



**RECRUITMENT AND PROMOTION RULES – 2003**

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

1. **SHORT TITLE AND COMMENCEMENT:**

These Rules shall be called the Institute of Hotel Management, Catering Technology & Applied Nutrition ( Recruitment and Promotion) Rules. 2003.

These Revised Recruitment & Promotion Rules shall come into force with effect from the month of July 2010 after due approval of BoG .

2. **INTERPRETATION:**

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

3. **SCOPE:**

These Rules shall apply for recruitment and promotions to all whole time regular employees and to all persons appointed or promoted to any post in the institute.

4. **CLASSIFICATION OF POSTS:**

| Sl.no. | Classification of Posts  | Description of Posts |
|--------|--|----------------------|
| 4.1    | Posts carrying a pay or a scale of pay with a maximum of not less than Rs. 13,500/-                          | Group A              |
| 4.2    | Posts carrying a pay or a scale of pay with a maximum of not less than Rs.9,000/- but less than Rs. 13,500/- | Group B              |
| 4.3    | Posts carrying a pay or a scale of pay with a maximum of over Rs.4,000/- but less than Rs.9,000/-            | Group C              |
| 4.4    | Posts carrying a pay or a scale of pay the maximum of which is Rs.4,000/- or less                            | Group D              |

Note: 'Pay' shall have the same meaning as defined in the Fundamental Rules applicable to Central Government Servants.



5. FILLING UP OF VACANCIES:

5.1 Vacancies shall be filled up by one or more of the following methods as prescribed in the Schedule for each category of posts:-

- a) Direct recruitment (see **Part II** of these Rules )
  - b) Promotion by selection-cum-seniority / selection by merit ( see **Part III** of these Rules)
  - c) Promotion on the basis of Non-selection (see **Part III** of these Rules)
  - d) Deputation of a person from the Central Government , State Government , Semi-Government Organizations or Public Sector and other Undertakings. ( See **Part IV** of these Rules)
- a. Vacancies against posts normally required to be filled up by promotions may be filled by direct recruitment when no employee is eligible or available or found suitable for promotion.

6. SELECTION COMMITTEE

6.1 In making appointments the appointing authority would be as prescribed in the schedule. It shall be assisted by a staff selection committee as given below;

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

|      |  |                  |
|------|--|------------------|
| i)   | Chairman BOGs  | Chairman         |
| ii)  | Additional Director General (Tourism) , Government of India or his/her nominee (Member mandatory , without which the quorum shall not be complete) | Member           |
| iii) | Financial Advisor / Financial Controller, Ministry of Tourism, Government of India on the BOGs or his/her nominee                                  | Member           |
| iv)  | Representative of Industry on the BOGs   | Member           |
| v)   | Catering Expert on the BOGs  | Member           |
| vi)  | One officer from the reserved category not below the rank of Director/Deputy Secretary in Government of India to be appointed by the BOGs          | Member           |
| vii) | Chief Executive Officer, National Council for Hotel Management & Catering Technology   | Member Secretary |



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

|      |   |                  |
|------|---|------------------|
| i)   | Chairman BOGs   | Chairman         |
| ii)  | Additional Director General (Tourism) ,<br>Government of India or his / her nominee ( Member mandatory, without which the quorum shall not be complete. | Member           |
| iii) | Financial Advisor / Financial Controller, Ministry of<br>Tourism, Government of India on the BOGs or his /<br>her nominee                               | Member           |
| iv)  | National Council for Hotel Management & Catering<br>Technology nominee on the BOGs  | Member           |
| v)   | Catering Expert on the BOGs   | Member           |
| vi)  | One officer from the reserved category not below<br>the rank of Deputy Secretary in Government of<br>India to be appointed by Chairman BOGs             | Member           |
| vii) | Principal   | Member Secretary |

(c) For Group "A" , Group "B" and teaching posts in Group "C".

|      |   |                  |
|------|---|------------------|
| i)   | Chairman BOGs   | Chairman         |
| ii)  | Additional Director General (Tourism) ,<br>Government of India or his / her nominee (Member<br>mandatory, without which the quorum shall not be<br>complete ) | Member           |
| iii) | Financial Advisor / Financial Controller, Ministry of<br>Tourism, Government of India on the BoGs or his /<br>her nominee                                     | Member           |
| iv)  | National Council for Hotel Management & Catering<br>Technology nominee on the BoGs  | Member           |
| v)   | Catering Expert on the BoGs   | Member           |
| vi)  | One officer from the reserved category not below<br>the rank of Deputy Secretary in Government of<br>India to be appointed by Chairman, BGs                   | Member           |
| vii) | Principal   | Member Secretary |

d) For Group 'C' & 'D' ( non -teaching ) the selection committee will consist of:

|      |   |                  |
|------|---|------------------|
| i)   | Principal   | Chairman         |
| ii)  | Regional Director, Department of Tourism, Govt. of<br>India on BoGs   | Member           |
| iii) | Officer from the reserved category nominated by<br>the Chairman- BoGs | Member           |
| iv)  | Administrative Officer of the institute                               | Member Secretary |



6.2 (a) In making promotions to Group 'A' Group 'B' and post of Lecturer and Assistant Lecturers, the Departmental Promotion Committee will consist of :

|      |   |          |
|------|---|----------|
| i)   | Principal   | Chairman |
| ii)  | Nominee of Department of Tourism, Government of India             | Member   |
| iii) | NCHMCT Nominee on the BoGs  | Member   |
| iv)  | Nominee of the State Government on the BoGs                       | Member   |
| v)   | Official from reserved category to be nominated by Chairman, BoGs | Member   |

(b) Department Promotion Committee for Group 'c' and Group 'D' (non-teaching ) will consist of:

|      |  |                  |
|------|--|------------------|
| i)   | Principal  | Chairman         |
| ii)  | BoGs Chairman's nominee  | Member           |
| iii) | Official from reserved category to be nominated by Chairman BoGs | Member           |
| iv)  | Administrative Officer of institute                              | Member Secretary |

- 6.3 The Chairman of a Selection /Promotion Committee may co-opt one subject Specialist to assist the Committee
- 6.4 The recommendations of the Selection / Promotion Committee shall be submitted to the Appointing Authority for approval and shall normally be valid for one year.
- 6.5 If any relative of any of the members of the Selection /Promotion Committee is the candidate for the post , such member will withdraw from the Selection Committee to maintain impartiality and clear transparency in the Selection process.
- 6.6. Presence of at least 2 / 3<sup>rd</sup> of the members shall form the quorum. However, presence of Chairman would be mandatory. The Presence of G.O.I Nominee (wherever he is a member) shall also be mandatory.
- 6.7 The Selection / promotion Committee would recommend panel of names and rank in order of merit based on an interview / test.

7. **SPECIAL REPRESENTATION:**

Vacancies in various categories of posts shall be subject to such reservations for representation of Scheduled Castes, Scheduled Tribes, OBCs , Ex-Servicemen or any other categories of persons as may be specified by the Government of India from time to time.



8. **ELIGIBILITY FOR APPOINTMENT**

A candidate for appointment in the institute:

- a) Must be citizen of India
- OR
- b) Must belong to such categories of persons as may, from time to time, be notified in this behalf by the Government of India.

09. **PHYSICAL FITNESS:**

A candidate selected for appointment in the institute shall be required to produce a medical certificate of fitness before appointment from a Medical Board for Group 'A' posts and Authorised Medical Attendants for Group 'B' 'C' & 'D' posts as may be nominated by the Board of Governors from time to time. This conditions could be relaxed in those cases where the persons already employed in Central Government / State Government / Public Sector Undertakings including Universities who have already undergone such medical examination and apply for any post either or direct recruitment process through proper channel or apply and get selection on deputation basis on foreign service terms.

10. **VERIFICATION OF CHARACTER AND ANTECEDENTS:**

Appointing Authority shall satisfy itself that the character and antecedents of the candidates selected for first appointment in the Institute are such as do not render him unsuitable for appointment. The criteria, procedure and suitability for appointment would be the same as applicable for appointment to posts / services under the Central Government.

11. **RESTRICTION REGARDING MARRIAGE:**

The provision under Conduct Rule 21 regarding restriction on Marriage as applicable to the employees of the Central Government employees will be applicable to the employee. The procedures and decisions as prescribed under this rules shall be followed. Declaration will be obtained from new entrants as per OM No. 25/37/67-Estt.(A) dated 22.4.1970.

12. **GENERAL CONDITIONS FOR APPOINTMENT:**

12.1 Period of probation:

- i) **For Direct recruits:**
  - a) To posts with minimum of pay scale of Rs.6,500/- and above or to posts for which maximum age limit for recruitment is 35 years or above not involving training, the period of probation will be one year.
  - b) For all other direct recruits and in cases where probation includes job training, the period of probation will be two years.



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ii) **For Promotees:**

a) For promotees in the same service and group, there will be probation period of one year.

b) For promotees to higher group, the probation period will be one year.

The Appointing Authority may extend the probation period for a maximum period of one year. In no case extended probation period shall be more than the double of the original probationary period. At any time during or at the end of the probationary period, the services of the employee may be terminated in case of a new entrant or the employee may be reverted to the post held before promotion without any notice and without assigning any reason.

**PART-II GENERAL PRINCIPLES GOVERNING DIRECT RECRUITMENTS**

**13 DIRECT RECRUITMENT:**

13.1 Vacancies in Group 'A' & Group 'B' and the post of Principal, Lecturer and Assistant Lecturer except for the post of Principal, shall be notified and advertised in leading newspapers and Employment News by the concerned Institute of Hotel Management. Whereas vacancies in Group 'C' and 'D' shall be notified to the employment exchange giving full details regarding qualification, age, experience etc. as prescribed for the post in the schedule..

13.2 Action to fill a post falling vacant on account of retirement shall be initiated at least six months prior to its occurrence. This could be supplemented with other vacancies arising due to resignation / dismissal/ incapacitation / death in the intervening period. It shall be mandatory for the concerned Institute of Hotel of Hotel Management to advertise the post of Principal at least six months prior to superannuating / retirement of incumbent, for which National Council for Hotel Management & Catering Technology will maintain a record. The concerned Institute of Hotel Management may, however, make a formal request to the National Council for Hotel Management & Catering Technology to handle the entire process of selection on its behalf. In case the concerned Institute of Hotel Management fails to initiate the process of selection of Principal at least six months prior to the superannuation/retirement of incumbent, the National Council for Hotel Management & Catering Technology will suo moto take over the entire process of selection of the Principal.



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- 13.3 A candidate for direct recruitment to a post must fulfill the prescribed qualifications, experience, age etc. Relaxation of essential qualifications and experience as prescribed for the post shall not be permissible under any circumstances.
- 13.4 In case a vacancy is reserved for SC/ST and OBC candidates, necessary steps to notify the vacancy to recognized SC/ST/OBC organization etc. should be taken.
- 13.5 Due relaxation will be available for SC/ST/OBC candidates and such other categories of persons as may be notified from time to time by the Government of India.
- 13.6 A departmental candidate shall also be eligible to apply for a direct recruitment post if he possesses the requisite qualifications etc., except that in such cases the upper age limit may be relaxed up to 5 years.
- 13.7 On receipt of applications, a list of eligible candidates shall be prepared by a screening committee as under:

**The screening committee for the post of Principal shall consist of :**

|      |   |                  |
|------|---|------------------|
| i)   | Regional Director, Department of Tourism, Government of India | Chairman         |
| ii)  | Nominee of Department of Tourism, Government of India         | Member           |
| iii) | BOGs Chairman's nominee                                       | Member           |
| iv)  | Administrative Officer of the institute                       | Member Secretary |

**The screening committee for all posts except the post of Principal shall consist of:**

|      |   |                  |
|------|---|------------------|
| i)   | Principal                               | Chairman         |
| ii)  | Nominee of Chairman BOGs                | Member           |
| iii) | Administrative Officer of the institute | Member Secretary |

Short listed candidates shall be required to appear in the prescribed test(s) and /or interview. On an average for one post, three candidates may be selected and placed in a panel in order of merit. In case of first candidates does not join the post within the stipulated joining time, the offer of appointment shall be made to the second candidate and if the second candidate also does not join, the offer of appointment shall be made to the third candidate. The panel of selected candidates shall be valid for one year. However, the selection committee has the discretion in this regard.



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- 13.8 Candidates short listed for interview in case of Group 'A' and 'B' posts and for the post of Assistant Lecturer-cum-Assistant Instructor and also the candidates belonging to the reserved categories and called for interview, may be granted travel expenses, to and fro for journey(s) by shortest rail route by 2<sup>nd</sup> class rail fare, on production of tickets. In the case of candidates for the post of Principal, travel expenses for to and fro journey(s) by shortest rail route by 2<sup>nd</sup> AC Class, rail fare or equivalent will be provided on production of tickets.
- 13.9 A candidate below the age of 18 years shall not be considered for appointment to any post in the institute.
- a. The duration of experience as prescribed in these Recruitment Rules for each post for direct recruitment, should be reckoned as experience in the next below post.

#### **PART – III-GENERAL PRINCIPLES GOVERNING PROMOTION**

#### **14 PROMOTION:**

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

#### **15 PART –IV GENERAL PRINCIPLES GOVERNING DEPUTATION- DEPUTATION ON FOREIGN SERVICE TERMS:**

- 15.1 Employees of the Central Government / State Government / Public Sector and other undertakings /Autonomous Societies etc., applying through proper channel in relaxation of appointment on immediate absorption conditions for deputation on foreign service terms for any post in IHMs may on their selection be appointed in IHMs. While selecting the employees of the above mentioned organizations for a deputation post in IHM, selection committee as may be constituted by the Board of Governors of the respective IHM will ensure that the candidate fulfils





the requisite qualifications and experience etc., for the deputation post as are prescribed in the Recruitment Rules.

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- 15.2 The terms and conditions of appointment on deputation / foreign service in Hotel Management Institutes / National Council shall be regulated in terms of Department of Personnel & Training's Office Memorandum dated 05.01.1994 as amended from time to time. The period of deputation / foreign service shall be subject to a maximum of three years in all cases except for those posts where a longer period of tenure is prescribed in the Recruitment Rules. The borrowing organization may grant extension beyond this limit up to one year, after obtaining orders of Secretary ( Tourism ) ,Government of India, where such extension is considered necessary in public interest. The borrowing organization may extend the period of deputation for the fifth year or for the second year in excess of the period prescribed in Recruitment rules in rare and exceptional circumstances in public interest subject to specific understanding that the officer would not be entitled to draw deputation duty allowance. This is subject to the prior approval of the lending organization and wherever necessary the UPSC / State PSC and ACC in exceptional cases where the deputationist is not found fit to discharge his/ her duties and responsibilities to the satisfaction of the competent authority , such deputationist could be reverted back to his parent office even before the expiry of the period of deputation.
- 15.3 All the terms and conditions relating to transfer on deputation should be settled well in advance between the lending department i.e the parent office of deputationist and the borrowing department i.e. the IHM concerned.
- 15.4 During deputation period, the deputationist may elect to draw either pay in the pay scale of deputation post to be fixed under the normal Fundamental Rule 22 and sub -clauses thereunder or may draw the basic pay plus personal pay, if any in his parent department from time to time plus deputation allowance @ 5% of his basic pay subject to maximum of Rs. 500/- per month provided the deputation is within the same station. In other cases i.e. Deputation at outstation, deputation allowance will be @ 10% on his basic pay subject to maximum of Rs. 1,000/- per month. Basic pay plus deputation allowance drawn by the deputationist should not exceed the maximum of the pay scale or Rs.19,500/- per month.
- 15.5 The deputationist will have to exercise his option within one month of his joining the deputation post clearly indicating whether he elects to opt the pay scale of the borrowing department i.e . IHM or opts for drawing deputation allowance as admissible under the Rules. The option exercised once will be final. The option could be revised in the following circumstances:
- a) when the deputationist is reverted to a lower grade in his parent cadre;
  - b) when the pay scale of parent post is revised either from retrospective effect or prospectively.



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- 15.6 During deputation period the foreign employee has to pay Leave Salary Contribution in respect of all classes of employees @ 11% of pay drawn in foreign service. Besides Leave Salary Contribution, the foreign employee will also pay Pension Contributions at a percentage prescribed for different category / group of employees on the maximum pay of the post in the officiating / substantive grade held by the officer at the time of proceeding on foreign service. The Pension contribution will be based on the length of service, which would include all kinds of leave with or without pay, overstayal of leave, suspension and joining time etc. The Leave Salary Contribution ( except for the period of eave availed on foreign service) and Pension Contribution / Contributory Provident Fund ( employer's share) contribution are required to be paid either by the employee or by the borrowing organization as per Central Government Rules and all appointments on deputation / foreign service basis in IHMs will be as per terms and conditions as laid down in the Department of Personnel and Training's Office Memorandum dated 05.01.1994 as amended from time to time.
- 15.7 Borrowing department i.e. transferee IHM will have to pay to the lending department all the contribution towards Pension, Contributory Provident Fund and Leave Salary at the prescribed rate. These contributions shall not be payable during leave availed of by the deputationist while in foreign service.

In nutshell, all the provisions laid down in Chapter XII of the Government of India's Fundamental Rules will be applicable to all the IHMs where the deputationist have been lent on foreign service terms from the lending Central Government / State Government Departments, Public Sector and other Undertakings, Autonomous Societies etc.

- 15.8 The above mentioned Rules shall also apply to the employees of all the IHMs lent on foreign service terms from one IHM to another or from the IHM to Central Government /State Government Department /Public Sector and other Undertakings or any other Autonomous Societies etc.
- 15.9 Leave Salary or and / or pension contributions in respect of deputationist lent on foreign service in the IHMs may be paid annually within fifteen days from the end of each financial year or at the end of the foreign service. In cases where the deputation on Foreign Service expires before the end of a financial year, the requisite contributions should be remitted within fifteen days from the expiry date of Foreign Service to the lending organizations.



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15.10 Interest on overdue contribution i.e unpaid contributions must be paid to the lending organisation in accordance with the provisions laid down in S.R.307 of Government of India. At present the rate of interest on unpaid contributions is two paisa per day per Rs.100/- from the date of expiry of the date on which contributions are finally paid.

**Note:** Though Government of India's Rules provide that the employee could also pay leave salary and pension contributions himself at the prescribed rates on the net pay drawn i.e. the pay minus pension and leave salary contribution, yet it would depend on the option of the employee of the IHM.

The leave salary for the leave availed of by the deputationist while in foreign service in the IHM shall be payable by his parent office.

Leave salary contributions and pension contribution should be shown distinctly in the statement to be sent along with the Cheque /Demand Draft.

16. **REMOVAL OF DOUBTS:**

Where any doubt arises as to the interpretation of any of the provisions of these Rules or in respect of matters not provided for in these Rules, the matter shall be referred to the Central Government.

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**SCHEDULE**

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- |    |  |   |   |
|----|--|---|---|
| 1. | Name of the post   | : | <b>Principal</b>  |
| 2. | Scale of Pay   | : | Rs. 37400-67000/- (PB-4) +<br>Grade Pay Rs. 8700/-  |
| 3. | Method of Recruitment  | : | Direct Recruitment  |
| 4. | Whether post is<br>Selection/Non-selection                                   | : | Not applicable.   |
| 5. | Age limit  | : | Not exceeding 52 years.<br>Upper age limit is Relaxable upto 5 years in case<br>of SC, ST and departmental candidates and as<br>Specified for other categories by Government of<br>India from time to time. Under no circumstances<br>the age should exceed 57 years. |
| 6. | Educational Qualifications and<br>Other qualifications for direct recruits : | : |   |

**Educational Qualifications:**

- (i) Graduation from a recognized University.
- (ii) Full time Degree / 3 year diploma in Hotel Management from National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognised University securing not less than 50% marks in aggregate. For Graduates in Hotel Management , item No.1 (i) is not necessary.

**Experience**

At least 25 years of experience in teaching and / or hotel industry including minimum 10 years as Head of Department in hotel operation related subject (s) in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognised University.

OR

At least 25 years of experience in teaching and / or hotel industry including minimum 10 years as Principal in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology.



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OR

Minimum 25 years Hotel industry experience including minimum 15 years in Managerial capacity in 4 star /Heritage or above category approved hotel.

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

7. Appointing Authority : Board of Governors

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1. Name of the Post : **Head of Department**
2. Scale of Pay : Rs.15,600-39,100/- (PB-3) +  
Grade Pay-Rs.6600/-
3. Method of Recruitment : Promotion
4. Whether post is Selection/Non-selection: Selection
5. Age limit for direct recruits : Not exceeding 45 years.  
Upper age limit is Relaxable upto 5 years in case of SC,ST and departmental candidates and as specified for other categories by Government of India from time to time.
6. Educational and other Qualifications for direct recruits :

**Educational Qualifications:**

- (i) Graduation from a recognized University
- (ii) Full time degree / 3 year diploma in Hotel Management from National Council for Hotel Management & Catering Technology /State Board of Technical Education/Recognized University securing not less than 50% marks in aggregate. For Graduates in Hotel Management, item No.(i) is not necessary.

**Experience**

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-cum-Senior Instructor in an institute affiliated to National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognised University .

OR

At least 15 years Hotel industry experience including minimum 5 years in Managerial capacity in 4 star / Heritage or above category approved hotel.

7. Whether age and educational Qualifications prescribed for : **Age: Not application**  
**Educational qualifications: Applicable**



Direct recruits will apply in the  
Case of promotees

- 8.. Eligibility for Promotion : Atleast 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.
9. Appointing Authority : Board of Governors

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

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

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



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1. Name of the Post : Senior Lecturer-cum-Senior Instructor
2. Scale of Pay : Rs. 15,600-39,100/- ( PB- 3) +  
Grade Pay – Rs.5400/-
3. Method of Recruitment: : Promotion .
4. Whether post is Selection/  
Non-selection: : Section
5. Age limit for direct recruits: Not exceeding 40 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,.
6. Educational and other  
Qualifications for direct  
Recruits :

**Educational Qualifications:**

Full time bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a recognised university securing not less than 60% marks in aggregate.

**OR**

3 year diploma in Hotel Management from National Council for Hotel Management & Catering Technology / State Board of technical Education securing not less than 60% marks in aggregate.



**Experience:**

At least 10 years of experience in teaching and or hotel industry including minimum 3 years teaching experience as Lecturer-cum-Instructor in an Institute affiliated to National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognised University.

**OR**

At least 10 years Hotel industry experience including minimum 3 years in Supervisory capacity in 3 star / Heritage or above category approved hotel.

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7. Whether age and educational qualifications : No  
Prescribed for direct recruits will apply in  
the Case of promotees
8. Eligibility for Promotion : At least 3 years of service in the grade  
of Lecturer –cum-Instructor rendered  
after appointment thereto on a regular  
basis. Failing which, by direct  
recruitment.
9. Appointing Authority : Board of Governors





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**LECTURER**

1. Name of the Post : **Lecturer-cum-Instructor**
2. Scale of Pay : : Rs. 9300-34800 /- ( P B – 2 ) +  
Grade Pay Rs. 4600/-
3. Method of Recruitment : By promotion and direct recruitment in the  
Ratio 2 :1
4. Whether post is Selection/  
Non-selection : Selection.
5. Age limit for direct recruits: Not exceeding 35 years.  
Upper age limit is Relaxable up to 5 years in case of  
SC, ST and departmental candidates and as specified  
for other categories by Government of India from time  
to time.
6. Educational and other  
Qualifications for direct  
recruits:

**Essential Qualifications for Direct recruitment**

Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a recognised university and full time Master's degree in Hospitality & Hotel Administration / Hotel Management securing not less than 60% marks in aggregate either in bachelor's or master's degree and at least **5 (five) years** teaching experience in an institute affiliated to National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognised University and or hotel & catering industry



OR

Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a recognised university securing not less than 60% marks in aggregate and at least **7 (seven) years** teaching experience in an institute affiliated to National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognised University and / or hotel & catering industry.

7. **Eligibility for Promotion:**

At least 5 years of service in the grade of Assistant Lecturer-cum-Assistant Instructor rendered after appointment thereto on a regular basis.

8. Appointing Authority : Board of Governors.

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1. Name of the post : **Assistant Lecturer-cum- Assistant Instructor**

2. Scale of Pay : Rs.. 9300-34800/- (PB- 2) +  
Grade Pay Rs. 4200/-

3. Method of Recruitment : Direct Recruitment

4. Whether post is  
Selection /Non selection: Not applicable

5. Age limit for Direct Recruits: Not exceeding 30 years.

Upper age limit is Relaxable up to 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.

6. Educational and other  
Qualifications for direct recruits :

**Educational Qualifications:**

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



7. Appointing Authority : Board of Governors.

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1. Name of the post : **Teaching Associate**
2. Scale of Pay : Rs.. 18,000/- Consolidated per month  
( On contract basis)
3. Method of Recruitment : Direct Recruitment
4. Whether post is Selection /Non selection: Not applicable
5. Age limit for Direct Recruits: Not exceeding 30 years.

Upper age limit is Relaxable up to 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.

6. Educational and other Qualifications for direct recruits :

**Educational Qualifications:**

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



Note: The period of service rendered as a teacher on contract basis shall be reckoned as valid teaching experience.

7. Appointing Authority : Executive Committee.

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**SUPPORTING NON - ACADEMIC STAFF**

1. Name of the Post : **Administrative –cum-Accounts Officer.**
2. Scale of Pay : Rs. 15600-39100 (PB-3) +  
Grade Pay Rs. 5400
3. Method of recruitment : Promotion from Office Superintendent / Accountant / Accountant-cum-Office Superintendent with 8 years regular service in the grade, failing which, by transfer on deputation of Officers holding analogous posts under C&AG / CGA / National Council for Hotel Management & Catering Technology / Officers from any other Central / State Institute of Hotel Management / Food Craft Institute / other autonomous bodies and PSUs , failing which , by direct recruitment .
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 and as specified for other categories by Government of India from time to time.
6. Educational and other Qualifications for direct recruits :

**Educational qualifications**



## IHM Hajipur Recruitment Rules

Bachelor of Commerce degree from a recognised University securing not less than 50% marks in aggregate.

### Experience:

At least 8 years of service in administration and accounts 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. Where age and educational Qualifications prescribed for direct Recruits will apply in the case of promotees : **Age: No**  
**Educational Qualifications: Yes**
8. Appointing Authority : Board of Governors.

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### ACCOUNTANT

1. Name of the Post : **Accountant**
2. Scale of Pay : **Rs. 9300-34800 PB-2 + Grade Pay Rs. 4200**
3. Method of recruitment : Promotion from PA & UDCs with 5 and 8 years of regular service in the respective grade, failing which by transfer on deputation from officers holding analogous post in the offices of CAG/CGA of eligible officers from any other Institute of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by direct recruitment.
4. Whether post is selection / non-selection : Seniority –cum-Selection
5. Educational and other qualifications and experience for direct recruitment : Graduate in Commerce with 5 years experience in commercial or educational Institutions or Government office or SAS Accountant with 2 years experience in establishment matters.

**Desirable** : Knowledge of computers.

6. Age limit for direct recruitment: Not exceeding 35 years.



## IHM Hajipur Recruitment Rules

- Upper age limit relaxable upto 5 (five) years 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: Yes, Commerce Graduate or Graduate with Cash & Accounts training from ISTM.
8. Appointing Authority for the post : Board of Governors

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### OFFICE SUPERINTENDENT

1. Name of the Post : Office Superintendent
2. Scale of Pay : Rs.9300-34800/- , P B -2  
Grade Pay Rs. 4200
3. Method of recruitment : Promotion from PA & UDCs with 5 and 8 years of regular service in the respective grade, failing which by transfer on deputation from officers holding analogous post in any other Institute of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by direct recruitment.
4. Whether post is selection/ non- selection : Seniority –cum-Selection.
5. Educational and other qualifications and experience for direct recruitment : Graduate of recognized University with 5 years experience in administration and establishment matters.
- Desirable** : Knowledge of computers



## IHM Hajipur Recruitment Rules

6. Age limit for direct recruitment: Not exceeding 35 years. Upper age limit relaxable upto 5 (five) years 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: YES, Graduate of recognized University with 5 years experience in administration and establishment matters.
8. Appointing Authority for the post : Board of Governors

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1. Name of the post : **P. A. to Principal**
2. Scale of Pay : Rs. 5200-20200/-, ( P B – 1).  
Grade Pay Rs. 2800/-
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 recognized University  
Speed of 100 and 40 words per minute in Shorthand and Typewriting respectively with three years experience in the line and knowledge of computers.  
**Desirable :**  
Experience in Administrative and Accounts matters.
6. Age limit for direct : Not exceeding 30 years.



## IHM Hajipur Recruitment Rules

- Recruitments and Deputation : 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. 5200- 20200/- (PB-1)  
Grade Pay Rs. 2400/-
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 Account 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





## IHM Hajipur Recruitment Rules

- 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 for the Post : Secretary/Principal of the respective Institute of Hotel Management

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1. Name of the Post : **Upper Division Clerk (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. 5200-20200/- ( PB- 1)  
Grade Pay Rs. 2400/-
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 recognized University  
with at least 3 years experience in  
administrative and accounts matter with  
Knowledge of computer.
6. Age limit for direct : Not exceeding 30 years .



## IHM Hajipur Recruitment Rules

- Recruitments and deputation 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: NO**
8. Appointing Authority the Post : Secretary/Principal of respective Institute of Hotel of Management.

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1. Name of the Post : **Lower Division Clerk ( 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. 5200-20200/- (PB-1)  
Grade Pay – Rs. 1900/-
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 posts 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



## IHM Hajipur Recruitment Rules

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

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1. Name of the Post : **Librarian**
2. Scale of Pay : Rs.9300-34800 ( PB-2)  
Grade Pay Rs. 4200/-
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 Qualification:**  
Degree in Library Science from a recognized University or Graduate with Diploma in Library Science from recognized University with 3 Years experience of working in a Library.  
**Desirable:**  
Certificate course in computer



## IHM Hajipur Recruitment Rules

6. Age limit for direct Recruitment 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 : Age : No  
Qualifications applicable To promotees : 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 : **Assistant Librarian**
2. Scale of Pay : Rs.5200-20200/- ( PB-1)  
Grade Pay Rs. 1900/-
3. Method of Recruitment : Direct Recruitment
4. Whether post is Selection/ .Non Selection :  
: N.A.
5. Educational and other Qualifications and Experience for direct Recruits : Essential Qualifications:  
10 + 2 with Diploma in Library Science and knowledge of Computers  
  
Desirable  
One year experience in the line
6. Age limit for direct Recruitment : Not exceeding 28 years.
7. Whether age limits, : N.A.



## IHM Hajipur Recruitment Rules

Qualifications applicable to Promotees

8. Appointing Authority for the Post : Secretary/Principal

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1. Name of the Post : **Driver-cum-Mechanic**
2. Scale of Pay : Rs.5200-20200/- (PB-1)  
Grade Pay Rs.1900/-
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 car trucks and 3 years experience in driving and maintenance/ repairing of similar vehicles.
6. Age limit for direct recruitments : Not exceeding 35 years.



## IHM Hajipur Recruitment Rules

- And Deputation 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

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1. Name of the Post : Peon/Attendant
2. Scale of Pay : Rs.5200-20200/- ( PB- 1)  
Grade Pay Rs.1800/-
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  
One year experience
6. Age limit for direct Recruits : Not exceeding 28 years.
7. Whether age limits ,



## IHM Hajipur Recruitment Rules

- Qualifications applicable To Promotees : NA  
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary / Principal of respective Institute of Hotel Management

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1. Name of the Post : **Maintenance Foreman-cum-Caretaker**
2. Scale of Pay : Rs..5200-20200/-(PB-1)  
Grade Pay Rs. 2800/-
3. Method of Recruitment : Job should be assigned to suitable firm Or person on contractual basis. However,  
i. Preference would be give to person having practical experience of electrical and maintenance jobs and knowledge of general repairing work.



## IHM Hajipur Recruitment Rules

- ii. Teaching experience in any stream of Engineering preferably in Civil or Electrical Engineering.
4. Whether post is Selection/ Non Selection : N.A.
5. Educational and other Qualifications and Experience For direct recruits : N.A.
6. Age limit for direct recruits : N.A.
7. Appointing Authority For the Pos : Executive Committee of respective Institute of Hotel Management

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1. Name of the Post : Assistant Maintenance Foreman-cum - Caretaker
2. Scale of Pay : Rs.5200-20200/- ( PB-1)  
Grade Pay Rs. 2400/-
3. Method of Recruitment : Job should be assigned to suitable firm Or Person on contractual basis. However,
- i) Preference would be given to person having practical experience of electrical and maintenance jobs and knowledge of general repairing work.





## IHM Hajipur Recruitment Rules

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|----|---|-----|---|
|    |   | II) | Teaching experience in any stream of Engineering preferably in Civil or Electrical Engineering. |
| 4. | Whether post is Selection/<br>Non Selection                                   | :   | N.A.  |
| 5. | Educational and other<br>Qualifications and Experience<br>For direct Recruits |     | N.A.  |
| 6. | Age limit for direct recruits   | :   | N.A.  |
| 7. | Appointing Authority for<br>The Post  | :   | Executive Committee of the respective<br>Institute of Hotel Management.                         |