducted by NCHMCT.</p> <p style="text-align: center;"><u>Category B :</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> <p>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.</p>
7	Appointing Authority	Board of Governors
8	Method of Selection	Skill Test & Written Test

Sl. No.	ITEM	PROVISION
1.	Name of the post	Administrative – cum – Accounts Officer
2.	Scale of Pay	Pay Level 10 (As per 7 th CPC) Rs.56100 - 177500
3.	Method of recruitment	<p>1. Promotion from Officer Superintendent/Accountant/Accountant cum Officer Superintendent with 8 years regular service in the grade.</p> <p style="text-align: center;">OR</p> <p>2. By Deputation of Officers holding analogous posts under Central Government/National Council for Hotel Management & Catering Technology/Officers from any other Central/State Institute of Hotel Management/Food Craft Institute/Other autonomous bodies and PSUs.</p> <p style="text-align: center;">OR</p> <p>3. Direct Recruitment/Short Term Contract</p>
4.	Whether post is Selection/Non-Selection	Selection
5.	Age limit for Direct Recruits	<p>Not exceeding 50 years.</p> <p>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.</p>
6.	Educational and other qualifications for Direct Recruits	<p>Educational Qualifications :</p> <p>Bachelor of Commerce degree/BBA from a recognized University securing not less than 50% marks in aggregate.</p>
		<p>Experience :</p> <p>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 Computer competency is essential.</p>
7.	Whether age and educational qualifications prescribed for Direct recruits will apply in the case of promotion	<p>Age : No</p> <p>Educational Qualification : No</p>
8.	Appointing Authority	Board of Governors
9.	Method of Selection	<p>For Promotion : DPC</p> <p>In case of Deputation/Direct Recruitment/Short Term Contract method of selection : Personal Interview or Written Test + Personal Interview</p>

Sl. No.	ITEM	PROVISION
1.	Name of the post	Office Superintendent
2.	Scale of Pay	Rs.9300 – 34800 + GP 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 Recruits	Not exceeding 35 years. Upper age limit relaxable upto 5 (five) years for SC/ST, department candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether age and educational qualifications prescribed for Direct recruits will apply in the case of promotion	Age limit – No Educational Qualifications : Yes, Graduate of recognized University with 5 years experience in administration and establishment matters.
8.	Appointing Authority for post	Board of Governors of the respective Institute of Hotel Management

Sl. No.	ITEM	PROVISION
1.	Name of the post	Accountant
2.	Scale of Pay	Rs.9300 – 34800 + GP 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 Recruits	Not exceeding 35 years. Upper age limit relaxable upto 5 (five) years for SC/ST, department candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether age and educational qualifications prescribed for Direct recruits will apply in the case of promotion	Age limit – No Educational Qualifications : Yes, Commerce Graduate or Graduate with Cash & Accounts training from ISTM.
8.	Appointing Authority for post	Board of Governors of the respective Institute of Hotel Management

1. Name of the Post : **Accountant-cum-Office Superintendent**
2. Scale of Pay : Rs.5500-175-9000
3. Method of Recruitment : Promotion from PA/UDCs with 5 and 8 years experience of regular service in the grade respectively, falling which by transfer on deputation from officers holding analogous post in the offices of CAG/CGA or eligible officers from any other Institute of Hotel Management set up by the Ministry of Tourism, Govt. of India, falling which by direct recruitment.
4. Whether post is Selection/ Non Selection : Selection cum Seniority
5. Educational and other Qualifications and Experience for direct Recruitment : **Essential Qualifications:**
Graduation from a recognized University with 5 years experience in commercial or educational institutions

Desirable:
 1. Graduation in Commerce from recognized university.
 2. Knowledge of Computers
6. Age limit for direct recruitment : Not exceeding 35 years
Relax able up to 5 years in the upper age limit for SC/ST, departmental candidates and as specified for other categories by Govt. of India from time to time.
7. Whether age limits, qualifications applicable to promotees. : Age Limit : No
Educational Qualifications : 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 : **P.A. to Principal**
2. Scale of Pay : Rs.4500-125-7000
3. Method of Recruitment : Promotion from Stenographer with a minimum of 5 years service in the grade, falling 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 a recognized University. Speed
of 100 and 40 words per minute 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 : Not exceeding 30 years
Relax able up to 5 years in the upper age limit for SCs, STs,
departmental candidates and as specified for other
categories by Govt. of India from time to time.
7. Whether age limits,
Qualifications applicable
To promotes. : Age: No
Educational Qualifications: Yes
8. Appointing Authority For
the Post : Executive Committee of the respective Institute
of Hotel Management.

1. Name of the Post : **Stenographer**
2. Scale of Pay : Rs.4000-100-6000
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. falling 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
w.p.m. in English Shorthand and Typing
respectively.

Desirable:
Experience in Administrative and Accounts matters.
6. Age limit for direct
recruitment : Not exceeding 30 years
Relax able up to 5 years in the upper age limit for SCs, STs,
departmental candidates and as specified for other
categories by Govt. of India from time to time.
7. Whether age limits,
Qualifications applicable
To promotes. : Age: No
Educational Qualifications: Yes
8. Appointing Authority For
the Post : Secretary / Principal of the respective Institute of
Hotel Management.

1. Name of the Post : **U.D.C.**
(Stores/Cash/Estt./Statistical Asstt)
Employees to be posted on rotational Basis for a maximum period of 3 years)
2. Scale of Pay : Rs.4000-100-6000
3. Method of Recruitment : By promotion from the grade of LDC with a Minimum of 5 years regular service in the Grade, falling 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 recognized University with at least 3 years experience in administrative and accounts matters with knowledge of computer.
6. Age limit for direct recruitments and Deputation : Not exceeding 30 years
Relax able up to 5 years in the upper age limit for SCs, STs, departmental candidates and as specified for other categories by Govt. of India from time to time.
7. Whether age limits, Qualifications applicable To promotes. : Age: No
Educational Qualifications: No *
8. Appointing Authority For the Post : Secretary / Principal of the respective Institute of Hotel Management.

* MOT, GOI in its O.M No. 1(11)/RR-2000-HRD (Pt.III) dated 2nd August 2010 amended Col. 7 as NO in place of Yes.

1. Name of the Post : **L.D.C.**
(Stores/Cash/Estt.)
Employees to be posted on rotational Basis for a maximum period of 3 years)
2. Scale of Pay : Rs.3050-75-3950-80-4590
3. Method of Recruitment : Direct Recruitment
(10% of post would be earmarked for Employees in Group 'D' posts subject to fulfillment of educational qualifications Etc. prescribed for direct recruits)
4. Whether post is Selection/ Non Selection : N.A.
5. Educational and other Qualifications and Experience for direct Recruitment : **Essential Qualifications:**
10+2 or Higher Secondary School, passing typing speed of 40 w.p.m. 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.
Relax able up to 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
7. Whether age limits, Qualifications applicable To promotes. : Age: No
Educational Qualifications: Yes
8. Appointing Authority For the Post : Secretary / Principal of the respective Institute of Hotel Management.

1. Name of the Post : **Librarian**
2. Scale of Pay : Rs.4000-100-6000
3. Method of Recruitment : By promotion from Asstt. Librarian with a minimum of 5 years service in the grade, falling which by direct recruitment.
4. Whether post is Selection/ Non Selection : Selection cum Seniority
5. Educational and other Qualifications and Experience for direct Recruitment : **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.
6. Age limit for direct recruitments and Deputation : Not exceeding 30 years
Relax able up to 5 years in the upper age limit for SCs, STs, departmental candidates and as specified for other categories by Govt. of India from time to time.
7. Whether age limits, Qualifications applicable To promotes. : Age: No
Educational Qualifications: Yes
8. Appointing Authority For the Post : Executive Committee of the respective Institute of Hotel Management.

1. Name of the Post : **Asstt. Librarian**
2. Scale of Pay : Rs.3050-75-3950-80-4590
3. Method of Recruitment : Direct Recruitment
4. Whether post is Selection/
Non Selection : N.A.
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
Recruitment : Not exceeding 28 years.
7. Whether age limits,
Qualifications applicable
To promotes. : N.A.
8. Appointing Authority For
the Post : Secretary / Principal of the respective Institute of
Hotel Management.

1. Name of the Post : **Driver-cum-Mechanic**
2. Scale of Pay : Rs.3050-75-3950-80-4590
3. Method of Recruitment : By selection from Group 'D' staff, falling 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
Recruit : **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.
Relax able up to 5 years in the upper age limit for
SCs, STs, departmental candidates and as
Specified for other categories by Govt. of India
from time to time.
7. Whether age limits,
Qualifications applicable
To promotes. : Age: No
Educational Qualifications: Yes
8. Appointing Authority For
the Post : Secretary / Principal of the respective Institute of
Hotel Management.

1. Name of the Post : **Peon/Attendant**
2. Scale of Pay : Rs.2550-55-2660-60-3200
3. Method of Recruitment : Direct Recruitment
4. Whether post is Selection/
Non Selection : N.A.
5. Educational and other
Qualifications and
Experience : **Essential Qualifications:**
Middle passed

Desirable:
One year experience.
6. Age limit for direct
Recruits : Not exceeding 28 years.
7. Whether age limits,
Qualifications applicable
To promotes. : N.A.
Educational Qualifications: Yes
8. Appointing Authority For
the Post : Secretary / Principal of the respective Institute of
Hotel Management.

1. Name of the Post : **Maintenance Foreman-cum-Caretaker**
2. Scale of Pay : Rs.4500-125-7000
3. Method of Recruitment : Job should be assigned to suitable firm or person on contractual basis. However,
 - i) Preference would be give to person having 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 : N.A.
5. Educational and other Qualifications and Experience for direct recruits : N.A.
6. Age limit for direct Recruits : N.A.
7. Appointing Authority For the Post : Executive Committee of respective Institute of Hotel Management.

1. Name of the Post : **Asstt. Maintenance Foreman-cum-Caretaker**
2. Scale of Pay : Rs.4000-100-6000
3. Method of Recruitment : Job should be assigned to suitable firm or person on contractual basis. However,
 - i) Preference would be given to person having 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 : N.A.
5. Educational and other Qualifications and Experience for direct Recruits : N.A.
6. Age limit for direct Recruits : N.A.
7. Appointing Authority For the Post : Executive Committee of respective Institute of Hotel Management.