

CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT (CHANDIGARH) SOCIETY, CHANDIGARH

RECRUITMENT RULES

In exercise of the powers conferred on it by the “Memorandum of Association” and the “Rules and Regulations” of the Chandigarh Institute of Hotel Management (Chandigarh) Society, the Board of Governors of the Chandigarh Institute of Hotel Management (Chandigarh) Society hereby makes the following Rules, namely:-

1. TITLE COMMENCEMENT AND APPLICATION

- i) These Rules may be called the Chandigarh Institute of Hotel Management (Chandigarh) Society Recruitment Rules, 1975.
 - ii) They shall come into effect at once.
 - iii) These Rules shall apply to all the employees of the society whether temporary or permanent except to the extent otherwise expressly stated PROVIDED that:-
 - a) In respect of employees of the Society who are appointed on agreement or contract they shall be governed by such terms and conditions as have been provided in the contract or agreement as the case may be.
 - b) In respect of persons on deputation from Central or State Governments or any organizations all matters relating to such employees shall be governed by the terms of deputation and if in any specific matter there is no provision about the same in the orders of deputation reference shall be made to the parent Government or Department or the Organization as the case may be.
- and c) These Rules shall not apply to persons in casual employment and persons on work charged establishment.

2. DEFINITIONS

In these Rules, unless the context otherwise requires:-

- a) “Secretary” means the Secretary of the Chandigarh Institute of Hotel Management (Chandigarh) Society, Chandigarh.
- b) “Direct Recruitment” in relation to any service or post means appointment otherwise than by promotion or deputation from any State or Central Governments or any other Organization and shall include the re-employment of a retired Government servant.
- c) “Equivalent Qualifications” means a qualification considered by the Society to be equivalent to a qualification prescribed in the rules regulating recruitment in respect of any post under the Society.
- d) “Temporary employees” means persons employed temporarily for a period of 3 months or less.
- e) “Board” means the Board of Governors of the Chandigarh Institute of Hotel Management (Chandigarh), Society Chandigarh.

- f) “Executive Committee” means the Executive Committee of the Chandigarh Institute of Hotel Management (Chandigarh), Society Chandigarh.
- g) “Employee” means a person who is appointed on either academic or non-academic side and who holds the post in connection with the affairs of the Society and includes any persons whose services are temporarily placed at the disposal of the Government of India, State Government, or any other organization or body.
- h) “Promotion” means the appointment of an employee from a post or grade of service or class of service to a higher post or higher grade of service or higher class of service.
- i) “Selection” means selection in accordance with provision of these rules and includes:-
 - a) Selection by the Secretary/Principal in respect of Class – III and Class – IV posts as defined in the “Staff Regulation” respect of appointments coming under class-II as define in the “Staff Regulations”.
 - b) Selection by the Executive Committee of the Society in respect of appointments coming under Class-II as define in the “Staff Regulations”.
 - c) Selection by the Board of Governors of the Society in respect of the post coming under Class-I as defined in “Staff Regulations”.

3. METHOD OF RECRUITMENT

Recruitment to any post under the Society shall be made either by (i) Direct Recruitment or (ii) deputation or (iii) Promotion. The method of recruitment and the qualifications of each post shall be as set forth in the annexure to these rules of recruitment provided that in respect of direct recruitment to any service or post when the method of recruitment is not specified in the rules, the method of recruitment shall be by selection after interview by the Secretary/Principal, Executive Committee or the Board of Governors as the case may be. Notwithstanding anything contained in these rules of recruitments, the appointment to all the posts of teaching staff under the society shall be made by direct recruitment. However, the staff already working in the Institution can be also apply for these posts and they shall be considered alongwith the open market candidates provided they fulfill the requisite condition prescribed for the appointment. The departmental candidates in service may be given relaxation in age for higher posts within the Institute.

4. PROCEDURE FOR APPOINTMENTS

Subject to the provisions of these rules, the appointment under the Society shall be made by selection after giving adequate publicity to the recruitment as determined by the appointing authority. The selection will be made in order of merit, as determined by the Secretary, Executive Committee or Board of Governors as the case may be.

5. DIS-QUALIFICATIONS FOR APPOINTMENT

1. No persons shall be eligible for appointment under the Society to any post unless he is a citizen of India or a person who has domiciled in India in respect of whom a certificate of eligibility given by the Deputy Commissioner or the District Magistrate of District in the State shall be the authority.

2) No person who has more than one wife living and no women who was married a person already having another wife shall be eligible for appointment to the service of the society and the appointing authority may if satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rules.

3) No person who attempts to obtain extraneous support by any means for his candidature from officials or non-officials shall be ineligible for appointment under the Society.

4) No applicant for appointment to a post under the Society shall be eligible for appointment if he is at the time of submitting his application, in a permanent or temporary employment in any department of Government or the State or Centre or any other autonomous authority and has made the application without the consent of his/her employer at that time under who he/she is employed.

5) No employee who is retained in service after the date of retirement or superannuation shall be promoted to any other post.

6. AGE LIMIT FOR APPOINTMENTS:

Every candidate for appointment (other than for the post of Principal) to the service under the Society by direct recruitment must have attained the age of 18 and not attained the age of 40 in the case of persons belonging to S.C. and S.T. and 35 in the case of other persons on the last date fixed for the receipt of application for appointment, provided that in the case of ex-service personnel discharged from service by reason of demobilization, retrenchment or retirement, relaxation may be given to the extent of the number of years of service rendered by them in the defence services, provided also that in the case of the Principal, the maximum age limit be 50 years and that in the case of employees already working in the Society no age limit need be insisted upon for any of the posts.

7. RESERVATION FOR S.C./S.T. CANDIDATES:

The reservation of vacancies for SC/ST candidates in the service posts under the Society shall be as per rules/regulations stipulated by the Government of India and as amended from time to time.

8. CONDITIONS RELATING TO SUITABILITY AND CERTIFICATE OF CHARACTER

No person shall be appointed to a service under the Society unless the appointing authority is satisfied that the candidate is of a good character and is in all respects suitable for appointment to the service under the Society. Every candidate for direct recruitment shall furnish certificates given not more than 6 months prior to the date of applications, from a respectable person un-connected with his college and university and not related to him, testifying to his character, in addition to such other certificates as may be required to be produced. If any doubt arises regarding the suitability of a candidate for appointment, the decision of the appointing authority shall be final and binding.

9. CONDITONS RELATING TO PHYSICAL FITNESS:

No candidate selected for appointment in accordance with the Provision of Rule 4(a) shall be appointed to any post unless he satisfied the appointing authority as to his physical fitness in accordance with the Chandigarh Institute of Hotel Management (Chandigarh), Society's Staff Regulations 1976, as amended from time to time.

10. METHOD OF RECRUITMENT AND QUALIFICATION FOR CERTAIN TEMPORARY POST:

In respect of any temporary post not included in the cadre of the Society, the method of recruitment and the qualification for recruitment to such temporary posts shall be same as are applicable to the corresponding posts included in the cadre.

11. APPOINTMENT BY DIRECT RECRUITMENT OR PROMOTION IN CERTAIN CASES:

Notwithstanding anything contained in these rules of recruitment the appointing authority may fill up by promotion on adhoc basis and strictly according to seniority-cum-merit any direct recruitment vacancy where selection to the post has not yet been finally made and where there is likelihood to undue delay in making direct recruitment of where the candidates selected for the post of direct recruitment has not joined duty. But every effort should be made to fill up the post by direct recruitment as soon as possible and a candidate temporarily promoted shall revert to his original post and shall not have any preferential claim for regularisation. The scale of pay for the post of Instructor will be 10300-34800+Grade Pay 5000.

Under Column 10 and 11 of the annexure the method of recruitment for the teaching posts shall be by direct recruitment only.

It was, further, decided that the appointing authority in the case of Assistant Instructor shall be the Executive Committee instead of the Principal as providing in Rule 5 of the staff Regulation. The Principal, shall, however, be the punishing authority for taking disciplinary action against Assistant Instructors for inflicting minor punishments.

12. PROBATION AND APPOINTMENTS BY PROMOTION:

i) Every employees shall on appointment to any post (whether on promotion or otherwise) be on probation in that post for a period of two years commencing from the date of appointment. Provided that such period may be extended upto three years in all at the discretion of the appointing authority but not exceeding six months on each occasion.

Provided further that the extended period of probation shall not count for increments, but if the employee is confirmed at the end of the successful completion of the extended probationary period, than his pay will be fixed at the same stage at which he would have otherwise reached (the question of arrears etc. if any, will be decided by the competent appointing authority in each case).

ii) At the end of the period of probation or the extended period of probation as the case may be, the appointing authority shall consider the suitability of the person so appointed or promoted to hold the post to which he was so appointed or promoted.

iii) If the appointing Authority considers that the work of the person so promoted is satisfactory, it shall as soon as possible issue an order declaring the person to have satisfactorily completed the period of probation.

iv) If at the end of the period of probation or the extended period of probation the appointing authority considers that the person is not suitable for the post to which he is appointed it shall, by order revert the person to the post held prior to his promotion or if the person was a direct recruit terminate his services without any claim etc.

v) A person shall not be considered to have satisfactorily completed the period of probation unless a specific order to that effect is passed. Any delay in the issue of such an order shall not entitle the person to be deemed to have satisfactorily completed the period of probation.

vi) A person who has satisfactorily completed his probation shall be confirmed in the class or the category to which he has been promoted at the earliest opportunity.

vii) Nothing in this regulation shall apply to the persons employed on deputation from the Central Govt. or any state Government or any Institution.

13. MIS-CONDUCT

A candidate guilty of impersonation or of submitting fabricated document or documents which are tampered with or of making statements which are incorrect or false or suppressing material information or using or attempting to use un-fair means in the interview and test conducted for that purpose or otherwise resorting to any other irregular or improper means shall in addition to rendering himself liable to criminal prosecution and disciplinary action be debarred either permanently or for a specific period by the appointing authority for appointment in the society.

14. CADRE STRENGTH METHOD OF RECRUITMENT AND QUALIFICATIONS

The cadre strength, the method of recruitment and the qualifications of the various posts under the Society shall be as in the Annexure to these rules, provided that any / all the qualifications/age limit etc. can be relaxed at the sole discretion of the respective appointing authority without assigning any reason.

15. POWER TO AMEND, ALTER OR REPEAL

The Board of Governors of the Chandigarh Institute of Hotel management(Chandigarh), Society reserves the right to amend, alter repeal or modify any of the above said Rules.

16. **INTERPRETATION**

Where in any question relating to interpretation of these Rules arises, it shall be referred to the Board of Governors whose decision shall be final in all such matters.

Sd/-
(T.K.Razdan)
Principal/Secretary

CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, SECTOR 42-D, CHANDIGARH
RECRUITMENT RULES

SCHEDULE – B

Name of the post	N o. of post	Classific ation of post	Scal e of pay	If select ion post or non select ion post	Age for direct recruit ment	Educational qualification and other qualification required for direct recruitment	If age and educati onal qualific ation prescri bed for direct recruit ment will also apply in case of promoti on.	Perio d of proba tion	Method of recruitment whether by Direct recruitment or by promotion or deputation/t ransfer and % of vacancies to be filled by various methods	In case of recruit ment by promot ion/ deputa tion/ transfe r, the grade for which promot ion/ transfe r to be made
1	2	3	4	5	6	7	8	9	10	11
Principal	1	1	3740 0- 6700 0+ GP 8700	Selec tion	50 yrs. Or below	3 yrs. Diploma/degre e in Hotel Management from a recognized Institute or Foreign Institute with 10 yrs. Professional experience in teaching foods or any first class hotel. & B.Sc Home Science	Age -no qualific ation- yes	Two year s	Direct recruitment	-
Senior Lecturer	2	1	1030 0- 3480 0+ GP 5400	-do-	35 yrs. Or below	3 yrs. Diploma/ degree in Hotel Management from a recognized Institute with 6 years professional experience in teaching food	-do-	-do-	-do-	-do-

						or in a hotel of repute or in a recognized catering Institute.				
Instructor Cookery	1	II	1030 0- 3480 0+ GP 5000	-do-	-do-	3 yrs. Diploma/ degree in Hotel Management from a recognized Institute with a minimum of 5 years practical experience in cookery in an educational establishment or Industry Desirable: A Craft Certificate in Cookery.	-do-	-do-	-do-	-do-
Instructor Bakery & Confectionery	I	II	1030 0- 3480 0+ GP 5000	-do-	-do-	3 yrs. Diploma/ degree in Hotel Management from a recognized Institute with a minimum of 5 years practical experience in Bakery & Confectionery in an educational establishment or Industry Desirable: A Craft Certificate in Bakery & Conf.	-do-	-do-	-do-	-do-
Instructor Food & Beverage Service	I	II	1030 0- 3480 0+ GP 5000	-do-	-do-	3 yrs. Diploma/ degree in Hotel Management from a recognized Institute with a minimum of 5 years practical experience in F & B Service in an educational establishment or Industry Desirable: A	-do-	-do-	-do-	-do-

						Craft Certificate in F & B service and knowledge of French Language				
Instructor House Keeping	I	II	-do-	-do-	-do-	3 yrs. Diploma/degree in Hotel Management from a recognized Institute OR 1 st or 2 nd class degree in Home Science with 5 years experience in an educational establishment or Industry				
Instructor Front Office Operation	I	II	-do-	-do-	-do-	3 yrs. Diploma/degree in Hotel Management from a recognized Institute with minimum of 5 years practical experience in F.O.O. in an educational Institute or Industry Desirable: A Craft Certificate in Front Office Operation.	-do-	-do-	-do-	-do-
Instructor	3	II	-do-	-do-	-do-	3 years Diploma / Degree in Hotel Management from a recognized Institute with a minimum of 5 years practical experience in an educational Institute or Industry.	-do-	-do-	-do-	-do-
Asstt. Instructor, Food Production	I	II	1030 0- 3480 0+ GP	-do-	-do-	3 years diploma/ Degree in Hotel Management	-do-	-do-	-do-	-do-

			3800			from recognized Institute with a minimum of 3 years practical experience in Food Production in an educational establishment or Industry. Desirable: A craft certificate in Food Production.				
Asstt. Instructor Bakery & Confectionery	I	II	-do-	-do-	-do-	3 years diploma/Degree in Hotel Management from recognized Institute with a minimum of 3 years practical experience in Bakery & Confectionery in an educational establishment or Industry. Desirable: A craft certificate in Bakery & Confectionery.	-do-	-do-	-do-	-do-
Asstt. Instructor Food & Beverage Service	I	II	-do-	-do-	-do-	3 years diploma /degree in Hotel Management from recognized Institute with a minimum of 3 years practical experience in F & B Service in an educational establishment or Industry. Desirable: A craft certificate in F & B Service and knowledge of	-do-	-do-	-do-	-do-

						French Language				
Asstt. Instructor Front Office Operations	I	II	-do-	-do-	-do-	3 years diploma /degree in Hotel Management from recognized Institute with a minimum of 3 years practical experience in Front Office Operation in an educational establishment or Industry. Desirable: A craft certificate in Front Office Operation	-do-	-do-	-do-	-do-
Asstt. Instructor House Keeping	I	II	-do-	-do-	-do-	3 years diploma/degree in Hotel Management from recognized Institute or a degree in Home Science with a minimum of 3 years practical experience in House Keeping in an educational establishment or Industry.	-do-	-do-	-do-	-do-
Asstt. Instructor	4	II	-do-	-do-	-do-	3 years diploma/degree in Hotel Management from recognized Institute with a 3 years practical experience in an educational establishment or Industry.	-do-	-do-	-do-	-do-
Asstt. Admn. Officer	I	II	10300-3480	-do-	-do-	Graduate / a degree in Commerce	-do-	-do-	Promotion on Seniority-cum-Merit	Accountant /Assista

			0+ GP 4200			from a recognized university with a minimum of 5 years experience in any private or public undertaking or Govt. department			Basis OR Direct Recruitment	nt
Accountant	I	II	1030 0- 3480 0+ GP 3800	-do-	-do-	A degree in Commerce from a recognized university with a minimum of 1 year practical experience in any private or public undertaking or Govt. department	-do-	-do-	Direct Recruitment	-do-
Assistant	I	II	-do-	-do-	-do-	Graduate from a recognized University with a minimum of 3 years experience in any Public or Private undertaking or Govt. Department.	-do-	-do-	Promotion on Seniority- cum-Merit Basis OR Direct Recruitment	-do-
Storekeeper	I	III	1030 0- 3480 0+ GP 3200	-do-	-do-	Matriculation of a recognized University/Board with a minimum of 3 years practical experience in purchasing/stor ekeeping preferably in catering establishment or Industry .			Promotion on seniority -cum-Merit Basis from amongst Clerks subject to their suitability	
Stenographer	I	III	5910 - 2020 0+ GP 2400	-do-	-do-	Matriculation of a recognized University/Board with a minimum speed of 80 wpm in English	-do-	-do-	Promotion on seniority -cum-Merit Basis from amongst Clerks who have accurate	-do-

						Stenography and 40 wpm in English Typewriting.			speed of 80 wpm in shorthand and 40 wpm in typewriting (English)	
Typist/Clerk	1	III	5910 - 2020 0+ GP 1950	-do-	-do-	Matriculation of a recognized university/Board of with a minimum of one year experience as Clerk / typist and speed of 40 W.P.M. in English typewriting	-do-	-do-	Direct Recruitment	-do-
Senior Clerk	2		5910 - 2020 0+ GP2 400							
Peon	2	IV	4900 - 1068 0+ GP1 300	-do-	-do-	Middle pass with working knowledge of English/Hindi	-do-	-do-	-do-	-do-
Sweeper/Cleaner	2	IV	-do-	-do-	-do-	Minimum 2 years experience	-do-	-do-	-do-	-do-
Chowkidar	3	IV	-do-	-do-	-do-	Working knowledge of English/hindi preferably Ex-serviceman	-do-	-do-	-do-	-do-
Mali	I	IV	-do-	-do-	-do-	Minimum 2 years experience	-do-	-do-	-do-	-do-
Maint. Foreman	I	III	5910 - 2020 0 + GP 2800	-do-	-do-	Matric with Science I.T.I. certificate course in Electrician 3 year. Pract. Experience in the maintenance of equip running on electric. Person with the knowledge of machinery will given preference	-do-	-do-	-do-	-do-

Laborator y Attendant	6	IV	4900 - 1068 0 + GP 1400	-do-	-do-	Middle Pass with 2 years experience Preferably in Catering Establishment	-	-do-	-do-	-do-

NCHMCT AFFILIATION
(Minimum Qualification, Experience and Pay)
Recruitment Rules (Teaching)

(Approved by Board of the Council, in exercising the powers vested under Clause (a) of Section 30 of the Memorandum of Association and Rules & Regulations of the National Council for Hotel Management and Catering Technology)

(Revision approved by GoI in May 2019- Fil No.1(11)/RR/2000-HRD)

Every affiliated Institute has to follow the minimum number of faculties of core hospitality subjects, in following manner:

- (i) 1 Principal and 5 faculties for first 100 students and
- (ii) 1 more faculties for increase of 25 of its fraction number of students
- (iii) While calculating the number of students, the total number of students in each course be added together
- (iv) The total number of faculties so calculated be in the different hierarchical position in the following ratio:

Principal	HoD	Sr. Lecturer	Lecturer	Asst. Lecturer	Teaching Associate
1	1	2	3	4	2

Over and above of the core faculties, the Institute has to hire the faculties for other subjects viz. Computer, Accounts, Management and Economics either on contractual or on part time.

Board of Governors in the meeting held on 20.11.2014 under Item no: 16 has approved Minimum Pay, Qualifications and Experience for the following posts.

Principal

(Many of the Institutes are maintaining the post with the designation of Director, which is also allowed)

S.No.	Item	Provisions
1	Name of the post	Principal
2	Scale of Pay and classification of the post	Rs.37,400-67,000(PB4)+Grade Pay Rs.8700 State Institute 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 basic 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 or to be decided by management (Board) the Institute
4	Age limit for direct recruits	Not exceeding 53 years for General Category on date of vacancy. Age relaxation as per government norms will be applicable for other categories. However, the State Govt. IHMs, PSU run IHMs and Private IHMs may have different age criteria
5	Tenure of the Post	A mandatory performance review of the functioning of the Principal to be done by the Competent Authority of the Institute after completion of 2 years of service. Services may be discontinued in case of unsatisfactory performance. This shall be applicable to all sets of IHMs.
6	Whether post is Selection/ Non-Selection	Not applicable.
7	Essential & Desirable educational qualification and work experience fulfilling either under Category A or Category B or Category B 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 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. Desirable Qualification: Ph.D. Degree
7.1.2	Essential Work Experience	In addition to essential educational qualification, at least 20 (twenty) years of experience in: 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. OR ii) Teaching and hotel industry together (20 years) with minimum 3 years teaching experience in an Institute as mentioned above in (i) with 5 years experience in GM level in a Ministry of Tourism certified 4-star or above category hotel.
7.2	Category B	
7.2.1	Essential & Desirable Educational Qualification	Two Year full time Post Graduate Degree / Post Graduate Diploma in Management/Tourism from a recognized University under UGC or approved by AICTE / Equivalent degree/diploma of foreign university/institution recognized by AIU with minimum of 60% marks in aggregate or its equivalent grade. Desirable Qualification: Ph.D. Degree
7.1.2	Essential Work Experience	<u>For Private Sector:</u> Candidate with proven track record with at least 17 years of experience from reputed organization in executive capacity in hospitality/tourism industry plus with minimum 3 years teaching/training experience shall also be essential (total 20 years), out of which minimum 7 years should be in managerial experience (out of which at least 5 years as GM) in private sector companies/firms having turnover of not less than Rs.100 crore per annum in each of the last three years. OR <u>For Government / PSUs / Autonomous Bodies:</u> a) Officers should have at least 20 years of working experience with demonstrated capability including minimum three years teaching/training experience. b) Holding the post in the pay level 13 or its equivalent in PSUs/Autonomous Bodies OR minimum 5 years experience in pay level 12 or its equivalent in PSUs/ Autonomous Bodies.

7.3	Category C	
7.3.1	Essential & Desirable Educational Qualification	Two Year full time Post Graduate Degree / Master Degree / Post Graduate Diploma in Management/Tourism from a recognized University. Desirable Qualification: Ph.D. Degree
7.3.2	Essential Work Experience	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. 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	As per the provision in the rules of the concerned Institute
9	DPC/Selection Committee exist	The Selection Committee will consist of:- i) Chairman, Board of Governors ii) Director Tourism, Chandigarh Administration, Chandigarh. iii) Director (A& F), National Council for Hotel Management& Catering Technology, Plot No .A-34, Sector 62, Institutional Area, Noida – 201301 iv) The Regional Director (North), Govt. of India, Tourist Office, 88- Janpath, New Delhi. v) Principal, Dr. Ambedkar Institute of Hotel Management, Sector 42-D, Chandigarh. Principal/Secretary, Chandigarh Institute of Hotel Management& Catering Technology, Sector 42-D, Chandigarh
10	Competent Authority	Board of Governors

Head of Department

S.No.	Item	Provisions
1	Name of the post	Head of Department
2	Scale of Pay and classification of the post	Rs.15,600-39,100(PB 4) + Grade Pay Rs.6600 Institute may have the different scale of the State Government at either of equivalent level (not bellow level) or of higher level. In case of tenure based Contractual appointment and where no regular scale is maintained, a consolidated pay of Rs. 68,000 p.m. 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	Promotion failing which by Direct Recruitment/ Short Term Contract
4	Age limit for direct recruits	Not exceeding 50 years for General Category on date of vacancy for Central IHMs. Age relaxation as per government norms will be applicable for other categories. However, the State Govt. IHMs, PSU run IHMs and Private IHMs may have different age criteria
5	Whether post is Selection/ Non-Selection	Selection (in this method of promotion, merit come first and then seniority)
6.	Essential & Desirable Educational Qualification	<u>Educational Qualifications:</u> Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute. And (+) (i) 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 : (ii) NCHMCT OR NCHMCT affiliated institute. OR (iii) An institute approved by AICTE. OR (iv) An institute approved by the State Board of Technical Education. OR (v) An Institute affiliated to University duly recognized by UGC. OR (vi) Central/State/Deemed to be University recognized by UGC. OR (vii) Equivalent degree / diploma of foreign university/ institution recognized by AIU. <u>Desirable Qualification</u> :(i) PhD degree (ii) Research papers publication in reputed journals <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. OR 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.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
8	Eligibility for promotion	At least 5 years of service in the grade of Senior Lecturer-cum-Senior Instructor rendered after appointment thereto on regular basis, failing which, by direct recruitment/ Short Term Contract.
9	Appointing Authority	Board of Governors or the competent authority as per the rule of the Institute.
10	Method of Selection	For Promotion – DPC For Direct Recruitment/ Short term Contract-Personal Interview

Senior Lecturer-cum- Senior Instructor

S.No.	Item	Provisions
1	Name of the post	Senior Lecturer
2	Scale of Pay and classification of the post	Rs.10300-34800 (PB 3) + Grade Pay Rs.5400 State Institute may have the different scale of the State Government at either of equivalent level (not below level) or of higher level. In case of tenure based Contractual appointment and where no regular scale is maintained, a consolidated pay of Rs. 56,000 p.m. 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	Promotion failing which by Direct Recruitment/ Short Term Contract
4	Age limit for direct recruits	Not exceeding 45 years for General Category on date of vacancy for Central IHMs. Age relaxation as per government norms will be applicable for other categories. However, the State Govt. IHMs, PSU run IHMs and Private IHMs may have different age criteria
5	Whether post is Selection/ Non-Selection	Selection (in this method of promotion, merit come first and then seniority)
6.	Essential & Desirable Educational Qualification	<u>Educational Qualifications:</u> Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute. And (+) Full Time Degree / Full time three years Diploma in Hotel Administration / Hospitality Management / Hotel Management/ Hospitality Administration/ Culinary Arts/Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from : (i) NCHMCT OR NCHMCT affiliated institute. OR (ii) An institute approved by AICTE. OR (iii) An institute approved by the State Board of Technical Education. OR (iv) An Institute affiliated to University duly recognized by UGC. OR (v) Central/State/Deemed to be University recognized by UGC. OR (vi) Equivalent degree / Diploma of foreign university/ institution recognized by AIU. <u>Desirable Qualification</u> : (i) PhD degree (ii) Research papers publication in reputed journals <u>Experience:</u> At least 10 years of experience in teaching and hotel industry together including minimum 3 years teaching experience as Lecturer or equivalent in an Institute affiliated to National Council for Hotel Management & Catering Technology /AICTE/ State

		Board of Technical Education / Recognized University. OR At least 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.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
8	Eligibility for promotion	At least 3 years of service in the grade of Lecturer- cum- Instructor rendered after appointment thereto on regular basis, failing which, by direct recruitment / Short term contract.
9	Appointing Authority	Board of Governors or the competent authority as per the rule of the Institute.
10	Method of Selection	For Promotion – DPC For Direct Recruitment/ Short Term Contract – Personal Interview

Lecturer-cum-Instructor:

S.No.	Item	Provisions
1	Name of the post	Lecturer-cum-Instructor
2	Scale of Pay and classification of the post	Rs.10300-34800 (PB 3) +GP 5000 State Institute may have the different scale of the State Government at either of equivalent level (not below level) or of higher level. In case of tenure based Contractual appointment and where no regular scale is maintained, a consolidated pay of Rs. 45,000 p.m. 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	By Promotion and Direct Recruitment/Short Term Contract in the ratio 3:1.
4	Age limit for direct recruits	Not exceeding 37 years for General Category on date of vacancy for Central IHMs. Age relaxation as per government norms will be applicable for other categories. However, the State Govt. IHMs, PSU run IHMs and Private IHMs may have different age criteria
5	Whether post is Selection/ Non-Selection	Selection (in this method of promotion, merit come first and then seniority)
6.	Essential & Desirable Educational Qualification	<u>Educational Qualifications:</u> Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute. And (+) Full Time Degree / Full time three years Diploma in Hotel Administration / Hospitality Management / Hotel Management/ Hospitality Administration/ Culinary Arts/Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from : (i) NCHMCT OR NCHMCT affiliated institute. OR (ii) An institute approved by AICTE. OR (iii) An institute approved by the State Board of Technical Education. OR (iv) An Institute affiliated to University duly recognized by UGC. OR (v) Central/State/Deemed to be University recognized by UGC. OR Equivalent degree / diploma of foreign university/ institution recognized by AIU. <u>Desirable Qualification : PhD degree</u> <u>AND</u> <u>Essential Experience:</u> At least 5 (five) years teaching experience in the grade of Assistant Lecturer or equivalent (at UG level program) from an institute affiliated to National Council for Hotel Management & Catering Technology / AICTE/ State Board of Technical Education / Recognized University. OR

		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
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
8	Eligibility for promotion	At least 5 years of service in the grade of Senior Lecturer-cum-Senior Instructor rendered after appointment thereto on regular basis, failing which, by direct recruitment/ Short Term Contract.
9	Appointing Authority	Board of Governors or the competent authority as per the rule of the Institute.
10	Method of Selection	For Promotion – DPC For Direct Recruitment/ Short Term Contract – Written test followed by Skill test (Skill test as prescribed by NCHMCT)

Assistant Lecturer-cum- Assistant Instructor:

S.No.	Item	Provisions
1	Name of the post	Assistant Lecturer
2	Scale of Pay and classification of the post	Rs.10300-34800 (PB 3) +GP 3800 State Institute may have the different scale of the State Government at either of equivalent level (not bellow level) or of higher level. In case of tenure based Contractual appointment and where no regular scale is maintained, a consolidated pay of Rs. 35,000 p.m. 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
4	Age limit for direct recruits	Not exceeding 37 years for General Category on date of vacancy for Central IHMs. Age relaxation as per government norms will be applicable for other categories. However, the State Govt. IHMs, PSU run IHMs and Private IHMs may have different age criteria
5	Whether post is Selection/ Non-Selection	Not Applicable
6.	Essential & Desirable Educational Qualification	<u>Category A : Educational</u> <u>Qualifications:</u> Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute. And (+) Full Time Degree / Full time three years Diploma in Hotel Administration / Hospitality Management / Hotel Management/ Hospitality Administration/ Culinary Arts/Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from : (i) NCHMCT OR NCHMCT affiliated institute. OR (ii) An institute approved by AICTE. OR (iii) An institute approved by the State Board of Technical Education. OR (iv) An Institute affiliated to University duly recognized by UGC. OR (v) Central/State/Deemed to be University recognized by UGC. OR (vi) Equivalent degree / diploma of foreign university/ institution recognized by AIU.

		<u>Desirable Qualification :</u> 1. PhD degree. 2. Six months working experience in a 3 star or above category hotel. <u>Mandatory qualification:</u> Candidate should have qualified NHTET with prescribed percentage, conducted by NCHMCT. <u>Category B</u> <u>Educational Qualifications:</u> 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. <u>Common clauses for Category A& B</u> 1. The period of service rendered as a teacher at UG and above level of Hospitality on contract basis (full time) shall be reckoned as valid experience for above purpose 2. Those having Ph.D degree in Hospitality related subjects from a recognized University / Institute after above prescribed qualification, need not to qualify NHTET
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
8	Eligibility for promotion	Not applicable
9	Appointing Authority	Board of Governors or the competent authority as per the rule of the Institute.
10	Method of Selection	For Direct Recruitment/ Short Term Contract – Skill test, as prescribed by NCHMCT in which NHTET weightage to be added.

Teaching Associate

Associateship : As per Teaching Associateship scheme to be notified by NCHMCT

Associateship amount : Rs.25,000 p.m. Consolidated

Age : Not exceeding 37 years for as on date of vacancy for Central IHMs. However, the State Govt. IHMs, PSU run IHMs and Private IHMs may have different age criteria.

Essential Qualification:

Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a Recognized University and full time Master's degree in Hospitality & Hotel Administration / Hotel Management securing not less than 60% marks in aggregate either in bachelors or master's degree.

OR

Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a Recognized University securing not less than 60% marks in aggregate with at least 2 years industry experience.

AND

Must have qualified NHTET conduct by NCHMCT with prescribed percentage to qualify for Teaching Associate. However the Candidate having Ph.D in Hospitality/ Hotel Management topic need not to qualify the prescribed NHTET.

Method of Selection:

May be engaged by direct recruitment. Skill test to be conducted as prescribed by NCHMCT.

Prescribed Process of selection against the vacancy of Assistant Lecturer and Teaching Associates in NCHMCT affiliated IHMs, after NHTET or Ph.D. in Hospitality subject

1. Minimum requirement of both the posts are either NHTET qualified or having Ph.D on a Hospitality Topic. There will be a weightage of NHTET score for them who are qualified the exam. But those having Ph.D in hospitality will have different calculation. The details are as under.
2. The final selection will be made at the Institute Level through Skill tests for both i.e. NHTET qualified and Ph.D. degree holders. Skill will be of 50 marks and weightage for NHTET or Ph.D. up to 50 marks.
3. **Practical Skill Test (to be taken for all the four core areas of Hospitality. Each practical is for 7 to 8 marks and the total marks for Practical Skill Test is 30)**
4. Candidate has to score pass marks separately in Practical Skill and Teaching Skill. Therefore, merely on qualifying the NHTET with prescribed percentage or having Ph.D. degree will not confer any right to a candidate to be selected without obtaining pass marks in the Skill tests.

Pass marks prescribed in the skill test is as under:

Particular	Practical Skill Test (Aggregate of Four core area of Hospitality)	Teaching Skill Test
Full Marks	30	20
Pass Marks for Assistant Lecturer	15	10
Pass Marks for Teaching Associate	12	8

5. Assessment of Skill Test will be done by the members of Selection Committee as prescribed in the Recruitment Rules. If the Selection Committee feels to adopt subject expert during Assessment, they may do so, with the approval of Chairman of the Selection Committee.
6. Assessment of the Skill tests should be done on the basis of prescribed parameters and the marks allotted in each parameter, as per para 11 and 12 bellow.
7. Institute should make separate assessment sheet for each of the candidate for Practical Skill and Teaching Skill test. Each Assessment sheet should be signed by the Assessor in the space provided in the prescribed Assessment form.

8. Weightage of NHTET score should be calculated in the prescribed form as at para 13 bellow and the weightage of Ph.D. should be calculated on the basis of score in the Skill test in the prescribed form as at Para 14 bellow.
9. Those who secured the prescribed pass marks in both Skill Tests, will be brought forwarded to the final tabulation sheet along with the weightage of NHTET and Ph.D. in the prescribed form as prescribed in para 15 bellow.
10. **Assessment of Practical Skill** (Assessor means the selection committee members and other subject experts, if co-opted by the selection committee with the approval of the Chairman)

Skill	Area of Assessment	Marks allotted	Marks given by assessor
Food Production (One main course and one bakery product)	Brief of Items Prepared by the candidate:		
	Utilization of Ingredients required	1	
	Texture and Test	2	
	Presentation of final product	2	
	Hygiene and Safety measures followed	2	
	Assessor 1 Assessor 2 Assessor 3 Assessor 4 Assessor 5 Assessor 6		
F & B Service	Brief of Practical demonstrated by the Candidate:		
	Table Laying	2	
	Main Course service	2	
	Table Clearance	2	
	Beverages service	2	
	Assessor 1 Assessor 2 Assessor 3 Assessor 4 Assessor 5 Assessor 6		

House Keeping	Brief of Practical demonstrated by the Candidate:		
	Bed Making (Both King Size and Single)	4	
	Flower arrangement	4	
	Assessor 1 Assessor 2 Assessor 3 Assessor 4 Assessor 5 Assessor 6		
Front Office	Brief of Practical demonstrated by the Candidate:		
	Reservation	2	
	PMS operation	2	
	Guest Handling	2	
	Personality and Grooming	1	
	Assessor 1 Assessor 2 Assessor 3 Assessor 4 Assessor 5 Assessor 6		
	Total (One should score minimum of 15 marks to qualify for Assistant Lecturer and 12 marks for Teaching Associates)	30	
Member Member Member Member Chairman			

Item of the practical Skills can be decided by the Institute and keep the different task in different chit in a pot. The candidate can be given chance to pull maximum up to 3 chits to decide the Practical skill he/ she will demonstrate.

11. Teaching Aptitude Test for 20 marks

Classroom teaching (Assessment is more on the technique and not on the topic)

Skill	Area of Assessment	Marks allotted	Marks given by assessor
Communication	Verbal (Selection of Words, Vocabulary, Pronunciation, Grammar, Fluency, Flow of Ideas)	2	
	Vocal (Volume, Pace, Voice Modulation)	2	
	Visual (Grooming, Eye Contact, Facial Expression, Poise, Gestures)	2	
Teaching Aptitude	INTRO (Interest, Need, Time, Range, Objective)	2	
	Previous Class Link/ Overview of the Subject	2	
	Main Session Participation of the students or question	3	
	Summing up (Re-capitulation) (Asking from the students)	3	
	Link Forward (What would be the next Class)	2	
	Assignment (to the students)	2	
	Total (one should score minimum of 10 marks for Assistant Lecturer and 8 marks for Teaching Associates to qualify)	20	
Member Member Member Member Chairman			

Teaching topics can be decided by the Institute and keep the different topic in different chits in a pot. The candidate can be given chance to pull maximum up to 3 chits to decide the topic he/ she will teach.

12. Calculation of weightage of NHTET Score (for the candidates not having Ph.D in Hospitality Topic and became eligible on the basis NHTET conducted by NCHM).

Particular	Aggregate Percentage obtained	Factor	By	Weightage admissible (to be rounded off up to two decimal)
NHTET- April/October		÷	2	
Tabulator Checked by Verified by Chairman				

13. Those **became eligible on the basis of Ph.D in hospitality topic**, will not have weightage of NHTET and in those case to make a combined merit list with the NHTET qualified, a weightage of 95% of their aggregate number obtained in Skill test will be added in the final score sheet.

Particular	Marks obtained in Practical Skill test	Marks obtained in Teaching Skill Test	Aggregate Score obtained in Skill Test	Factor	Weightage admissible (to be rounded off up to two decimal)
Ph.D. in Hospitality Topic				95%	
Tabulator Checked by Verified by Chairman					

14. Final Score Sheet to make the merit List for selection

Sl No	Name	Roll No/ Application No	Marks of Skill Test		Whether NHTET or Ph.D. in Hospitality	Weightage of NHTET or Ph.D.	Final Score
			Marks obtained in Practical Skill	Marks obtained in Teaching Skill			
1	2	3	4	5	6	7	8 (4+5+7)

Tabulated by _____ Checked by _____ Verified by _____

Member _____ Member _____ Member _____ Member _____ Chairman _____

15. In case of **selection to the post of Lecturer through direct recruitment**, where NHTET has not been made as compulsory, a written test for 100 marks of appropriate level consisting of 100 questions equally from all the four core areas of hospitality, be conducted. In which minimum pass percentage for General, OBC and EWS category be kept as 50% and for SC, ST, PWD categories be kept as 45%. Skill test be conducted on the same manner as above and the score of skill be added with written test score to make the selection panel.

16. The same should be followed in all the NCHMCT affiliated IHMs in its true spirit.

Deviation of the above conditions while engaging by the affiliated Institute will be treated as violation of affiliation norms of the Council and liable for appropriate action.

***** End of the Rules*****

Teaching Associate Scheme for IHMs

Under the Academic Umbrella of National Council for Hotel Management and Catering Technology NOIDA

(Made under Clause (a) of Section 30 of the Memorandum of Association and Rules & Regulations of the National Council for Hotel Management and Catering Technology)

1 Introduction

Although the Intake in each course in the IHMs under the academic umbrella of National Council for Hotel Management and Catering Technology is fixed but actual number of enrolment varied from year to year. To avoid the excess expenditure in salaries, the Institute are permitted to fill up to 20% of the total faculties on contractual as per requirement on the basis of actual number of students of an academic year. Therefore the number of contractual faculties will vary in each year depending on number of students. As such the contract should not be made for the tenure more than one academic year. To cope up with the situation, the Teaching Associate scheme has been introduced, which is the mechanism for engagement of contractual person willing to join in the teaching position in future and providing them an opportunity to practice teaching in the IHMs to mature in the profession. It is open for the candidates who qualify the NHTET with required percentage, conducted by the NCHMCT from time to time and fulfilling the requisite qualification.

2 Objective

To make an uniform system of engaging contractual faculties in the IHMs and to avoid the complicity in selecting as well as engaging the required number of contractual faculties under the scheme with nomenclature of Teaching Associates.

3 Target Group and Eligibility

Target Group

Candidates who have qualified in the National Hospitality Teachers Eligibility Test (NHTET) conducted by National Council for Hotel Management and Catering Technology (NCHMCT). However the Candidate having Ph.D in Hospitality/ Hotel Management topic need not to qualify NHTET

Eligibility in terms of Age, Qualification, Experience criteria

S.No	Item	Particular
1	Name	Teaching Associate
2	Method of recruitment	NHTET/ Ph.D followed by Practical skill and Teaching skill test
3	Age limit	Not exceeding 30 years. Upper age limit is Relaxable up to 5 years in case of SC, ST& PD and as specified for other categories by Government of India from time to time.
4	Educational and other qualifications	Educational Qualifications: Full time Master's degree in Hospitality / Hotel Administration / Hotel Management/ Culinary Art securing not less than 55% marks in aggregate from a recognized University/ Institute after a full time degree (of minimum of 3 years duration) in Hospitality / Hotel Administration / Hotel Management/ Culinary Art, securing not less than 55% marks in aggregate from a recognized University/ Institute and should have qualified NHTET with prescribed percentage, conducted by NCHMCT. OR Full time Bachelor's Degree or Diploma of minimum 3-years duration for which minimum pre-requisite qualification is 12 th as framed by regulator/university 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. Note: The period of service rendered as a teacher at UG level of Hospitality subject on contract basis shall be reckoned as valid experience for above purpose Those having Ph.D degree in Hospitality related subject from a recognised University / Institute after above prescribed qualification, need not to qualify NHTET.
5	Approving Authority	Executive Committee or any other authority as per the provision in MoA of the Institute.

4 Process of Calculation to ascertain the number of Teaching Associates required.

NCHMCT's existing Norms

As per existing norms of NCHMCT, every affiliated Institute has to follow the minimum number of faculties of core hospitality subjects, in following manner:

- (i) 1 Principal and 5 faculties for first 100 students and
- (ii) 1 more faculties for every increase of 25 of its fraction number of students
- (iii) While calculating the number of students, the total number of students in each course

be added together

- (iv) The total number of faculties so calculated be in the different hierarchical position in the following ratio:

Principal	HoD	Sr. Lecturer	Lecturer	Asst. Lecturer	Teaching Associate
1	1	2	3	4	2

Over and above of the core faculties, the Institute has to hire the faculties for other subjects viz. Computer, Accounts, Management and Economics either on contractual or on parttime.

Step one (Calculation of number of faculties required)

Institute has to calculate the required total number of faculties on the basis of sanctioned intake only and not on the basis of actual number of students. Then divide the total number of required faculties in the ratio as per 4.1.(iv) above.

Step two (Ascertain the actual number of Teaching Associates required in the particular Academic Year)

Institute has to calculate the actual number of faculties required on the basis of actual number of students enrolled in the Institute in all the approved courses. If that figure is different from the calculation made under Step one as per 4.2 above, then the different figure should be subtracted or added, as the case may be from the number of Teaching Associates arrived at as per 4.1.(iv) above. Therefore the total number of regular faculties calculated from Principal to Assistant Lecturer on the basis of sanctioned intake will remain unchanged. The number of Teaching Associates is variable in year to year, on the basis of actual number of enrolled students.

5 Tenure and Terms of engagement

Tenure of contract will be one Academic Year or for any lesser period. However, fresh contract can be signed with the same Associates in the subsequent Academic Years, if found satisfactory in the previous tenure and if required as per the fresh calculation of Teaching Associates (TA) in those particular year.

Tenure of a Teaching Associate should not be renewed without assessment of the performance and without calculating the number of TA in the particular Academic Year. In no circumstance, the tenure of Teaching Associate (TA) of a particular person be renewed or extended beyond third year in a particular Institute. However, such candidate are free to apply for Associateship in other IHMs against vacancy and other IHM can engage him on contract on the same manner. In such case, the tenure of contract in the other IHM will be treated as fresh and can be renewed for further two more years subject to satisfactory performance and requirement.

Contract terms should be defined in very clear terms while engaging the person in the IHM.

- (i) The candidate will have to teach in theory and practical classes on regular basis in the Institute. Although, he/ She will conduct the regular classes, but it will be considered as practice teaching as an Associate towards improving his/ her teaching skill only.
- (ii) They have to report and remain in the Institute during normal duty hours since it is the full time Associateship with the Institute.

- (iii) He/ She will not be treated at par with the regular teacher of the Institute. As such they will not be treated as vacation staff, as other regular teachers are.
- (iv) They will not be entitled to salary. They will only be entitled for monthly Associateship from the contingency fund of the Institute.
- (v) During summer and winter vacation of students, they will be engaged by the Institute in any technical/ non-technical job of the Institute viz. consultancy, survey, research data collection, paper review, admission campaign, conduct of training/ workshops/ seminars, liaisoning with Industry and Govt. or for their own skill improvement etc.
- (vi) They will be entitled to one day paid leave in a month, which can be accumulated to avail normally up to 4 leave at a time. However, the Principal will have the discretion to permit the Associate to avail more than 4 at a time on special circumstance. The leave they have to earn first and then can avail and no advance credit of leave will be admissible. In case of no leave in credit, Leave not due, without Associateship can be granted by the principal on case to case basis.
- (vii) The above said leave can be availed in ½ days also. If the total number of leave earned is not availed during the Academic year of contract, the balance leave will be forfeited. There is no provision of encashment of such unused leave.
- (viii) In case of remaining on permitted leave not due, without Associateship, proportionate amount of Associateship be deducted in the same or next month.
- (ix) In case of remaining absence without prior permission or overstay without permission followed by approved leave, the Principal will have the full discretion either to discontinue the Associateship or permitting him/ her to re-join with special instruction, seeing the justification of such act of misconduct.
- (x) The Teaching Associates have to follow all the Do's and Don'ts as prescribed in the conduct rules followed in the Institute for the regular employees.
- (xi) In case of any other misconduct, the Principal will have the full discretion to take action as deemed fit in his opinion and on the basis of nature as well as gravity of the misconduct, which can be maximum of termination of Associateship (if administrative issue) and in addition to that, even up to police FIR in case the misconduct is of criminal nature.
- (xii) They cannot be the member of employee association, if any in the Institute, since they are not considered as employee.
- (xiii) Contract can be terminated from either side on a one month notice or by paying/ depositing the Associateship money of one month without assigning any reason.
- (xiv) Other than monthly Associateship, they will not be entitled of any other payment or allowance. However, the Teaching Associate who will function as hostel warden or shouldering any other responsibility during the tenure of Associateship, may get the monetary or other fringe benefits as applicable in the IHM for such responsibilities.
- (xv) They cannot be associated with other organisation/ Institute during the valid contract period.
- (xvi) They will not be issued any formal appointment/ engagement letter. Rather they will be called to sign a contract of Associateship for one year on the above terms only. The date of joining and date end of the contract must be mentioned in the contract to be signed by the Associate and the Institute before two witnesses.
- (xvii) If feels necessary, the Institute may conduct a Character and antecedent verification through police.

6 Entitlement of TA/DA for undertaking tour

In case the Teaching Associates are to visit the places for the official purpose or he/ she has been deputed by the Institute for any other assignment, the Associate will be eligible for TA/DA at par with the entitlement of the Assistant Lecturer in the Institutes.

7 Reservation and concession

Existing reservation rule of engagement as per 13 point roster as applicable for direct recruitment be followed to give fair chance to the candidate belong to the reserved community and of in the category of special concession.

8 Procedure of selection

After ascertaining the requirement of actual number of Teaching Associates for the Academic year as prescribed in point 4.3 above, a newspaper advertisement may be published by the Institute in this regard in addition to sending the same notification to all the NHTET qualified candidates to their mail id, to be provided by NCHMCT.

After getting response from the candidates, they may be called for Practical Skill test/ Teaching Skill test in the Institute in a specific date. Skill tests should be arranged before the selection committee. However, the Institute may call subject expert during the skill test, who can assist in the skill test to the selection committee. No further written test is required since the candidate have already qualified in NHTET, conducted by NCHMCT. No personal interview is to be conducted for selection, which has already been discontinued by an order of Govt. of India.

Skill test would be of 20 marks. However the Chairman Selection committee may decide the marks for skill test where both the skill tests (Practical and Theory Teaching) are to be conducted. But, in no case one skill test be of more than 20 marks.

Necessary weightage of the NHTET score be given to the candidates as per following manner:

Particular	Aggregate Percentage obtained	Factor	By	Weightage admissible (to be rounded off up to two decimal)
NHTET - April/October or any batch		÷	2	

Practical Skill test (to be taken for all the four core area of Hospitality. Each practical is for 7 to 8 marks and the total marks for Practical skill is 30)

Candidates have to score pass marks separately in Practical Skill and Teaching Skill. Therefore, merely on qualifying the NHTET with prescribed percentage or having Ph.D. degree will not confer any right to a candidate to be selected without obtaining pass marks in the Skill tests. Pass marks prescribed in the skill test is as under:

Particular	Practical Skill Test (Aggregate of Four core area of Hospitality)	Teaching Skill Test
Full Marks	30	20
Pass Marks for Assistant Lecturer	15	10
Pass Marks for Teaching Associate	12	8

Teaching Aptitude Test for 18 marks Classroom teaching (Assessment is more on the technique and not on the topic)

Those **became eligible on the basis of Ph.D in hospitality topic**, will not have weightage of NHTET and in those case to make a combined merit list with the NHTET qualified, a weightage of 95% of their aggregate number obtained in Skill test will be added in the final scoresheet.

Particular	Marks obtained in Practical Skill test	Marks obtained in Teaching Skill Test	Aggregate Score obtained in Skill Test	Factor	Weightage admissible (to be rounded off up to two decimal)
Ph.D. in Hospitality Topic				95%	

Final Score Sheet to make the merit List for selection

Sl No	Name	Roll No/ Appli- cation No	Marks of Skill Test		Whether NHTET or Ph.D. in Hospitality	Weightag e of NHTET or Ph.D.	Final Scor e
			Marks obtaine d in Practica l Skill	Marks obtaine d in Teachin g Skill			
1	2	3	4	5	6	7	8 (4+5+7)

9 Procedure For Monitoring and Feedback

HoD of the department, where the Associate will be attached, function as the mentor. As such the teaching materials to be prepared by the Associate under the guidance of mentor. In case the Institute has no sanctioned post of HoD, then the senior most Teacher of the Department would be nominated as mentor to the Teaching Associates by an order of the Principal of the Institute.

A feedback form be developed by the Institute. The Mentor will constantly monitor the performance of the Teaching Associates and monthly feedback be given in duplicate to the Principal in the prescribed form. One copy of the feedback form with the recommendation will be sent to the Accounts section with the recommendation of the Principal to disburse the Associateship amount. The feedback form must have column to mention the leave/ absence, if any during the month to enable the Accounts section to deduct the proportionate amount, if required.

Adverse remark, if any in the feedback form given by the Mentor, be communicated to the Teaching Associate immediately and a considerable time should be given for improvement. The improvement, if any, after the communication of previous adverse remark be specially mentioned in the next feedback form by the Mentor.

Continuous adverse remark in three consecutive monthly feedback and no improvement even after giving opportunity by communicating the adverse remark will be liable to termination of the contract of Associateship.

10 Monthly compensation/ Associateship and disbursement

Monthly associateship can be decided by the Institute, however, it should not be less than Rs.25,000/- or as revised from time to time and no other allowance. However, the Teaching Associate who will function as hostel warden or shouldering any other responsibility during the tenure of Associateship, may get the monetary or other fringe benefits as applicable in the IHM for such responsibilities.

Associateship amount be disbursed out of the contingency budget of the Institute and the Institute has to make such provision in their budget accordingly. It may be noted that it is not an employment and as such the expenditure cannot be booked in Salary Account.

No Associateship amount be disbursed without receipt of feedback form with the recommendation of the Principal to disburse.

11 Other condition

The Teaching Associate during the period of contract may be assigned other responsibilities with the consent of Mentor. Denial of such responsibility by the Associate will be noted as adverse remark in the feedback form.

[Insert date]

Model Offer of Teaching Associateship

On recommendation of the committee constituted to conduct skill test, the Institute of Hotel Management is pleased to offer Shri/ Ms _____ a Teaching Associateship beginning [insert start date] and ending [insert end date]. Institute delighted that he/ she is coming to this Institute to practice teaching (theory as well as practical) at various level of hospitality program run by this Institute.

This associateship is assigned to him/ her for full time teaching practice in the Institute during the contract tenure and will be regulated under the Teaching Associateship Scheme of the NCHMCT, which has been adopted by this Institute. As such, he/ she has to present in the Institute in all working days during the full working hours even during the extended working hours, if any observing by the Institute for any specific reason. An Associateship amount is payable to him/ her with an monthly rate of Rs.25,000/- (Twenty five thousand) or as amended from time to time in the Scheme. Monthly associateship amount will be paid out of contingency budget of the Institute.

His/ Her primary attachment will be in [insert the Department name] under the mentorship of [insert the name and designation of the mentor faculty]. However, he/ she can be attached with any other Department in the Institute under any other mentor according to need of the Institute. Other than practice teaching, he/ she can be involved in research, consultancy and other academic work of the Institute, as and when required. While involving in such research, consultancy and other academic work, he/ she may have to go on tour in various place at the cost of the Institute.

Other terms of the contract is as under:

- (i) The candidate will have to teach in theory and practical classes on regular basis in the Institute. Although, he/ she will conduct the regular classes, but it will be considered as practice teaching as an Associate towards improving his/ her teaching skill only.
- (ii) They have to report and remain in the Institute during normal duty hours since it is the full time Associateship with the Institute.
- (iii) He/ She will not be treated at par with the regular teacher of the Institute. As such they will not be treated as vacation staff, as other regular teachers are.
- (iv) They will not be entitled to salary. They will only be entitled for monthly Associateship from the contingency fund of the Institute.
- (v) During summer and winter vacation of students, they will be engaged by the Institute in any technical/ non-technical job of the Institute viz., consultancy, survey, research data collection, paper review, admission campaign, conduct of training/ workshops/ seminars, liaisoning with Industry and Govt. or for their own skill improvement etc.
- (vi) They will be entitled to one day paid leave in a month, which can be accumulated to avail normally up to 4 leave at a time. However, the Principal will have the discretion to permit the Associate to avail more than 4 at a time on special circumstance. The leave they have to earn first and then can avail and no advance credit of leave will be admissible. In case of no leave in credit, Leave not due, without Associateship can be granted by the principal on case to case basis.
- (vii) The above said leave can be availed in ½ days also. If the total number of leave earned is not availed during the Academic year of contract, the balance leave will be forfeited. There is no provision of encashment of such unused leave.
- (viii) In case of remaining on permitted leave not due, without Associateship, proportionate amount of Associateship be deducted in the same or next month.
- (ix) In case of remaining absence without prior permission or overstay without permission followed by approved leave, the Principal will have the full discretion either to discontinue the Associateship or

- permitting him/ her to re-join with special instruction, seeing the justification of such act of misconduct.
- (x) The Teaching Associates have to follow all the Do's and Don'ts as prescribed in the conduct rules followed in the Institute for the regular employees.
 - (xi) In case of any other misconduct, the Principal will have the full discretion to take action as deemed fit in his opinion and on the basis of nature as well as gravity of the misconduct, which can be maximum of termination of Associateship (if administrative issue) and in addition to that, even up to police FIR in case the misconduct is of criminal nature.
 - (xii) They cannot be the member of employee association, if any in the Institute, since they are not considered as employee.
 - (xiii) Contract can be terminated from either side on a one month notice or by paying/ depositing the Associateship money of one month without assigning any reason.
 - (xiv) Other than monthly Associateship, they will not be entitled of any other payment or allowance. However, the Teaching Associate who will function as hostel warden or shouldering any other responsibility during the tenure of Associateship, may get the monetary or other fringe benefits as applicable in the IHM for such responsibilities.
 - (xv) They cannot be associated with other organisation/ Institute during the valid contract period.
 - (xvi) If feels necessary, the Institute may conduct a Character and antecedent verification through Police.

Performance as teaching associates will be monitored through a monthly feedback system. Associateship amount will only be released after such feedback form containing the approval of Principal is received every month. Denial of any assigned job will be treated as negative feedback and liable to stoppage of associateship money or even termination of contract. Extension of tenure of associateship is subject to good feedback only. In no case the tenure of associateship be extended beyond third year as per the scheme.

On joining as teaching associate, he will not be considered as an employee of the Institute since the offer is only to facilitate the associate to practice teaching. However, the tenure of associateship will be considered as teaching experience and for which necessary certificate will be issued at the end of the tenure.

If the above terms and other terms contained in the 'teaching associateship scheme' are acceptable, his/ her consent of joining the associateship with this Institute be send by mail [to – mail id] within three working days of the receipt of this offer, failing which the offer will automatically be cancelled and the next waitlisted candidate will be offered the associateship in that place.

(Principal)

To,
[Name and address of the Associate]

Draft Certificate of experience

This is to certify that Shri/ Ms _____ was functioning as full time teaching associate in this Institute during the period from _____ to _____. During that period he was involved in the following activities in the Institute:

1. Regular teaching the subjects _____ of M.Sc. (HA) program.
2. Regular teaching the subjects _____ of B.Sc. (HHA) program.
3. Regular teaching the subjects _____ of Diploma and Craft programs
4. Regular teaching in skill programs of the Ministry of Tourism, run by the Institute.
5. He was actively involved in the research project of the Institute –entitled - _____.
6. He was contributed in the consultancy activity of the Institute for _____.
7. He was engaged in _____ of the Institute.

During the tenure, while carrying out of the above assignments, his performance was constantly monitored through a periodical feedback system and found to be satisfactory.

Although his associateship tenure was under a particular scheme, which does not entitle him as a teaching faculty of the Institute, but his experience for the tenure is of the nature of a regular teacher and the same should be considered as full time teaching experience, wherever is required for getting employment or Research in future.

We wish him/ her all success in future endeavours.

(Principal)

Draft Advertisement for calling application for TA

Logo	Name and address of the Institute	
Institute intends to offer Teaching Associateship for the following Department. Teaching Associateship is a chance for practice Teaching in the IHMs and regulated under the Teaching Associateship Scheme of NCHMCT, adopted by the Institute. The candidate must fulfill the following prescribed qualifications. Final selection will be based on a Practical and Teaching Skill test and weightage of the NHTET score/Ph.D. qualification.		
Educational and Other qualification required		Maximum Age required
Number of Associates required		
Interested candidate fulfilling the eligibility criteria may apply up to _____ to Principal, _____ (IHM)		

Board of Governors in the meeting held on 16.11.2018 has sanctioned that following posts of Administrative & Support Staff in the Institute and approved the RR's for the posts.

RRs for Administrative & Support Staff

1.	Name of Post	Administrative Officer
2.	Scale of Pay	10300-34800+GP5400
3.	Method of Recruitment	Promotion for office Superintendent/ Accountant/ Accountant-cum- office Superintendent with 8 years regular service in the grade failing which by transfer or deputation of officers holding analogues posts under C&AG/CGA and other eligible officers from any other Institutes of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by Direct Recruitment.
4.	Whether Post is selection/Non Selection	Selection-cum-seniority
5.	Educational & other qualifications for direct recruitment	Graduation from a recognised university with 8 years experience in Administration and accounts of which 4 years in any State/Central Govt. Institute of Hotel Management or food craft Institute.
6.	Age Limit for direct recruits & deputation	37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: yes
8.	Appointing Authority	Board of Governors

1.	Name of Post	Superintendent Grade II
2.	Scale of Pay	10300-34800 + GP 4800
3.	Method of Recruitment	Promotion from PA & UDCs with 5 and 8 years regular service in the respective grade failing which by transfer or deputation of officers holding analogues posts in 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 & other qualifications for direct recruitment	Graduation from a recognised university with 5 years experience in Administration and establishment matters. Desirable: Knowledge of Computers
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: yes, Graduation from a recognised university with 5 years experience in Administration and establishment matters.
8.	Appointing Authority	Board of Governors of the respective Institutes of Hotel Management

1.	Name of Post	ACCOUNTANT
2.	Scale of Pay	10300-34800+GP4400
3.	Method of Recruitment	Promotion from PA & UDCs with 5 and 8 years regular service in the respective grade failing which by transfer on deputation from officers holding analogues posts in the offices C&AG/CGA and other eligible officers from any other Institutes of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by Direct Recruitment.
4.	Whether Post is selection/Non Selection	Selection-cum-seniority
5.	Educational & other qualifications for direct recruitment	Graduation in commerce with 5 years experience in commercial or educational Institutions or Govt. offices or SAS accountant with 2 years experience in establishment matters. Desirable: Knowledge of Computers
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: yes, commerce graduate or graduate with cash & accounts training from ISTM.
8.	Appointing Authority	Board of Governors of the respective Institutes of Hotel Management

1.	Name of Post	L.D.C. (Store/Cash/Establishment).Employees to be posted on rotational basis for a maximum period of 3 years.
2.	Scale of Pay	10300-34800+GP3200
3.	Method of Recruitment	Direct Recruitment. 10% of the posts would be earmarked for employees in Group D posts subject to fulfilment of educational Institutions etc. prescribed for direct recruits.
4.	Whether Post is selection/Non Selection	Not applicable
5.	Educational & other qualifications and experience for direct recruitment	Essential qualifications: 10+2 or Higher Secondary School, possessing type speed of 40 W.P.M. Knowledge of Computers For Telephone operator: Knowledge of EPB exchange. Desirable: 1 year experience in Computers application
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: yes
8.	Appointing Authority	Secretary/Principal of the respective Institutes of Hotel Management.

1.	Name of Post	PA TO PINCIPAL
2.	Scale of Pay	10300-34800 + GP 3800
3.	Method of Recruitment	Promotion from Stenographer 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 & other qualifications and experience for direct recruitment	Essential qualifications: Graduation from a recognised university. Speed of 100 and 40 words in Shorthand and Typewriting respectively with 3 years experience in the line and Knowledge of Computers. Desirable: Experience in Administration and accounts matters.
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: Yes
8.	Appointing Authority	Executive Committee of the respective Institutes of Hotel Management

1.	Name of Post	JR. SCALE STENOGRAPHER
2.	Scale of Pay	10300-34800 + GP 3600
3.	Method of Recruitment	By promotion from the grade 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 Typewriting, failing which by Direct Recruitment.
4.	Whether Post is selection/Non Selection	Selection-cum-seniority
5.	Educational & other qualifications and experience for direct recruitment	Essential qualifications: Graduation with minimum speed of 80 and 40 w.p.m. in English Shorthand Typewriting respectively. Desirable: Experience in Administrative and accounts matters.
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: Yes
8.	Appointing Authority	Secretary/Principal of the respective Institutes of Hotel Management.

1.	Name of Post	STOREKEEPER
2.	Scale of Pay	10300-34800+GP3200
3.	Method of Recruitment	Direct Recruitment. 10% of the posts would be earmarked for employees in Group D posts subject to fulfilment of educational Institutions etc. prescribed for direct recruits.
4.	Whether Post is selection/Non Selection	Not applicable
5.	Educational & other qualifications and experience for direct recruitment	Essential qualifications: 10+2 or Higher Secondary School, possessing type speed of 40 W.P.M. Knowledge of Computers For Telephone operator: Knowledge of EPB exchange. Desirable: 1 year experience in Computers application
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: Yes
8.	Appointing Authority	Secretary/Principal of the respective Institutes of Hotel Management.

1.	Name of Post	ASSTT. STOREKEEPER
2.	Scale of Pay	10300-34800 + GP 3000
3.	Method of Recruitment	Promotion on seniority -cum-Merit Basis from amongst Clerks subject to their suitability
4.	Whether Post is selection/Non Selection	Selection
5.	Educational & other qualifications and experience for direct recruitment	Essential qualifications: Graduation from a recognised university with 5 years experience in Administration and accounts matters with Knowledge of Computers.
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: Yes
8.	Appointing Authority	Secretary/Principal of the respective Institutes of Hotel Management.

1.	Name of Post	ASSTT. MAINTENANCE FOREMAN-CUM-CARETAKER
2.	Scale of Pay	10300-34800 + GP 2400
3.	Method of Recruitment	Job should be assigned to suitable firm or person on contractual basis. However preference would be given to person having: (i) Practical experience of electrical & maintenance jobs and knowledge of general repairing work. (ii) Teaching experience in any stream of Engineering preferably in Civil or Electrical Engineering.
4.	Whether Post is selection/Non Selection	Not Applicable
5.	Educational & other qualifications and experience for direct recruitment	Not Applicable
6.	Age Limit for direct recruits & deputation	Not Applicable
7.	Appointing Authority	Executive Committee of the respective Institutes of Hotel Management.

1.	Name of Post	RECETIONIST
2.	Scale of Pay	10300-34800 + GP 2800
3.	Method of Recruitment	Direct Recruitment. 10% of the posts would be earmarked for employees in Group D posts subject to fulfilment of educational Institutions etc. prescribed for direct recruits.
4.	Whether Post is selection/Non Selection	Not applicable
5.	Educational & other qualifications and experience for direct recruitment	Essential qualifications: 10+2 or Higher Secondary School, possessing type speed of 40 W.P.M. Knowledge of Computers For Telephone operator: Knowledge of EPB exchange. Desirable: 1 year experience in Computers application
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: Yes
8.	Appointing Authority	Secretary/Principal of the respective Institutes of Hotel Management.

1.	Name of Post	PEON/ATTENDENT
2.	Scale of Pay	4900-10680 + GP 1300
3.	Method of Recruitment	Direct Recruitment
4.	Whether Post is selection/Non Selection	Not Applicable
5.	Educational & other qualifications and experience for direct recruitment	Essential qualifications: Middle Pass Desirable: One Year Experience
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: Yes
8.	Appointing Authority	Secretary/Principal of the respective Institutes of Hotel Management.

CHANGE/UPDATES IN RECRUITMENT RULES

1. Decision taken in BOG meeting held on 10.10.2013 under item No. 17

Amendment of Recruitment Rules for the Academic Staff & Principal at CIHM, Chandigarh:

After due deliberations, the Board decided that the matter may be put up in detail on separate file before the Worthy Chairman for consideration & approval.

2. Decision taken in BOG meeting held on 20.11.2014 under item No. 16

Amendment of Recruitment Rules of the Academic Staff & Principal:

After deliberations, Board ratified the decision of the Worthy Chairman for selection / recruitment of Academic Staff & Principal at Chandigarh Institute of Hotel Management and it was unanimously decided to adopt the Recruitment Rules framed by the National Council for Hotel Management, Noida at the existing pay scales.

3. Decision taken in BOG meeting held on 23.12.2015 under item No. 19

Appointment of Faculty against vacant posts:

The Principal/Secretary apprised the Board about the various vacant posts of faculty lying in the Institute and to be filled up as per the adopted Recruitment Rules. The Board approved the constitution of Departmental Promotion Committee consisting of the following members and further directed the Principal/Secretary to put up the case on file for filling up the vacant posts:-

1. Director Tourism, UT., Admn. or his/her Nominee
2. Regional Director Tourism (N), GOI or his/her nominee
3. NCHMCT Nominee on BOG
4. Principal, AIHM, Chandigarh
5. Principal, CIHM, Chandigarh

The recommendations of the DPC will be submitted to the Worthy Chairman, Board of Governors for approval.

4. Decision taken in BOG meeting held on 14.12.2016 under item No. 085

Faculty & Administrative Staff Strength as per SIU Norms in the Institute:

After deliberations, Board approved the faculty strength in the Institute as per affiliation norms of the National Council for Hotel Management, Noida vide their letter No. 13(17)/2013-NC dated 14.10.2016:-

Principal	1
Head of Department	1
Sr. Lecturer	2
Lecturer	4
Asstt. Lecturer/Teaching Associate (Asstt. Lecturer could be 5 and Teaching Associate could be 3)	8

The Board further accorded approval to initiate the process of recruitment of the faculty as per Recruitment Rules adopted by the Institute through DPC as already constituted by the Board for this purpose.

The Board further decided that as and when the information from National Council for Hotel Management, Noida for administrative staff strength in the Institute as per affiliation norms is received, the same may be put up in the ensuing Board of Governors meeting for consideration and approval.

5. Decision taken in BOG meeting held on 12.02.2018 under item No. 07

Faculty & Administrative Staff Strength as per SIU Norms in the Institute:

After deliberations, Board approved the increased intake of 3 year B.Sc. in Hospitality & Hotel Administration from 60 to 120 students in the Institute w.e.f. academic session 2017-18. The Board further approved the faculty strength of the Institute as under:-

Designation	Existing	Filled up post	2017-18	To be Filled up 2017-18	2018-19	2019-20
PRINCIPAL	01	01	01	--	01	01
HOD	01	NIL	01	01	01	02
Sr. Lecturer cum Sr. Instructor	02	01	03	02	03	03
Lecturer cum Instructor	04	03	05	02	05	06
Asstt. Lecturer cum Asstt. Instructor + Teaching Associate	08 (5+3)	07(4+3)	09 (5+4)	(Direct)	11(6+5)	11(6+5)
TOTAL	16	12	19	05	21	23

The Board also approved to fill up the vacant faculty positions as per Recruitment Rules and ratified the decision of the Worthy Chairman in this regard.

The Institute will bear the expenditure on salaries of the sanctioned posts from its own resources and shall not demand any additional Grants from the U.T. Administration. The Worthy Chairman also directed the Principal/Secretary to make the Institute self sustained from the year 2021.

With respect to the proposal for recruitment of Administrative staff as per SIU Norms, the Board directed the Principal/Secretary to prepare a detailed proposal including the existing staff strength & pay scales and put up the same in the next meeting of Board for consideration and approval.

6. Decision taken in BOG meeting held on 16.11.2018 under item No. 07

Faculty & Administrative Staff Strength as per SIU Norms in the Institute:

After deliberations, Board approved in principle the Administrative Staff Strength & Support Staff as per Recruitment Rule as under:-

S.No.	Designation	Pay-scale on UT pattern	No. of sanctioned post
1.	Administrative Officer	10300-34800+ GP 5400	1
2.	Superintendent Grade II	10300-34800+ GP 4800	1
3.	Accountant	10300-34800+ GP 4400	1
4.	Cashier	10300-34800+ GP 3200	1
5.	Clerk	10300-34800+ GP 3200	2
6.	PA to Principal	10300-34800+ GP 3800	1
7.	Jr. scale Stenographer	10300-34800+ GP 3600	1
8.	Store Keeper	10300-34800+ GP 3200	1
9.	Asstt. Store Keeper	10300-34800+ GP 3000	1
10.	Asstt. maintenance Foreman cum caretaker	10300-34800+ GP 2400	1
11.	Receptionist	10300-34800+ GP 2800	1 (optional)

Support Staff:-

- i) Kitchen/Lab Attendant – As per requirement
- ii) Office Peon/ Maintenance - As per requirement
- iii) Security/ House Keeping - As per requirement

However the Board also desired to work out the financial implications involved to fill up the above posts.

The Principal/Secretary further explained to the Board that at this stage only 1 post of Administrative Officer and 1 post of Superintendent Grade II are required to be filled up

through promotion as per Recruitment Rule. The total financial implication involved in these cases is as under:-

1. Administrative Officer – Rs.4271/- p.m.
2. Superintendent Grade II- Rs. 2683/- p.m.

The Board further directed that the existing post of Asstt. Admn. Officer and Senior Assistant shall stand abolished. The post of Maintenance Foreman shall also be abolished after the retirement of present incumbent working on this post and the post of Asstt. Maintenance Foreman cum Care Taker may be filled up on Contract basis through outsourced agency. The Board also desired that the process for filling up the posts Administrative Officer and Superintendent Grade II may be initiated through promotion as per Recruitment Rule. The remaining posts shall be filled up on need basis as and when required in the Institute

7. Decision taken in BOG meeting held on 10.10.2019 under item No. 04

Amendment in the Recruitment Rules for the Post of Principal & other Teaching Faculties at CIHM, Chandigarh-adoption thereof:

The Board ratified the decision of the Worthy Chairman for implementation of Revised Recruitment Rules, May-2019 circulated by the Director (A&F), National Council for Hotel Management vide letter No. AF.12(3)/2019-NC dated 24.05.2019 for the post of Principal & other Teaching Faculties for future recruitment in the Institute. The Board also ratified the decision of the Worthy Chairman the total sanctioned posts of Teaching Faculties in the Institute as per NCHMCT Norms from the academic session 2019-20 as under:-

Designation	Existing	As per revised RRs 2019	Vacant Posts To be Filled up
PRINCIPAL	01	01	--
HOD	01	02	01
Sr. Lecturer cum Sr. Instructor	03	04	01
Lecturer cum Instructor	03	06	03
Asstt. Lecturer cum Asstt. Instructor	04	08	04
Teaching Associate	03	04	01

8. Decision taken in BOG meeting held on 07.07.2021 under item No. 23

Adoption of Reduction in requisite qualifying service for promotion in different cadres.

After deliberations, the Board approved the adoption of Reduction in requisite qualifying service for promotion in different cadres in the service rules of the Institute on the pattern of Department of Personnel, Chandigarh Administration, Chandigarh as follows:-

- a) No reduction if requisite qualifying service is two years or less.
- b) Reduction of one year if requisite qualifying service is more than two years but less than five years.
- c) Reduction of two years if requisite qualifying service is seven years or more and
- d) Reduction of three years if requisite qualifying service is ten years or more.

9. Decision taken in BOG meeting held on 25.01.2024 under item No. 16

Approval for Proposal of Applicability of Central Service Rules and Implementation of Pay Scales on the recommendations of 7th Central Pay Commission for the employees of the Institute- Fixation of Pay and Payment of Arrears thereof:

After deliberations, the Board ratified the decision of Worthy Chairperson for implementation of recommendations of 7th Central Pay Commission report as adopted by the Chandigarh Administration to the employees of this Institute in toto w.e.f. 01.04.2022 alongwith the Central Civil Service Rules in view of Para 1 vide notification as republished in Chandigarh e-gazette Portal on 30.03.2022 which come into force w.e.f. 01.04.2022 in supersession of the Conditions of Service of U.T. Chandigarh employees Rules 1992, the Conditions of Service of persons appointed to the services and posts in Group A,B & C in the Institute shall be the same as the Conditions of Service of the persons appointed to corresponding services in Central Civil Services of Govt. of India and the Chandigarh Administration, Finance Department (Accounts Branch) notified the Rules for Union territory of Chandigarh Employees (revised pay) Rules, 2023 vide notification bearing no. 7000/15/8-F&PO(7)/2023/4354 dated 29.03.2023.

10. Decision taken in BOG meeting held on 30.10.2024 under item No. 22.

Any other item (s) with the permission of the chair

Progress of Court Cases:

(b) Court case filed by Pankaj Kaundal and Ors versus Chandigarh Institute of Hotel Management and catering Technology and Another:

After considering the directions to Respondents issued by Hon'ble Mr. Justice Jagmohan Bansal and the decision pronounced on 23.10.2024 in the case filed vide CWP-20770-2021 by Pankaj Kaundal and Ors in the Hon'ble Punjab & Haryana High

Court, the Board unanimously decided to grant of full pay scales during probation period of 3 years against the Punjab Govt. Pay Scale Rule 2015 in compliance of the orders of the Hon'ble Punjab & Haryana High Court, Chandigarh.
