

# 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.

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**Minimum Pay, Qualifications and Experience are prescribed as under:**

**1. Principal of the Institute**

(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	<b>Principal</b>
2	Scale of Pay and classification of the post	Pay Level 13, (as per 7 <sup>th</sup> CPC) Rs.1,23,100 –2,15,900 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 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	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	<b>Category A</b>	
7.1.1	Essential & Desirable Educational Qualification	Post Graduation from a recognized University (Central/State/ Deemed to be/AIU equivalent PG from foreign Institution) <b>And (+)</b> 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; <b>OR</b> ii) An Institute approved by AICTE; <b>OR</b>

		iii) An Institute approved by the State Board of Technical Education; <b>OR</b> iv) An Institute affiliated to University duly recognized by UGC; <b>OR</b> v) Central/State/Deemed to be University recognized by UGC; <b>OR</b> 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. <b>OR</b> 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.
<b>7.2</b>	<b>Category B</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	<b><u>For Private Sector:</u></b> Candidate with proven track record with at least 17 years of experience from reputed organization in executive capacity in hospitality/tourism industry <b>plus</b> 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. <b>OR</b> <b><u>For Government / PSUs / Autonomous Bodies:</u></b> 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 <b>OR</b> 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 <b>OR</b> 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

## 2. Head of Department

S.No.	Item	Provisions
1	Name of the post	<b>Head of Department</b>
2	Scale of Pay and classification of the post	Pay Level 11 (as per 7 <sup>th</sup> CPC) Rs.67700 – 208700 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. 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	<b><u>Educational Qualifications:</u></b> Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute. <b>And (+)</b> Full Time Degree / Full time three years Diploma in

		<p>Hotel Administration / Hospitality Management / Hotel Management/ Hospitality Administration/ Culinary Arts/Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from :</p> <p>(i) NCHMCT OR NCHMCT affiliated institute. <b>OR</b>  (ii) An institute approved by AICTE. <b>OR</b>  (iii) An institute approved by the State Board of Technical Education. <b>OR</b>  (iv) An Institute affiliated to University duly recognized by UGC. <b>OR</b>  (v) Central/State/Deemed to be University recognized by UGC. <b>OR</b>  (vi) Equivalent degree / diploma of foreign university/ institution recognized by AIU.</p> <p><b><u>Desirable Qualification</u></b> :(i) PhD degree (ii) Research papers publication in reputed journals</p> <p><b><u>Experience:</u></b></p> <p>At least 15 years of experience in teaching and / or hotel industry including minimum 5 years of regular service after appointment in the grade of Senior Lecturer or equivalent in an Institute affiliated to National Council for Hotel Management &amp; Catering Technology / AICTE/ State Board of Technical Education / Recognized University.</p> <p style="text-align: center;"><b>OR</b></p> <p>At least 15 years total experience (Teaching and Industry together) including Hotel industry experience minimum 5 years in Managerial capacity (One level below GM Level) in 3 star / Heritage or above category approved hotel, with 3 years experience in Teaching/ Training.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
8	Eligibility for promotion	At least 5 years of service in the grade of Senior Lecturer-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

### 3. Senior Lecturer

S.No.	Item	Provisions
1	Name of the post	<b>Senior Lecturer</b>
2	Scale of Pay and classification of the post	Pay level 10 (As per 7 <sup>th</sup> CPC) Rs.56100 – 177500 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	<p><b><u>Educational Qualifications:</u></b></p> <p>Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute.</p> <p><b>And (+)</b></p> <p>Full Time Degree / Full time three years Diploma in Hotel Administration / Hospitality Management / Hotel Management/ Hospitality Administration/ Culinary Arts/Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from :</p> <hr/> <p>(i) NCHMCT OR NCHMCT affiliated institute. <b>OR</b>  (ii) An institute approved by AICTE. <b>OR</b>  (iii) An institute approved by the State Board of Technical Education. <b>OR</b>  (iv) An Institute affiliated to University duly recognized by UGC. <b>OR</b>  (v) Central/State/Deemed to be University recognized by UGC. <b>OR</b>  (vi) Equivalent degree / Diploma of foreign university/ institution recognized by AIU.</p> <p><b><u>Desirable Qualification</u></b> :(i) PhD degree (ii) Research papers publication in reputed journals</p> <p><b><u>Experience:</u></b></p> <p>At least 10 years of experience in teaching and hotel industry together including minimum 3 years teaching experience as Lecturer or equivalent in an Institute affiliated to National Council for Hotel Management &amp; Catering Technology /AICTE/ State</p>

		Board of Technical Education / Recognized University.  <b>OR</b> 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

#### 4. Lecturer-cum-Instructor:

S.No.	Item	Provisions
1	Name of the post	<b>Lecturer-cum-Instructor</b>
2	Scale of Pay and classification of the post	Pay level 7 (As per 7th CPC) Rs. 44900 – 142400 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 40 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	<p><b><u>Educational Qualifications:</u></b></p> <p>Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute.</p> <p><b>And (+)</b></p> <p>Full Time Degree / Full time three years Diploma in Hotel Administration / Hospitality Management / Hotel Management/ Hospitality Administration/ Culinary Arts/Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from :</p> <p>(i) NCHMCT OR NCHMCT affiliated institute. <b>OR</b>  (ii) An institute approved by AICTE. <b>OR</b>  (iii) An institute approved by the State Board of Technical Education. <b>OR</b>  (iv) An Institute affiliated to University duly recognized by UGC. <b>OR</b>  (v) Central/State/Deemed to be University recognized by UGC. <b>OR</b>  (vi) Equivalent degree / diploma of foreign university/ institution recognized by AIU.</p> <p><b><u>Desirable Qualification : PhD degree</u></b></p> <p><b>AND</b></p> <p><b><u>Essential Experience:</u></b></p> <p>At least 5 (five) years teaching experience in the grade of Assistant Lecturer or equivalent (at UG level program)from an institute affiliated to National Council for Hotel Management &amp; Catering Technology / AICTE/ State Board of Technical Education / Recognized University.</p> <p><b>OR</b></p> <p>At least 7 years total experience (Teaching and Industry together) including 3 years experience in Teaching/ Training of a 3 star / Heritage or above category approved hotel,</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of 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 – Written test followed by Skill test (Skill test as prescribed by NCHMCT)

## 5. Assistant Lecturer:

S.No.	Item	Provisions
1	Name of the post	<b>Assistant Lecturer</b>
2	Scale of Pay and classification of the post	Pay Level 6 (As per 7th CPC) Rs. 35400 – 112400 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. 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 35 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	<p style="text-align: center;"><b><u>Category A :</u></b></p> <p><b><u>Educational Qualifications:</u></b></p> <p>Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute.</p> <p style="text-align: center;"><b>And (+)</b></p> <p>Full Time Degree / Full time three years Diploma in Hotel Administration / Hospitality Management / Hotel Management/ Hospitality Administration/ Culinary Arts/Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from :</p> <p>(i) NCHMCT OR NCHMCT affiliated institute. <b>OR</b>  (ii) An institute approved by AICTE. <b>OR</b>  (iii) An institute approved by the State Board of Technical Education. <b>OR</b>  (iv) An Institute affiliated to University duly recognized by UGC. <b>OR</b>  (v) Central/State/Deemed to be University recognized by UGC. <b>OR</b>  (vi) Equivalent degree / diploma of foreign university/ institution recognized by AIU.</p>

		<p><b><u>Desirable Qualification :</u></b></p> <p>1. PhD degree. 2. Six months working experience in a 3 star or above category hotel.</p> <p><b><u>Mandatory qualification:</u></b></p> <p>Candidate should have qualified NHTET with prescribed percentage, conducted by NCHMCT.</p> <p><b><u>Category B</u></b></p> <p><b><u>Educational Qualifications:</u></b></p> <p>Full time Bachelor's Degree in Hospitality / Hotel Administration / Hotel Management/ Culinary Art from a recognized University/ Institute securing not less than 55% marks in aggregate and at least 2 years of hospitality industry experience and also should have qualified NHTET with prescribed percentage, conducted by NCHMCT.</p> <p><b><u>Common clauses for Category A&amp; B</u></b></p> <p>1. The period of service rendered as a teacher at UG and above level of Hospitality on contract basis (full time) shall be reckoned as valid experience for above purpose</p> <p>2. Those having Ph.D degree in Hospitality related subjects from a recognized University / Institute after above prescribed qualification, need not to qualify NHTET</p>
7	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.

## 6. Teaching Associate

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

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

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.

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**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
<b>Full Marks</b>	<b>30</b>	<b>20</b>
<b>Pass Marks for Assistant Lecturer</b>	<b>15</b>	<b>10</b>
<b>Pass Marks for Teaching Associate</b>	<b>12</b>	<b>8</b>

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
<b>Food Production</b> (One main course and one bakery product)	<b>Brief of Items Prepared by the candidate:</b>		
	Utilization of Ingredients required	1	
	Texture and Test	2	
	Presentation of final product	2	
	Hygiene and Safety measures followed	2	
	<div>Assessor 1                      Assessor 2                      Assessor 3</div> <div>Assessor 4                      Assessor 5                      Assessor 6</div>		
<b>F &amp; B Service</b>	<b>Brief of Practical demonstrated by the Candidate:</b>		
	Table Laying	2	
	Main Course service	2	
	Table Clearance	2	
	Beverages service	2	
	<div>Assessor 1                      Assessor 2                      Assessor 3</div> <div>Assessor 4                      Assessor 5                      Assessor 6</div>		

<b>House Keeping</b>	<b>Brief of Practical demonstrated by the Candidate:</b>		
	Bed Making (Both King Size and Single)	<b>4</b>	
	Flower arrangement	<b>4</b>	
	<p><b>Assessor 1</b>                      <b>Assessor 2</b>                      <b>Assessor 3</b></p> <p><b>Assessor 4</b>                      <b>Assessor 5</b>                      <b>Assessor 6</b></p>		
<b>Front Office</b>	<b>Brief of Practical demonstrated by the Candidate:</b>		
	Reservation	<b>2</b>	
	PMS operation	<b>2</b>	
	Guest Handling	<b>2</b>	
	Personality and Grooming	<b>1</b>	
	<p><b>Assessor 1</b>                      <b>Assessor 2</b>                      <b>Assessor 3</b></p> <p><b>Assessor 4</b>                      <b>Assessor 5</b>                      <b>Assessor 6</b></p>		
<b>Total (One should score minimum of 15 marks to qualify for Assistant Lecturer and 12 marks for Teaching Associates)</b>		<b>30</b>	
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	<b>Verbal</b> (Selection of Words, Vocabulary, Pronunciation, Grammar, Fluency, Flow of Ideas)	2	
	<b>Vocal</b> (Volume, Pace, Voice Modulation)	2	
	<b>Visual</b> (Grooming, Eye Contact, Facial Expression, Poise, Gestures)	2	
Teaching Aptitude	<b>INTRO</b> (Interest, Need, Time, Range, Objective)	2	
	<b>Previous Class Link/ Overview of the Subject</b>	2	
	<b>Main Session</b> Participation of the students or question	3	
	<b>Summing up (Re-capitulation)</b> (Asking from the students)	3	
	<b>Link Forward</b> (What would be the next Class)	2	
	<b>Assignment</b> (to the students)	2	
	<b>Total</b> (one should score minimum of 10 marks for Assistant Lecturer and 8 marks for Teaching Associates to qualify)	<b>20</b>	
<div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Member</div> <div>Chairman</div> </div>			

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	
<div> <div>Tabulator</div> <div>Checked by</div> <div>Verified by</div> <div>Chairman</div> </div>				

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)
<b>Ph.D. in Hospitality Topic</b>				<b>95%</b>	
<div> <div>Tabulator</div> <div>Checked by</div> <div>Verified by</div> <div>Chairman</div> </div>					

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

SI 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\*\*\*\*\*

**ANNEXURE-V**

S.NO	ITEM	PROVISION
1	Name of the Post	Administrative-cum-Accounts Officer
2	Scale of Pay	Pay level 10 (As per 7th CPC) Rs. 56100 – 177500
3	Method of recruitment	<p>1. Promotion from Office Superintendent/Accountant/ Accountant-cum-Office Superintendent with 8 years regular service in the grade.</p> <p>OR</p> <p>2. By Deputation of Officers holding analogous posts under Central Government/ National Council for Hotel Management &amp; Catering Technology / officers from any other Central / State Institute of Hotel Management / Food Craft Institute / other autonomous bodies and PSUs,</p> <p>OR</p> <p>3. Direct Recruitment/ Short Term Contract.</p>
4	Whether post is Selection/Non-Selection	Selection
5	Age limit for Direct Recruits	Not exceeding 50 years. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates or as specified for any category by Government of India from time to time
6	Educational and other qualifications for Direct Recruits	<b>Educational Qualifications:</b> Bachelor of Commerce degree/ BBA from a recognised University securing not less than 50% marks in aggregate.

*[Handwritten signature]*  
17/5/2019

		<b>Experience:</b> At least 8 years of service in administration and accounts and Office Documentation in any Central/State Government Institute of Hotel Management or Food Craft Institute or Public Sector Undertaking or Autonomous Body in the Grade Pay of Rs.4200/- or equivalent / above. Computer competency is essential.
7	Whether age and educational qualifications prescribed for Direct Recruits will apply in the case of promotion	Age: No Educational qualifications: No
8	Appointing Authority	Board of Governors
9	Method of selection	For Promotion : DPC In case of Deputation/ Direct Recruitment/ Short Term Contract method of selection : Personal Interview or Written Test + Personal Interview.

*[Handwritten signature]*  
 17/05/2019

1.	Name of the Post	Accountant-cum-office Superintendent
2.	Scale of pay	Rs.5500-175-9000
3.	Method of recruitment	Promotion from PA/UDCs with 5 and 8 years experience of regular service in the grade respectively, failing which by transfer on deputation from officers holding analogous post in the offices of CAG/CGA or eligible officers from any other Institute of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by direct recruitment
4.	Whether post is selection/non-selection	Selection cum seniority
5.	Educational and other qualifications and experience for direct recruitment	<p><b>Essential Qualifications:</b> Graduate from recognised university with 5 years experience in commercial or educational institutions</p> <p><b>Desirable:</b> 1. Graduation in Commerce from recognised university. 2. Knowledge of computers</p>
6.	Age limit for direct recruitment	Not exceeding 35 years Relaxable upto 5 years in the upper age limit for SC/ST, departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether age limit, qualifications applicable to promotees.	Age limit – No Educational Qualifications: Commerce Graduate or Graduate with Cash & Accounts training from ISTM
8.	Appointing authority for the post	Board of Governors of the respective Institute of Hotel Management

### SUPPORTING NON-ACADEMIC STAFF

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

1. Name of the Post : **P.A. to Principal**
2. Scale of Pay : Rs.4500-125-7000
3. Method of Recruitment : Promotion from Stenographer with a minimum of 5 years service in the grade, failing which by direct recruitment.
4. Whether post is Selection/Non Selection : Selection cum seniority
5. Educational and other Qualifications and Experience for direct Recruits :
 

**Essential Qualifications:**  
 Graduation from recognised University. Speed of 100 and 40 words per minute in Shorthand and Typewriting respectively with three years experience in the line and knowledge of computers.

**Desirable:**  
 Experience in Administrative and Accounts matters.
6. Age limit for direct recruitments and Deputation : Not exceeding 30 years. Relaxable upto 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
7. Whether age limits, Qualifications applicable to promotees : Age: No  
Educational qualifications: Yes
8. Appointing Authority for the Post : Executive Committee of the respective Institute Of Hotel Management.

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1. Name of the Post : **Stenographer**
  2. Scale of Pay : Rs.4000-100-6000
  3. Method of Recruitment : By promotion from the grade of LDC with a Minimum of 5 years regular service in the Grade having minimum speed of 80 and 40 w.p.m. in English Shorthand and Typewriting, failing which by direct recruitment.
  4. Whether post is Selection/Non Selection : Selection cum seniority
  5. Educational and other Qualifications and Experience for direct Recruits **Essential Qualifications:**  
Graduation with minimum speed of 80 and 40 w.p.m. in English Shorthand and Typing respectively.  
**Desirable:**  
Experience in Administrative and Accounts matters.
  6. Age limit for direct Recruits : Not exceeding 30 years.  
Relaxable upto 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
  7. Whether age limits, Qualifications applicable To promotees : Age: No  
Educational qualifications: Yes
  8. Appointing Authority For the Post : Secretary/Principal of the respective Institute Of Hotel Management.

1. Name of the Post : **U.D.C.**  
(Stores/Cash/Estt./Statistical Asstt)  
Employees to be posted on rotational  
Basis for a maximum period of 3 years)
2. Scale of Pay : Rs.4000-100-6000
3. Method of Recruitment : By promotion from the grade of LDC with  
a minimum of 5 years regular service in  
the grade, failing which by direct recruitment.
4. Whether post is Selection/Non Selection : Selection cum seniority
5. Educational and other Qualifications and Experience for direct Recruits : **Essential Qualifications:**  
Graduate from recognised  
University with at least 3 years experience in  
administrative and accounts matters with  
Knowledge of computer.
6. Age limit for direct recruitments and Deputation : Not exceeding 30 years.  
Relaxable upto 5 years in the upper age limit  
for SCs, STs, departmental candidates and as  
Specified for other categories by Govt. of India  
from time to time.
7. Whether age limits, Qualifications applicable To promotees : Age: No  
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary/Principal of respective Institute of  
Hotel Management.

1. Name of the Post : **Librarian**
2. Scale of Pay : Rs.4000-100-6000
3. Method of Recruitment : By promotion from Asstt. Librarian with a minimum of 5 years service in the grade, failing which by direct recruitment.
4. Whether post is Selection/Non Selection : Selection cum seniority
5. Educational and other Qualifications and Experience for direct Recruitment :
 

**Essential Qualifications:**  
 Degree in Library Science from a recognised University or Graduate with Diploma in Library Science from recognised University with 3 Years experience of working in a Library.

**Desirable:**  
 Certificate course in computer
6. Age limit for direct recruitments and Deputation : Not exceeding 30 years.  
 Relaxable upto 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
7. Whether age limits, Qualifications applicable To promotees : Age: No  
 Educational qualifications: Yes
8. Appointing Authority For the Post : Executive Committee of the respective Institute Hotel Management.

1. Name of the Post : **L.D.C.**  
(Stores/Cash/Estt.)  
Employees to be posted on rotational Basis for a maximum period of 3 years)
2. Scale of Pay : Rs.3050-75-3950-80-4590
3. Method of Recruitment : Direct Recruitment  
(10% of post would be earmarked for Employees in Group 'D' posts subject To fulfillment of educational qualifications Etc. prescribed for direct recruits)
4. Whether post is Selection/Non Selection : N.A.
5. Educational and other Qualifications and Experience for direct Recruitment  
  
**Essential Qualifications:**  
10+2 or Higher Secondary School, passing typing speed of 40 w.p.m. For Telephone Operator  
Knowledge of EPB Exchange  
  
**Desirable**  
One year experience in computer applications
6. Age limit for direct recruitments and Deputation : Not exceeding 28 years.  
Relaxable upto 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
7. Whether age limits, Qualifications applicable To promotees : Age: No  
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary/Principal of respective Institute of Hotel Management.

1. Name of the Post : **Driver-cum-Mechanic**
2. Scale of Pay : Rs.3050-75-3950-80-4590
3. Method of Recruitment : By selection from Group 'D' staff, failing Which by direct recruitment. Employees Selected from Group 'D' staff would be Treated to have been promoted.
4. Whether post is Selection/Non Selection : Selection cum seniority
5. Educational and other Qualifications and Experience for direct Recruit : **Essential Qualifications:**  
Middle pass with valid driving license for cars trucks and 3 years experience in driving and maintenance/repairing of similar Vehicles.
6. Age limit for direct recruitments and Deputation : Not exceeding 35 years.  
Relaxable upto 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
7. Whether age limits, Qualifications applicable To promotees : Age: No  
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary/Principal of respective Institute of Hotel Management.

1. Name of the Post : **Peon/Attendant**
2. Scale of Pay : Rs.2550-55-2660-60-3200
3. Method of Recruitment : Direct Recruitment
4. Whether post is Selection/Non Selection : N.A.
5. Educational and other Qualifications and Experience :  
**Essential Qualifications:**  
Middle Passed  
**Desirable:**  
One year experience
6. Age limit for direct Recruits : Not exceeding 28 years.
7. Whether age limits, Qualifications applicable To promotees :  
N.A.  
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary/Principal of respective Institute of Hotel Management.