

1	Name of the Post	<b>Principal</b>
2	Scale of Pay	<b>Rs. 37,400 – 67000 (Payband (PB)-Rs.37400 + Grade pay (GP) Rs.8700 + admissible allowances)</b>
3	Method of recruitment (Whether by direct recruitment OR by promotion OR by deputation/transfer and percentage of vacancies to be filled by various methods)	100% by direct recruitment
4	If by promotion whether Selection post OR Non-Selection Post	NA
5	<u>Essential Qualifications for direct recruits</u> a) Educational & other qualifications	(i) Graduation from a recognized University, (ii) Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured atleast 50% marks in degree/diploma in Hotel Management. For Graduates in Hotel Management, item No.(i) is not necessary.
	b) Experience	Atleast 3 years experience in hotel related subject(s) as Head of Department in an Institute of Hotel Management affiliated to National Council for Hotel Management and Catering Technology. OR Atleast 20 years of experience in teaching and/or hotel industry including minimum 3 years in Hotel operations related subject(s) as Head of Department in an Institute of Hotel Management affiliated to State Board of Technical Education/Recognised University. OR At least 20 years of experience in teaching and/or hotel industry including 3 years as Principal in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology. OR Minimum 20 years Hotel industry experience including minimum 5 years in Managerial capacity in 4 star / Heritage or above category approved hotel.
6	Age limit for direct recruits	Not exceeding 52 years. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time. Under no circumstances the age should exceed 57 years.
7	Whether educational and other qualifications and age limit prescribed for direct recruits will apply in case of promotees	NA
8	In case of recruitment by promotion/deputation/transfer, grade(s) from which promotion/deputation/transfer to be made	NA
9	Appointing authority	Chairman
10	Appellate authority	BOGs

1	Name of the Post	<b>Head of Department (HOD)</b>
2	Scale of Pay	Rs. 15,600 – 39,100 <b>(Payband (PB)-Rs. 18650 + Grade pay (GP) Rs.6600 + admissible allowances)</b>
3	Method of recruitment (Whether by direct recruitment OR by promotion OR by deputation/transfer and percentage of vacancies to be filled by various methods)	100% by Promotion from amongst the Senior Lecturer-cum-Senior Instructors working in the Institute, failing which by deputation/transfer, failing which by direct recruitment.
4	If by promotion whether Selection post OR Non-Selection Post	Selection-cum-Seniority
5	<u>Essential Qualifications for direct recruits</u> a) Educational & other qualifications	(i) Graduation from a recognized University. (ii) Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured atleast 60% marks in degree/diploma in Hotel Management. For Graduates in Hotel Management, item No.(i) is not necessary. (iii) For specific subjects: <u>Management Subjects:</u> MBA / Post Graduate Diploma in Business Management.
	b) Experience	<u>Experience for Promotion:</u> Atleast 5 years experience in the grade of Senior Lecturer-cum-Senior Instructor. Selection would be on the basis of seniority-cum-merit where 3 senior most eligible candidates would be considered. Failing which the next three who fulfil the above promotion criteria would be considered till exhaustion of the empanelled list. Then recourse to other methods of recruitment can be made.  <u>Experience for Direct Recruitment:</u> Atleast 5 years experience as Senior Lecturer-cum-Senior Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology. OR Atleast 17 years of experience in teaching and/or hotel industry including minimum 5 years teaching experience as Senior Lecturer-cum-Senior Instructor in an Institute of Hotel Management affiliated to State Board of Technical Education/Recognised University. OR Atleast 17 years of experience in teaching and/or hotel industry including 6 years teaching experience as Senior Lecturer-cum-Senior Instructor in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology. OR Atleast 17 years Hotel industry experience including minimum 5 years in Managerial capacity in 4 star/Heritage or above category approved hotel.

6	Age limit for direct recruits	Not exceeding 45 years. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
7	Whether educational and other qualifications and age limit prescribed for direct recruits will apply in case of promotees	Age not applicable. Essential qualification applicable.
8	In case of recruitment by promotion/deputation/transfer, grade(s) from which promotion/deputation/transfer to be made	
9	Appointing authority	Chairman
10	Appellate authority	BOGs

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

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

NB: The fourth HOD shall be from management studies.

1. Name of the Post: **Senior Lecturer-cum-Senior Instructor**
2. Scale of Pay: Rs.10,300 – 34,800  
(Payband (PB)-Rs.14900 + Grade pay (GP) Rs.5400 +  
admissible allowances)
3. Method of Recruitment: Promotion from amongst the  
Lecturer-cum-Instructors working in the Institute, failing  
which by direct recruitment.
4. Whether post is  
Selection/Non-selection: Selection-cum-Seniority
5. Educational and other  
qualifications and  
Experience required:

**Essential Qualifications:**

Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured atleast 60% marks in degree/diploma in Hotel Management. For Graduates in Hotel Management, item No.(i) is not necessary.

**For specific subjects:**

Management Subjects: MBA/Post Graduate Diploma in Business Management.

Computer Science: Graduate with 50% marks in Computer or MCA.

Accounts & Law: M.Com with 50% marks.

Languages: Graduate in concerned language from recognized University.

Food Science and Nutrition: Post Graduate from recognized University with 50 marks.

**Experience for Promotion:**

Atleast 5 years experience in the grade of Lecturer-cum- Instructor. Selection would be on the basis of seniority-cum-merit where 3 senior most eligible candidates would be considered. Failing which the next three who fulfill the above promotion criteria would be considered till exhaustion of the empanelled list. Then recourse to direct recruitment can be made.

**Experience for Direct Recruitment:**

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

OR

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

OR

Atleast 12 years of experience in teaching and/or hotel industry including 6 years teaching experience as Lecturer-cum-Instructor in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology.

OR

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

6. Age limit for direct recruits: Not exceeding 45 years.  
Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
7. Whether age limit, qualifications applicable to promotees:  
Age not applicable.  
Essential qualification applicable.
8. Appointing Authority: Board of Governors

1	Name of the Post	<b>Lecturer-cum-Instructor</b>
2	Scale of Pay	<b>Rs.10,300 – 34,800 (Payband (PB)-Rs.12090 + Grade pay (GP) Rs.4200 + admissible allowances)</b>
3	Method of recruitment (Whether by direct recruitment OR by promotion OR by deputation/transfer and percentage of vacancies to be filled by various methods)	100% by Promotion from amongst the Assistant Lecturer-cum-Assistant Instructors working in the Institute, failing which by deputation / transfer, failing which by direct recruitment.
4	If by promotion whether Selection post OR Non-Selection Post	Selection-cum-Seniority
5	<u>Essential Qualifications for direct recruits</u>  a) Educational & other qualifications	<p>Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured atleast 60% marks in degree/diploma in Hotel Management. For Graduates in Hotel Management, item No.(i) is not necessary.</p> <p style="text-align: center;">For specific subjects:</p> <p><u>Management Subjects:</u> MBA/Post Graduate Diploma in Business Management.</p> <p><u>Computer Science:</u> Graduate with 60% marks in Computer or MCA.</p> <p><u>Accounts &amp; Law:</u> M.Com with 60% marks.</p> <p><u>Languages:</u> Graduate in concerned language from recognised University.</p> <p><u>Food Science and Nutrition:</u> Post Graduate from recognised University with 60% marks.</p>
	b) Experience	<p style="text-align: center;"><u>Experience for Promotion:</u></p> <p>Atleast 5 years experience in the grade of Assistant Lecturer-cum- Assistant Instructor. Selection would be on the basis of seniority-cum-merit where 3 senior most eligible candidates would be considered. Failing which the next three who fulfil the above promotion criteria would be considered till exhaustion of the empanelled list. Then recourse to other methods of recruitment can be made.</p> <p style="text-align: center;"><u>Experience for Direct Recruitment:</u></p> <p>Atleast 5 years experience as Assistant Lecturer-cum-Assistant Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management &amp; Catering Technology.</p> <p style="text-align: center;">OR</p>

		<p>Atleast 7 years of experience in teaching and/or hotel industry including minimum 5 years teaching experience as Assistant Lecturer-cum- Assistant Instructor in an Institute of Hotel Management affiliated to State Board of Technical Education/Recognised University.</p> <p style="text-align: center;">OR</p> <p>Atleast 7 years of experience in teaching and/or hotel industry including 6 years teaching experience as Assistant Lecturer-cum- Assistant Instructor in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology.</p> <p style="text-align: center;">OR</p> <p>Atleast 7 years Hotel industry experience including minimum 3 years in Supervisory capacity in 3 star / Heritage or above category approved hotel.</p>
6	Age limit for direct recruits	<p>Not exceeding 45 years.</p> <p>Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.</p>
7	Whether educational and other qualifications and age limit prescribed for direct recruits will apply in case of promotees	Age not applicable. Essential qualification applicable.
8	In case of recruitment by promotion/deputation/transfer, grade(s) from which promotion/deputation/transfer to be made	
9	Appointing authority	Chairman
10	Appellate authority	BOGs

1	Name of the Post	<b>Assistant Lecturer-cum- Assistant Instructor</b>
2	Scale of Pay	<b>Rs. 10,300 – 34,800 (Payband (PB)-Rs.10300 + Grade pay (GP) Rs.3200 + admissible allowances)</b>
3	Method of recruitment (Whether by direct recruitment OR by promotion OR by deputation/transfer and percentage of vacancies to be filled by various methods)	100% by direct recruitment.
4	If by promotion whether Selection post OR Non-Selection Post	NA
5	<u>Essential Qualifications for direct recruits</u> a) Educational & other qualifications	<p>Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured atleast 60% marks in degree/diploma in Hotel Management. For Graduates in Hotel Management, item No.(i) is not necessary.</p> <p style="text-align: center;"><u>For specific subjects:</u></p> <p><u>Management Subjects:</u> MBA/Post Graduate Diploma in Business Management.</p> <p><u>Computer Science:</u> Graduate with 50% marks in Computer or MCA.</p> <p><u>Accounts &amp; Law:</u> M.Com with 50% marks.</p> <p><u>Languages:</u> Graduate in concerned language from recognised University.</p> <p><u>Food Science and Nutrition:</u>, Post Graduate from recognised University with 50% marks.</p>
	b) Experience	<p style="text-align: center;"><u>Experience for Promotion:</u></p> <p>Atleast 5 years experience in the grade of Assistant Lecturer-cum- Assistant Instructor. Selection would be on the basis of seniority-cum-merit where 3 senior most eligible candidates would be considered. Failing which the next three who fulfill the above promotion criteria would be considered till exhaustion of the empanelled list. Then recourse to other methods of recruitment can be made.</p> <p style="text-align: center;"><u>Experience for Direct Recruitment:</u></p> <p>Atleast 5 years experience as Assistant Lecturer-cum- Assistant Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management &amp; Catering Technology.</p> <p style="text-align: center;">OR</p> <p>Atleast 7 years of experience in teaching and/or hotel industry including minimum 5 years teaching experience as Assistant Lecturer-cum- Assistant Instructor in an Institute of Hotel Management</p>

		<p>affiliated to State Board of Technical Education/Recognised University. OR</p> <p>Atleast 7 years of experience in teaching and/or hotel industry including 6 years teaching experience as Assistant Lecturer-cum- Assistant Instructor in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology. OR</p> <p>Atleast 7 years Hotel industry experience including minimum 3 years in Supervisory capacity in 3 star / Heritage or above category approved hotel.</p>
6	Age limit for direct recruits	<p>Not exceeding 45 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.</p>
7	Whether educational and other qualifications and age limit prescribed for direct recruits will apply in case of promotees	Age not applicable. Essential qualification applicable.
8	In case of recruitment by promotion/deputation/transfer, grade(s) from which promotion/deputation/transfer to be made	
9	Appointing authority	Chairman
10	Appellate authority	BOGs

1	Name of the Post	<b>Office Superintendent</b>
2	Scale of Pay	<b>Rs. 10,300 – 34,800 (Payband (PB)-Rs.12090 + Grade pay (GP) Rs.4200 + admissible allowances)</b>
3	Method of recruitment (Whether by direct recruitment OR by promotion OR by deputation/transfer and percentage of vacancies to be filled by various methods)	Promotion from Sr. Scale Stenographer/Sr. Assistant with Five and Eight years experience of regular service in the grade respectively, failing which by transfer on deputation of officers holding a analogous post in the offices of State Govt.or eligible officer from any other Institutes of Hotel Management set up by the Ministry of Tourism, Govt. of India / eligible officers from Centre / State Government Departments failing which by direct recruitment.
4	If by promotion whether Selection post OR Non-Selection Post	Selection cum seniority
5	Essential Qualifications for direct recruits a) Educational & other qualifications	Essential Qualifications : Graduates from a recognised university.
	b) Experience	5 years experience in Commercial and Educational Institution. Computer competency is essential. Desirable: Graduation in Commerce from a recognised university.
6	Age limit for direct recruits	Not exceeding 45 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories, by Government of India from time to time.
7	Whether educational and other qualifications and age limit prescribed for direct recruits will apply in case of promotes	Age: No. Educational Qualification: Yes.
8	In case of recruitment by promotion/ deputation/transfer, grade(s) from which promotion/deputation/transfer to be made	Not below the grade of 5800-9200 (pre revised)
9	Appointing authority	Principal
10	Appellate authority	BOGs

1	Name of the Post	<b>Accountant</b>
2	Scale of Pay	<b>Rs. 10,300 – 34,800 (Payband (PB)-Rs. 10790+ Grade pay (GP) Rs.3800 + admissible allowances)</b>
3	Method of recruitment (Whether by direct recruitment OR by promotion OR by deputation/transfer and percentage of vacancies to be filled by various methods)	Promotion from Jr. Assistant with five years experience of regular service in the grade respectively, failing which by transfer on deputation of official holding a analogous post in the offices of State Govt. or eligible official from any other Institutes of Hotel Management set up by the Ministry of Tourism, Govt. of India / eligible officers from Centre / State Government Departments failing which by direct recruitment.
4	If by promotion whether Selection post OR Non-Selection Post	Selection cum seniority
5	Essential Qualifications for direct recruits a) Educational & other qualifications	Essential Qualifications : Commerce Graduates from a recognised university.
	b) Experience	5 years experience in Commercial and Educational Institution. Computer competency is essential. Desirable: Graduation in Commerce from a recognised university.
6	Age limit for direct recruits	Not exceeding 45 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories, by Government of India from time to time.
7	Whether educational and other qualifications and age limit prescribed for direct recruits will apply in case of promotes	Age: No. Educational Qualification: Yes.
8	In case of recruitment by promotion/ deputation/transfer, grade(s) from which promotion/deputation/transfer to be made	Not below the grade of 4400-7000 (pre revised)
9	Appointing authority	Principal
10	Appellate authority	BOGs

1	Name of the Post	<b>Librarian</b>
2	Scale of Pay	<b>Rs. 5910 – 20,200 (Payband (PB)-Rs.7480 + Grade pay (GP) Rs.2400 + admissible allowances)</b>
3	Method of recruitment (Whether by direct recruitment OR by promotion OR by deputation/transfer and percentage of vacancies to be filled by various methods)	By promotion from Astt. Librarian with a minimum of 5 years service in the grade, failing which by direct recruitment.
4	If by promotion whether Selection post OR Non-Selection Post	Selection cum seniority
5	Essential Qualifications for direct recruits a) Educational & other qualifications	<u>Essential Qualifications:</u> Degree in Library Science from a recognized University or Graduate with Diploma in Library Science from recognized University with 3 years experience of working in a Library.
	b) Experience	<u>Desirable:</u> Certificate course in computer in administrative & Accounts matters.
6	Age limit for direct recruits	Not exceeding 45 years. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories, by Government of India from time to time.
7	Whether educational and other qualifications and age limit prescribed for direct recruits will apply in case of promotes	Age: No. Educational Qualification: Yes.
8	In case of recruitment by promotion/ deputation/transfer, grade(s) from which promotion/deputation/transfer to be made	Not below the grade of 3330 – 6200(pre revised)
9	Appointing authority	Principal
10	Appellate authority	Executive Committee

1	Name of the Post	<b>Store Keeper</b>
2	Scale of Pay	<b>Rs. 5910-20200 (Payband (PB)-Rs. 6010+ Grade pay (GP) Rs.1950 + admissible allowances)</b>
3	Method of recruitment (Whether by direct recruitment OR by promotion OR by deputation/transfer and percentage of vacancies to be filled by various methods)	Direct recruitment ( 10% of post would be earmarked for the employee of class-IV category subject to fulfilment of educational qualification etc. prescribed for direct recruits.
4	If by promotion whether Selection post OR Non-Selection Post	N.A.
5	Essential Qualifications for direct recruits a) Educational & other qualifications	<u>Essential Qualifications:</u> 10+ 2 or higher Secondary School, passing typing speed of 40 W. P. M. Knowledge of Computer.
	b) Experience	<u>Desirable:</u> One year experience in computer applications.
6	Age limit for direct recruits	Not exceeding 45 years. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories, by Government of India from time to time.
7	Whether educational and other qualifications and age limit prescribed for direct recruits will apply in case of promotes	N. A.
8	In case of recruitment by promotion/ deputation/transfer, grade(s) from which promotion/deputation/transfer to be made	N.A
9	Appointing authority	Principal
10	Appellate authority	Executive Committee