

National Council for Hotel Management and Catering Technology

(An autonomous body under Ministry of Tourism, Govt. of India)

A 34, Sector 62, NOIDA- 201309 (U.P)

Website: www.nchm.gov.in



Advt. No. NCHM-002/2022-ADMIN, Dt. 16.10.2022

For filling up the following posts in NCHMCT, applications are invited from eligible Indian citizens as per the requirements mentioned against each post:

Sl. No.	Post and Scale of Pay	Method of Recruitment	No. of Posts and reservation	Age	Essential Eligibility Criteria & Experience	Mode of Selection
1	Director (Academics) PB-4 with GP of Rs.8700 (6 th CPC) Pay Level 13 (7 th CPC)	Direct Recruitment	01 (UR)	Not exceeding 50 years for General Category and 56 years for persons with disability. (Relaxable upto 5 years for employees of autonomous bodies under Ministry of Tourism)	<u>Essential Educational Qualifications</u> Post Graduation from a recognized University (Central/State/Deemed to be /AIU equivalent PG from foreign institution) And(+) Full-time Degree/Full-time 3-Years Diploma in Hotel Administration/Hospitality Management/Hotel Management/ Hospitality Administration/Culinary Arts/Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from: i) NCHMCT or NCHMCT affiliated Institute; OR ii) An Institute approved by AICTE; OR iii) An Institute approved by the State Board of Technical Education; OR iv) An Institute affiliated to University duly recognized by UGC; OR v) Central/State/Deemed to be University recognized by UGC; OR vi) Equivalent Degree/Diploma of Foreign University/ Institution recognized by AIU. <u>Desirable Qualification:</u> Ph.D. Degree AND <u>Essential Experience</u> At least 20 years in teaching with minimum 3 years as Head of Department/equivalent and above (Dean or Principal) 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	Personal interview/discussion

					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.	
2	Accountant PB-2 with GP of Rs.4600 (6 th CPC) Pay Level 7 (7 th CPC)	Direct Recruitment	01 (UR) – Reserved for PwD	Not exceeding 32 years (Upper age limit is relaxable as per Govt. Rules for PwD Category)	<u>Essential Qualifications & Experience</u> Graduate in Commerce with 5 years experience in commercial organization or educational institution or a government office; OR SAS Accountant with 2 years experience.	Written Test followed by Personal Interview/Discussion <u>Written Test (80 MCQs)</u> <ul style="list-style-type: none"> Numeric Aptitude (10 MCQs) General English (5 MCQs) General Knowledge (5 MCQs) Accounts related and Service Aptitude (40 MCQs) Drafting of one letter/ application and Official Noting <u>Personal Interview/Discussion</u> (only for shortlisted candidates)
3	Stenographer Grade 'D' PB-1 with GP of Rs.2400 (6 th CPC) Pay Level 4 (7 th CPC)	Direct Recruitment	01 (SC)	Not exceeding 27 years (Upper age limit is relaxable for SC category as per Govt. Rules)	<u>Essential Qualifications & Experience</u> i. 12 th pass or equivalent from a recognised Board or University ii. Skill test norms: Dictation 10 minutes @ 80 wpm & Transcription 50 minutes in English or 65 minutes in Hindi (on computer)	Written Test followed by Skill Test <u>Written Test (90 MCQs)</u> <ul style="list-style-type: none"> General English (30 MCQs) General Knowledge (30 MCQs) Service Aptitude (30 MCQs) Drafting of one letter/notice/note-10 marks <u>Shorthand & Typing Skill Test:</u> (only for shortlisted candidates) 10 minutes @ 80 wpm & Transcription 50 minutes in English or 65 minutes in Hindi (on computer)
4.	Lower Division Clerk PB-1 with GP of Rs.1900 (6 th CPC) Pay Level 2 (7 th CPC)	Direct Recruitment	01 (UR)	Not exceeding 25 years	<u>Essential Qualifications & Experience</u> i. 10 th of 10+2 system or equivalent with a typing speed of 30 w.p.m. with atleast one year experience. ii. Ability to use Computer is an essential qualification	Written Test followed by Skill Test <u>Written Test (90 MCQs)</u> <ul style="list-style-type: none"> General English (30 MCQs) General Knowledge (30 MCQs) Service Aptitude (30 MCQs) Drafting of one letter/notice/note-10 marks Typing Skill Test (only for shortlisted candidates): Computer Proficiency Test

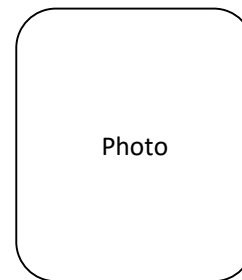
General Instructions:

- 1) The prescribed application format is available in the Council's website **www.nchm.gov.in**. Interested candidates may apply for the above posts in the prescribed format duly attaching the photocopies of supporting documents in the proof of date of birth, qualification, experience, category etc.
- 2) In case of employee of Central/State Govts./Autonomous Bodies/PSUs, the applications must be forwarded through the employer and one set of advance copy may be sent to this Council for scrutinized purpose.
- 3) The duly filled application alongwith necessary documents should be addressed to **The Director (A&F), NCHMCT** on the above given address super-scribing on the top of the envelope as "Application for the post of _____" or scanned copies of the application with documents may be sent to the Email: **recruit.nchm@gmail.com**
- 4) Applications along with all enclosures must reach this Council by **14th November 2022** positively either post or Email.
- 5) No TA/DA will be paid to the candidates who will be called for written test/skill test/personal interview/discussion.
- 6) The Council reserves the right to shortlist the applications, fill or not to fill any vacancy.
- 7) Candidates who wish to apply for more than one post should submit the application separately for each post.

NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Application for the post of Director (Academic)

(Closing Date 14th Nov. 2022)



1	Name (in capital letters)	-	
2	Mother's Name	-	
3	Father's Name	-	
4	Address for correspondence	-	
5	Permanent address	-	
6	Whether GEN, OBC, SC, ST.	-	
7	Whether PH	-	

8	Date of birth:	Date of birth of the Candidate	Whether fulfilling the eligibility age criteria and how
	Should born on or after		
	<div style="display: flex; justify-content: space-between;"> Category Date </div> <div style="text-align: center;">↓</div>		
	Open Category (50 years)	14.11.1972	
	Regular eligible employees of Govt. Autonomous-relaxation up to 5 years	14.11.1965 or as the case may be	
	PWD category (56 years)	14.11.1966	

9 Educational Qualifications and Experience(Must have fulfilledall the requirements mentioned under first column) :			
Required Essential Qualification ↓		Qualification possessed By the Candidate % of marks ↓	Whether fulfilling the eligibility criteria and how ↓
1. Post-Graduation from a Recognized University			
2. Full Time Degree/Full Time Three Years Diploma in Hotel Administration / Hospitality Management / Hotel Management / Hospitality Administration / Culinary Arts / Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from: i) NCHMCT or NCHMCT affiliated Institute; OR ii) An Institute approved by AICTE; OR iii) An Institute approved by the State Board of Technical Education; OR iv) An Institute affiliated to University duly recognized by UGC; OR v) Central/State/Deemed to be University recognized by UGC; OR vi) Equivalent degree/diploma of foreign university/institution recognized by AIU.			
Desirable: Ph. D. in the relevant field (Topic)			
Required Experience ↓	Essential ↓	Experience possessed By the Candidate (Period may be mentioned in DD/MM/YYYY form correctly to calculate the total period. No rounding off is allowed, the period will be counted from date to date basis) ↓	Whether fulfilling the eligibility criteria and how ↓
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			

<p>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.</p> <p>OR</p> <p>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.</p>		
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10	Other Educational Qualification if any in chronological order: (Use separate sheet if space is insufficient)		

11	Contact Telephone No. Of the Candidate:	-	Mobile: Land Line:
12	Contact e-mail ID of the Candidate:	-	
13	Whether employed under Central/ State Government/ Autonomous Body/ PSU: (Such applicant should send the application through proper channel only)	-	
14	Whether any punishment imposed by the employer during last 10 years and whether any disciplinary case is pending or contemplated presently:	-	
15	Present post held and pay drawn last:	-	Post: Pay Scale:

16	Any special Achievement during past service and awards/ Prizes received:	-	
17	Publication if any in reputed journals (please mention along with name of the Journals)	-	

18	Name, Designation and contact details of two referees, not related to him/ her:	
1)		2)

<p>Declaration:</p> <p>I hereby certify that, the information furnished in point 1-20 above by me is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that, if any of the information furnished by me is found false or incorrect at later stage, my candidature is liable to be cancelled and even if it detects after my appointment, the service is terminable forthwith, without giving any opportunity or notice or reason.</p>	
Place:	
Date	Signature of the Candidate Name of the Candidate:

National Council for Hotel Management & Catering Technology, NOIDA

Application Format for Direct Recruitment Posts

Advertisement No.: NCHM-002/2022-ADMIN	Closing Date : 14/11/2022
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Post Applied for :

Paste Recent
Passport Size
Photograph
with self
attested

01	Name of the Candidate (in Block Letters)				
02	Date of Birth (DD/MM/YYYY)		Age as on 14/11/2022		
			Years	Months	Days
03	Father's Name				
04	Nationality				
05	Gender		Male / Female / Transgender		
06	Marital Status		Married / Unmarried		
07	Category		UR / OBC / SC / ST		
07.a	If UR, Whether under EWS Category? (if Yes, enclose necessary attachments)		Yes / NO		
08	Whether Physically Challenged ? (if Yes, enclose necessary attachments)		Yes / NO		
09	Whether Ex. Serviceman ? (if Yes, enclose necessary attachments)		Yes / NO		
10.a	Present / Communication Address				
10.b	Permanent Address				
11	Contact No.	Telephone			
		Mobile No.			

12	E-mail id.					
13. Educational Qualifications (Use additional sheets, if required)						
S.No.	Examination Passed	Year of Passing	Board/ University/ Institution	Division/ Grade/ Percentage of Marks		
01						
02						
03						
04						
05						
14. Experience Details (in chronological order beginning from the present job. Use additional sheets, if required)						
S.No.	Name of the Organisation	Post Held	Pay Drawn	From	To	Nature of Duties
01						
02						
03						
04						

15. Training Programme Attended, if any (Use additional sheets, if required)					
S.No.	Name of the Training	Organised by	Duration	Period of Training	
				From	To
01					
02					
16. Any other relevant information (Use additional sheets, if required)					
17. List of enclosures					
Documents Required			Enclosed Document Details		
a. Educational Qualifications proof					
b. Date of Birth proof					
c. Category proof (if applicable)					
d. Disability proof (if applicable)					
e. Experience proof					

Declaration :

I declare and fully understand that in the event of any information furnished in this application being found to be false, misleading or incorrect at any stage, my application/candidature is liable to be summarily rejected and if I am already appointed, my services are liable to be terminated without any notice as per the Act/ Statutes, etc.,and other applicable rules of Government of India. I also hereby declare that I have never been convicted for any offences and there are no criminal/ departmental proceedings pending/ contemplated against me.

Place:

(Signature of the Applicant)

Date:

Name :