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ADDITIONAL DIRECTOR GENERAL
MINISTRY OF TOURISM
GOVERNMENT OF INDIA
NEW DELHI
TELEFAX : 23715717

RASHMI VERMA

No.1(11)/RR/2000

11th June, 2003

To

**The Principal
All Institute of Hotel Management
Catering Technology & Applied Nutrition**

Subject : Recruitment and Promotion Rules – 2003 for IHMs.

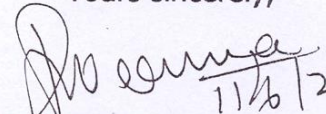
Sir/Madam,

This is to inform that the Deptt. of Tourism after obtaining feedback from the IHMs and detailed examination, has further streamlined and amended the existing Recruitment Rules –2001 for IHMs. The new/revised Recruitment Rules have been termed as "Recruitment and Promotion Rules – 2003" and a copy of the same is enclosed herewith. These rules shall come into force w.e.f. the date of issue of this letter. With the introduction of these new rules, the existing Recruitment Rules introduced in September 1998 and which were further revised in January 2001 stand superceded.

It is requested that these "Recruitment and Promotion Rules – 2003" for IHMs may be placed before the Board of Governors of the respective Institute and got adopted and a reply may be sent to this Department early.

With regards,

Yours sincerely,


11/6/2003
(RASHMI VERMA)

Encl : As above.



GOVERNMENT OF INDIA
DEPARTMENT OF TOURISM
HRD DIVISION

RECRUITMENT AND PROMOTION RULES - 2003

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

1. **SHORT TITLE AND COMMENCEMENT:**

- 1.1 These Rules shall be called the Institute of Hotel Management, Catering Technology & Applied Nutrition (Recruitment and Promotion) Rules, 2003.
- 1.2 These Rules shall come into force with effect from 2003.

2. **INTERPRETATION:**

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

3. **SCOPE:**

These Rules shall apply for 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 a pay or a scale of pay with a maximum of not less than Rs.13, 500/-	Group A
4.2	Posts carrying a pay or a scale of pay with a maximum of not less than Rs.9, 000/- but less than Rs.13, 500/-	Group B
4.3	Posts carrying a pay or a scale of pay with a maximum of over Rs.4, 000/- but less than Rs.9, 000/-	Group C
4.4	Posts carrying a pay or a scale of pay the maximum of which is Rs.4, 000/- or less.	Group D

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: -

- 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)

a. 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 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 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 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	Member



	Secretary in Government of India to be appointed by Chairman, BOGs	
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 Advisor / Financial Controller, Ministry of Tourism, Government of India on the BOGs 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) 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' and post of Lecturers and Assistant Lecturers, 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
iii)	Nominee of the State Government on the BOGs	Member
iv)	Official from reserved category to-be nominated by Chairman, BOGs	Member

(b) Departmental Promotion Committee for Group 'C' and Group '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 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 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 Authorized Medical Attendants for Group 'B', 'C' & 'D' posts as may be nominated by the Board of Governors from time to time. This condition could be relaxed in those cases where the persons already employed in Central Government/State Government / Public 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 with minimum of pay scale of Rs.6, 500/- 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 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 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 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 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 superannuating / retirement of incumbent, for which National Council for Hotel Management & Catering Technology will maintain a record.



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



PART-III – GENERAL PRINCIPLES GOVERNING PROMOTION**14. PROMOTION:**

- 14.1 No employee shall be considered eligible for promotion to a higher post unless he satisfies the requirements prescribed for promotion as specified for the respective post in the Schedule.
- 14.2 For the purpose of promotion, a post shall be either a selection post or a non-selection post as given in the Schedule.
- 14.3 Selection posts – Promotion to selection posts shall be on the basis of merit with due regard to seniority. The appropriate Departmental Promotion Committee shall judge the merit and suitability of eligible employees for promotion on the basis of record of service, including confidential reports and recommend the order in which they may be promoted. The Departmental Promotion Committee may conduct interview / test.
- a. 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.

15. PART-IV GENERAL PRINCIPLES GOVERNING DEPUTATION - 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 organizations 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 Institutes/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 deputationist could be reverted back to his parent office even before the expiry of the period of deputation.
- 15.3 All the terms and conditions relating to transfer on deputation should be settled well in advance between the lending department i.e. the parent office of the deputationist and the borrowing department i.e. the IHM concerned.
- 15.4 During deputation period, the deputationist may elect to draw either pay in the pay scale of deputation post to be fixed under the normal Fundamental Rule 22 and sub-clauses thereunder 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 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 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 all the IHMs 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 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 deputationist 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 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.



SCHEDULE

1. Name of the Post: **Principal**
2. Scale of Pay: Rs.14, 300-400-18,300
3. Method of Recruitment: Direct
4. Whether post is Selection/Non-selection: Selection
5. Qualifications and Experience required:

Essential Qualifications:

- (i) Graduation from a recognized University.
- (ii) Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management / State Board of Technical Education / Recognized University. The candidate must have secured at least 55% marks in degree/diploma in Hotel Management. For Graduates in Hotel Management, item No.(i) is not necessary.

Experience:

At least 3 years experience in hotel related subject(s)* as Head of Department in an Institute of Hotel Management affiliated to National Council For Hotel Management and Catering Technology.

OR

At least 20 years of experience in teaching and/or hotel industry including minimum 3 years in Hotel operations related subject(s)* as Head of Department in an Institute of Hotel Management affiliated to State Board of Technical Education / Recognized University.

OR

At least 20 years of experience in teaching and/or hotel industry including 3 years as Principal in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology.

OR

Minimum 20 years Hotel industry experience including minimum 5 years in Managerial capacity in 4 star/Heritage or above category approved hotel.

6. Age limit : Not exceeding 52 years.
Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time. Under no circumstances the age should exceed 57 years.
7. Appointing Authority: Board of Governors

*Hotel operations related subjects are: Food Production, Food and Beverage Service, Accommodation Operations / House Keeping and Front Office.



1. Name of the Post: **Head of Department**
2. Scale of Pay: Rs.10, 000-325-15,200
3. Method of Recruitment: Promotion from amongst the Senior Lecturer-cum-Senior Instructors working in the Institute, failing which by Direct Recruitment.
4. Whether post is Selection/Non-selection: Promotion / Selection
5. Qualifications and Experience required:

Essential Qualifications:

- (i) Graduation from a recognized University.
- (ii) Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured at least 50% marks in degree/diploma in Hotel Management. For Graduates in Hotel Management, item No.(i) is not necessary.
- (iii) **For specific subjects:**
Management Subjects: MBA/PGDBM with 50% marks
Computer science: Graduate with Computer Science or Computer Application as main or subsidiary subject with 50% marks or MCA.
Accounts & Law – MBA (Finance) / M.Com / ICWA with 50% marks.
Languages: Graduate in concerned language from recognized University.
Food Science and Nutrition: Post Graduate with Food Science or Nutrition related subject from recognized University with 50% marks.

Experience for Direct Recruitment:

At least 5 years experience as Senior Lecturer-cum-Senior Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology.

OR

At least 17 years of experience in teaching and/or hotel industry including minimum 5 years teaching experience as Senior Lecturer-cum-Senior Instructor in an Institute of Hotel Management affiliated to State Board of Technical Education / Recognized University.

OR

At least 17 years of experience in teaching and/or hotel industry including 5 years teaching experience as Senior Lecturer-cum-Senior Instructor in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology.

OR



At least 17 years Hotel industry experience including minimum 5 years in Managerial capacity in 4 star / Heritage or above category approved hotel.

6. Age limit for direct recruits: Not exceeding 45 years.
Upper age limit is Relaxable up to 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.

7. Eligibility for Promotion:

Candidate for being considered for promotion as HOD should have passed 3 year Diploma/Degree course or should have passed a bridge course as prescribed by NCHMCT. Candidate should have atleast 5 years experience in the grade of Senior Lecturer-cum-Senior Instructor. Promotion to selection posts shall be on the basis of merit with due regard to seniority whereas 3 senior most eligible candidates would be considered, failing which the next three who fulfill the above promotion criteria would be considered till exhaustion of the empanelled list then recourse to direct recruitment can be made.

9. Appointing Authority: Board of Governors

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

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

NB: The fourth HOD shall be from Management Studies and other General Subjects.



1. Name of the Post: **Senior Lecturer-cum-Senior Instructor**
2. Scale of Pay: Rs.8,000-275-13,500
3. Method of Recruitment: Promotion from amongst the Lecturer-cum-Instructors working in the Institute, failing Which by Direct Recruitment.
4. Whether post is Selection/Non-selection: Promotion / Selection
5. Qualifications and Experience required:

Essential Qualifications for Direct Recruitment:

Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured atleast 55% marks in Degree/Diploma in Hotel Management.

For specific subjects:

Management Subjects: MBA / Post Graduate Diploma in Business Management with 50% marks

Computer science: Graduate with Computer Science or Computer Application as main or subsidiary subject with 50% marks or MCA.

Accounts & Law – M.Com / ICWA with 50% marks.

Languages: Graduate in concerned language from recognized University.

Food Science and Nutrition: Post Graduate with Food Science or Nutrition related subject from recognized University with 50% marks.

Experience for Direct Recruitment:

At least 5 years experience as Lecturer-cum-Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology.

OR

At least 12 years of experience in teaching and/or hotel industry including minimum 5 years teaching experience as Lecturer-cum- Instructor in an Institute of Hotel Management affiliated to State Board of Technical Education / Recognized University.

OR

At least 12 years of experience in teaching and/or hotel industry including 5 years teaching experience as Lecturer-cum-Instructor in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology.

OR

At least 12 years Hotel industry experience including minimum 5 years in Supervisory capacity in 3 star/Heritage or above category approved hotel.



6. Age limit for direct recruits: Not exceeding 40 years.
Upper age limit is Relaxable up to 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
7. **Eligibility for Promotion:**
Candidate should have atleast 5 years experience in the grade of Lecturer-cum-Instructor. Promotion to selection posts shall be on the basis of merit with due regard to seniority whereas 3 senior most eligible candidates would be considered, failing which the next three who fulfill the above promotion criteria would be considered till exhaustion of the empanelled list then recourse to direct recruitment can be made.
8. Appointing Authority: Executive Committee



1. Name of the Post: **Lecturer-cum-Instructor**
2. Scale of Pay: Rs.6, 500-200-10,500
3. Method of Recruitment: Promotion from amongst the Assistant Lecturer-cum-Assistant Instructors working in the Institute, failing which by direct recruitment.
4. Whether post is Selection/Non-selection: Promotion / Selection
5. Qualifications and Experience required:

Essential Qualifications for Direct recruitment:

Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured atleast 55% marks in degree/diploma in Hotel Management.

For specific subjects:

Management Subjects: MBA / Post Graduate Diploma in Business Management with 50% marks

Computer science: Graduate with Computer Science or Computer Application as main or subsidiary subject with 50% marks or MCA.

Accounts & Law – M.Com / ICWA with 50% marks.

Languages: Graduate in concerned language from recognized University.

Food Science and Nutrition: Post Graduate with Food Science or Nutrition related subject from recognized University with 50% marks.

Experience for Direct Recruitment:

At least 5 years experience as Assistant Lecturer-cum-Assistant Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology.

OR

At least 7 years of experience in teaching and/or hotel industry including minimum 5 years teaching experience as Assistant Lecturer-cum-Assistant Instructor in an Institute of Hotel Management affiliated to State Board of Technical Education / Recognized University.

OR

At least 7 years of experience in teaching and/or hotel industry including 5 years teaching experience as Assistant Lecturer-cum-Assistant Instructor in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology.

OR

At least 7 years Hotel industry experience including minimum 3 years in Supervisory capacity in 3 star/Heritage or above category approved hotel.



6. Age limit for direct recruits: Not exceeding 35 years.
Upper age limit is Relaxable up to 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. **Experience for Promotion:**
Candidate should have atleast 5 years experience in the grade of Assistant Lecturer-cum- Assistant Instructor. Promotion to selection posts shall be on the basis of merit with due regard to seniority whereas 3 senior most eligible candidates would be considered, failing which the next three who fulfill the above promotion criteria would be considered till exhaustion of the empanelled list then recourse to direct recruitment can be made.
8. Appointing Authority: Executive Committee



SUPPORTING NON-ACADEMIC STAFF

1. Name of the Post : **Administrative cum Accounts Officer**
2. Scale of Pay : Rs.8,000-275-13,500
3. Method of Recruitment : Promotion from Office
Superintendent/Accountant/Accountant-cum-Office Superintendent with 8 years of regular service in the grade failing which by transfer of deputation of officers holding analogous posts under C&AG/CGA and eligible officers from any other Institutes of Hotel management set up by the Ministry of Tourism, Govt. of India failing which by direct recruitment.
4. Whether post is Selection/Non Selection : Selection cum seniority
5. Educational and other Qualifications and Experience for direct Recruits **Essential Qualifications:**
Graduation from a recognised University with 8 years experience in administration and accounts of which 4 years in recognised Hotel Management Institute of not less than diploma level. Computer competency is essential.
Desirable:
Degree in Law/Commerce, ICWA, CA/S.A.S/TAO(C)
6. Age limit for direct recruitments and Deputation : 30 Years
7. Whether age limits, Qualifications applicable To promotees : For age: No
For educational qualifications: Yes
8. Appointing Authority For the Post : Board of Governors of the respective, IHM, Catering Technology and Applied Nutrition



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, failing 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, failing 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: Graduate from recognised university with 5 years experience in commercial or educational institutions Desirable: 1. Graduation in Commerce from recognised university. 2. Knowledge of computers
6.	Age limit for direct recruitment	Not exceeding 35 years Relaxable upto 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 limit, 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, 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. 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 recruitments and Deputation : Not exceeding 30 years.
Relaxable upto 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 promotees : 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. 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 w.p.m. in English Shorthand and Typing respectively.

Desirable:
Experience in Administrative and Accounts matters.
6. Age limit for direct Recruits : Not exceeding 30 years.
Relaxable upto 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 promotees : 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, 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:**
Graduate from recognised
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.
Relaxable upto 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 promotees : Age: No
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary/Principal of respective Institute of
Hotel Management.



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.
Relaxable upto 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 promotees : Age: No
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary/Principal of 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, failing 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 recognised University or Graduate with Diploma in Library Science from recognised 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.
Relaxable upto 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 promotees : Age: No
Educational qualifications: Yes
8. Appointing Authority For the Post : Executive Committee of the respective Institute 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 promotees : N.A.
8. Appointing Authority For the Post : Secretary/Principal of 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, 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 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.
Relaxable upto 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 promotees : Age: No
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary/Principal of 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 promotees :
N.A.
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary/Principal of 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 gernal 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.
8. Appointing Authority for the Post : Executive Committee of the respective Institute of Hotel Management.



NON-ACADEMIC

<u>Old Staff Structure</u>			<u>New Staff Structure</u>	
Principal			Principal	
Administrative Officer			Administrative cum Accounts Officer	
Office Supdt.	Accountant		Accountant cum Office Supdt.	
	Asstt. Office Supdt.		P.A. to Principal	U.D.C. (Stores/Cash/Estt.)
P.A. to Principal	Cashier		Stenographer	L.D.C. (Stores/Cash/Estt.)
Stenographer (ex-cadre posts)	UDC Store Keeper Snacteria Supervisor		Librarian	Driver cum Mechanic
Clerk Cum Typist	Asstt. Store-Keeper	Asstt. Snacteria Supervisor/Lab Asstt.	Asstt. Librarian (ex-cadre posts)	
Ex-Cadre Posts	Maint. Foreman & Caretaker	Librarian		Peon/Attendant
	Asstt. Maint. Foreman & Caretaker	Asstt. Librarian		

Driver cum Mechanic

Any of these following jobs, if required, should be assigned on contractual basis

Head Watchman	Carpenter	Gestetner Operator	Maint. Foreman cum Catetaker
Head Safaiwala	Painter		
Head Mali	Plumber		

Watchman
Safaiwala
Mali

Daftry

Peon

Asstt. Maint.
Foreman cum
Caretaker

