

CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT (CHANDIGARH) SOCIETY, CHANDIGARH

RECRUITMENT RULES

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

1. TITLE COMMENCEMENT AND APPLICATION

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

2. DEFINITIONS

In these Rules, unless the context otherwise requires:-

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

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

3. METHOD OF RECRUITMENT

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

4. PROCEDURE FOR APPOINTMENTS

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

5. DIS-QUALIFICATIONS FOR APPOINTMENT

1. No persons shall be eligible for appointment under the Society to any post unless he is a citizen of India or a person who has domiciled in India in respect of whom a certificate of eligibility given by the Deputy Commissioner or the District Magistrate of District in the State shall be the authority.
- 2) No person who has more than one wife living and no women who was married a person already having another wife shall be eligible for appointment to the service of the society and the appointing authority may if satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rules.
- 3) No person who attempts to obtain extraneous support by any means for his candidature from officials or non-officials shall be ineligible for appointment under the Society.
- 4) No applicant for appointment to a post under the Society shall be eligible for appointment if he is at the time of submitting his application, in a permanent or temporary employment in any department of Government or the State or Centre or any other autonomous authority and has made the application without the consent of his/her employer at that time under who he/she is employed.
- 5) No employee who is retained in service after the date of retirement or superannuation shall be promoted to any other post.

6. AGE LIMIT FOR APPOINTMENTS:

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

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

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

8. CONDITIONS RELATING TO SUITABILITY AND CERTIFICATE OF CHARACTER

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

9. **CONDITONS RELATING TO PHYSICAL FITNESS:**

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

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

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

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

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

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

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

12. **PROBATION AND APPOINTMENTS BY PROMOTION:**

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

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

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

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

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

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

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

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

13. MIS-CONDUCT

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

14. CADRE STRENGTH METHOD OF RECRUITMENT AND QUALIFICATIONS

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

15. POWER TO AMEND, ALTER OR REPEAL

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

16. INTERPRETATION

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

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

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

Name of the post	N o. of post	Classification of post	Scale of pay	If selection post or non selection post	Age for direct recruitment	Educational qualification and other qualification required for direct recruitment	If age and educational qualification prescribed for direct recruitment will also apply in case of promotion.	Period of probation	Method of recruitment whether by Direct recruitment or by promotion or deputation/transfer and % of vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, the grade for which promotion/transfer to be made
1	2	3	4	5	6	7	8	9	10	11
Principal	1	1	3740 0- 6700 0+ GP 8700	Selection	50 yrs. Or below	3 yrs. Diploma/degree in Hotel Management from a recognized Institute or Foreign Institute with 10 yrs. Professional experience in teaching foods or any first class hotel. & B.Sc Home Science	Age -no qualification-yes	Two years	Direct recruitment	-
Senior Lecturer	2	1	1030 0- 3480 0+ GP 5400	-do-	35 yrs. Or below	3 yrs. Diploma/degree in Hotel Management from a recognized Institute with 6 years professional experience in teaching food	-do-	-do-	-do-	-do-

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

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

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

						French Language				
Asstt. Instructor Front Office Operations	I	II	-do-	-do-	-do-	3 years diploma /degree in Hotel Management from recognized Institute with a minimum of 3 years practical experience in Front Office Operation in an educational establishment or Industry. Desirable: A craft certificate in Front Office Operation	-do-	-do-	-do-	-do-
Asstt. Instructor House Keeping	I	II	-do-	-do-	-do-	3 years diploma/degree in Hotel Management from recognized Institute or a degree in Home Science with a minimum of 3 years practical experience in House Keeping in an educational establishment or Industry.	-do-	-do-	-do-	-do-
Asstt. Instructor	4	II	-do-	-do-	-do-	3 years diploma/degree in Hotel Management from recognized Institute with a 3 years practical experience in an educational establishment or Industry.	-do-	-do-	-do-	-do-
Asstt. Admn. Officer	I	II	1030-3480	-do-	-do-	Graduate / a degree in Commerce	-do-	-do-	Promotion on Seniority-cum-Merit	Accountant /Assista

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

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

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

Board of Governors in the meeting held on 20.11.2014 has adopted the Recruitment Rules for this Institute as recommended by National Council for Hotel Management for uniform Recruitment Rules to fill up the post of Principal and Academic Staff.

Existing Recruitment Rules at CIHM, Chandigarh			Recruitment Rules to be implemented on the advice of NCHMCT, Noida
Sr. No.	Item	Existing Provision	Provision of Recruitment Rules
1	Name of Post	Principal	Principal
2.	Scale of Pay	37400-67000+ GP 8700	Rs.37,400-67,000(PB4)+Grade Pay Rs.8700
3.	Method of Recruitment	Direct recruitment	Direct Recruitment
4.	Whether Post is selection/Non Selection	Selection	Not applicable
5.	Age Limit for direct recruits	50 yrs. Or below	Not exceeding 52 years Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time. Under no circumstances the age should exceed 57 years.
6.	Educational & other qualifications for direct recruitment	3 yrs. Diploma/degree in Hotel Management from a recognized Institute or Foreign Institute with 10 yrs. Professional experience in teaching foods or any first class hotel. & B.Sc Home Science	<p><u>Education Qualifications:</u></p> <p>(i) Graduate from a recognized university.</p> <p>(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.</p> <p>For Graduate in Hotel Management Item No.(i) is not necessary.</p> <p><u>Experience:</u></p> <p>At least 25 years of experience in teaching and or Hotel Industry including minimum 10 years as Head of Department in Hotel Operations</p>

			<p>related subject(s) in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognized University.</p> <p style="text-align: center;">OR</p> <p>At least 25 years 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 & Catering Technology.</p> <p style="text-align: center;">OR</p> <p>Minimum 25 years Hotel Industry experience including minimum 15 years in Managerial capacity in 4 star / Heritage or above category approved hotel.</p> <p>Note: Hotel operations related subjects are; Food Production, Food and Beverage Service, Accommodation Operations / House Keeping and Front Office.</p>
7.	Appointing Authority	Board of Governors	Board of Governors

Existing Recruitment Rules at CIHM, Chandigarh			Recruitment Rules to be implemented on the advice of NCHMCT, Noida
Sr. No.	Item	Existing Provision	Provision of Recruitment Rules
1	Name of Post	Head of Department Not existing	Head of Department
2.	Scale of Pay	-	Rs.15,600-39,100(PB3)+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 & other qualifications for direct recruitment	-	<p><u>Education Qualifications:</u> (iii) Graduate from a recognized university. (iv) 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 Graduate in Hotel Management Item No.(i) is not necessary.</p> <p><u>Experience:</u> Atleast 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 / Recognized University. OR Atleast 15 years experience including minimum 5 years in Management capacity in 4 star / Heritage or above category approved hotel.</p>
7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	-	Age: Not applicable Educational Qualifications : Applicable

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

Existing Recruitment Rules at CIHM, Chandigarh			Recruitment Rules to be implemented on the advice of NCHMCT, Noida
Sr. No.	Item	Existing Provision	Provision of Recruitment Rules
1	Name of Post	Senior Instructor	Senior Lecturer-cum-Senior Instructor
2.	Scale of Pay	10300-34800+GP 5400	Rs.15,600-39,100(PB3)+Grade Pay Rs.5400
3.	Method of Recruitment	Direct Recruitment	Promotion
4.	Whether Post is selection/Non Selection	Selection	Selection
5.	Age Limit for direct recruits	35 yrs. or below	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 & other qualifications for direct recruitment	3 yrs. Diploma/degree in Hotel Management from a recognized Institute with 6 years professional experience in teaching food or in a hotel of repute or in a recognized catering Institute.	<p><u>Education Qualifications:</u></p> <p>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.</p> <p style="text-align: center;">OR</p> <p>3 years 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.</p> <p><u>Experience:</u></p> <p>Atleast 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 / Recognized University.</p> <p style="text-align: center;">OR</p> <p>Atleast 10 years experience including minimum 3 years in Supervisory capacity in 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 promotes	-	No
8.	Eligibility for promotion	Age -No Qualification-Yes	Atleast 3 years of service in the grade of Lecturer-cum-Instructor rendered after appointment thereto on regular

			basis failing which, by direct recruitment.
9.	Appointing Authority	Board of Governors	Board of Governors

1	Name of Post	Instructor	Lecturer Cum Instructor
2.	Scale of Pay	10300-34800+GP 5000	Rs.9300-34800 (PB2)+Grade Pay Rs.4600
3.	Method of Recruitment		By Promotion and direct recruitment in the ratio2:1.
4.	Whether Post is selection/Non Selection		Selection
5.	Age Limit for direct recruits	35 yrs. or below	Not exceeding 35 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 & other qualifications for direct recruitment	3 yrs. Diploma/degree in Hotel Management from a recognized Institute with a minimum of 5 years practical experience in cookery in an educational establishment or Industry Desirable: A Craft Certificate in Cookery.	Full time Bachelors 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 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 / Recognized University and / or hotel & catering industry 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 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 / Recognized 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 thereof on a regular basis
8.	Appointing Authority	Executive Committee	Board of Governors

1	Name of Post	Assistant Instructor	Assistant Lecturer Cum Assistant Instructor
2.	Scale of Pay	10300-34800+GP 3800	Rs.9300-34800 (PB2)+Grade Pay Rs.4200
3.	Method of Recruitment	Direct Recruitment	Direct Recruitment
4.	Whether Post is selection/Non Selection	Selection on	Not applicable
5.	Age Limit for direct Recruitment	35 yrs. or below	Not exceeding 30 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 & other qualifications for direct recruitment	3 years diploma / Degree in Hotel Management from recognized Institute with a minimum of 3 years practical experience in Food Production in an educational establishment or Industry. Desirable: A craft certificate in Food Production.	Education Qualification: Full time Bachelors 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 bachelor's 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 and at least 2 years Industrial experience.
7.	Appointing Authority	Executive Committee	Board of Governors

1	Name of Post	Teaching Associate	Teaching Associate
2.	Scale of Pay	Rs.18,000/- Consolidated per month (on contract basis)	Rs.18,000/- Consolidated per month (on contract basis)
3.	Method of Recruitment	Direct Recruitment	Direct Recruitment
4.	Whether Post is selection/Non Selection	Not applicable	Not applicable
5.	Age Limit for direct Recruitment Rules	Not exceeding 30 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.	Not exceeding 30 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 & other qualifications for direct recruitment	<p><u>Education Qualification:</u> Full time Bachelors 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 bachelor's or Master's Degree.</p> <p>OR</p> <p>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 and at least 2 years Industrial experience.</p>	<p><u>Education Qualification:</u> Full time Bachelors 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 bachelor's or Master's Degree.</p> <p>OR</p> <p>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 and at least 2 years Industrial experience.</p>
7.	Appointing Authority	Principal/Secretary	Executive Committee

Board of Governors in the meeting held on 16.11.2018 has again amended the RR's for the post of Principal on Advised by NCHMCT, Noida.

Recruitment Rules for the post of Principal in CIHM, Chandigarh

S.No.	Item	Provisions
1.	Name of Post, Number of Posts	Principal, 01 in each Central IHM
2.	Scale of Pay & Classification of Post	Pay Level 13, (Equivalent to Group-A)
3.	Method of Recruitment	Direct Recruitment and Short Term Contract/Deputation
4.	Age Limit for Direct Recruits	Not exceeding 53 years for general category on date of vacancy. Age relaxation as per Government norms will be applicable for other categories. Relaxable for employees working in autonomous bodies under the Ministry of Tourism 5 years in accordance with the instructions or orders issued by the Central Government.
5.	Tenure of the post	In addition to the annual performance review, mandatory performance review to be done by the Ministry after the completion of 2 years of service. Service may be discontinued in case of unsatisfactory performance. This shall be applicable to all modes of recruitment.
6.	Whether Post is selection/Non Selection	Not applicable
7.	Essential & Desirable Education Qualifications & Work Experience fulfilling either under category A or category B or category C below	
7.1	Category A	
7.1.1	Essential & Desirable Education Qualifications	Post Graduation from a recognized university (Central/State/Deemed to be/AIU equivalent PG from foreign Institution And (+) Full time Degree / Full time 3 year 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 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.
7.1.2	Essential Work Experience:	In addition to Essential Education Qualifications At least 20 years (twenty years) of experience: (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 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 processing 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 as par with HOD. OR (ii) Teaching & Hotel Industry together 20 years with minimum 3 years Teaching in an Institute as mentioned above in (i) with 5 years experience in GM level in a Ministry of Tourism certified 4* or above category hotel.
7.2	Category B	
7.2.1	Essential & Desirable	Two year Full time Post Graduate Degree/ Post Graduate diploma in

	Education Qualifications	Management/Tourism from a University recognized by 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 Qualifications: PhD Degree
7.2.2	Essential Work Experience:	<p>(i) For Private Sector: Candidates with proven track record with at least 17 years of experience from reputed organization in executive capacity in hospitality/tourism industry plus with minimum 3 years teaching/training experience shall also be essential (total 20 years), out of which minimum 7 years should be managerial experience (out of which 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.</p> <p style="text-align: center;">OR</p> <p>(ii) For Government/ PSUs/ Autonomous Bodies:</p> <p>(a) Officers should have at least 20 years working experience with demonstrated capability including minimum 3 years teaching/training experience .</p> <p>(b) Holding the post in the pay level 13 or its equivalent in PSUs/ Autonomous Bodies OR minimum 7 years experience in the pay level 12 or its equivalent in PSUs/ Autonomous Bodies.</p>
7.3	Category B For Deputation/Short Term Contract	
7.3.1	Essential & Desirable Education Qualifications	Two year Full time Post Graduate Degree/Master Degree/ Post Graduate diploma in Management/Tourism from a University recognized University. Desirable Qualifications: PhD Degree
7.3.2	Essential Work Experience:	<p>(a) Government/ PSUs/ Autonomous Bodies officers with proven track record in a leadership role working in the pay level 13 or its equivalent in PSUs/ Autonomous Bodies OR working experience of minimum 5 years in the pay level 12 or its equivalent in PSUs/ Autonomous Bodies.</p> <p>(b) Terms & Conditions of deputation shall be governed as per DoPT guidelines. Normal deputation period will be initially of 3 years.</p>
8.	Period of Probation if any	One year
9.	Composition of Selection Committee	<p>The Selection Committee will consist of:-</p> <ol style="list-style-type: none"> i) Chairman, Board of Governors (BOG), Central IHM concerned-Chairman ii) Additional Director General Tourism/JS level officer, Ministry of Tourism, Govt. of India or his/her nominee (Member mandatory, without which the quorum shall not complete)- Member. iii) Financial Advisor/Financial Controller, Ministry of Tourism, Govt. of India on the BOG or his/her nominee- Member. iv) Representative of Industry on the BOG- Member. v) Catering Expert on the BOG- Member. vi) One officer from reserved category not below the rank of Director/Deputy Secretary in Govt. of India to be appointed by the BOG- Member.

		vii) Chief Executive Officer, National Council for Hotel Management & Catering Technology- Member Secretary.
10.	Appointing Authority	Govt. of India, Ministry of Tourism.

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

RRs for Administrative & Support Staff

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

1.	Name of Post	Superintendent Grade II
2.	Scale of Pay	10300-34800 + GP4800
3.	Method of Recruitment	Promotion from PA & UDCs with 5 and 8 years regular service in the respective grade failing which by transfer or deputation of officers holding analogues posts in any other Institutes of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by Direct Recruitment.
4.	Whether Post is selection/Non Selection	Selection-cum-seniority
5.	Educational & other qualifications for direct recruitment	Graduation from a recognised university with 5 years experience in Administration and establishment matters. Desirable: Knowledge of Computers
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: yes, Graduation from a recognised university with 5 years experience in Administration and establishment matters.
8.	Appointing Authority	Board of Governors of the respective Institutes of Hotel Management

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

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

1.	Name of Post	PA TO PINCIPAL
2.	Scale of Pay	10300-34800 + GP3800
3.	Method of Recruitment	Promotion from Stenographer with a minimum of 5 years regular service in the grade, failing which by Direct Recruitment.
4.	Whether Post is selection/Non Selection	Selection-cum-seniority
5.	Educational & other qualifications and experience for direct recruitment	Essential qualifications: Graduation from a recognised university. Speed of 100 and 40 words in Shorthand and Typewriting respectively with 3 years experience in the line and Knowledge of Computers. Desirable: Experience in Administration and accounts matters.
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: Yes
8.	Appointing Authority	Executive Committee of the respective Institutes of Hotel Management

1.	Name of Post	JR. SCALE STENOGRAPHER
2.	Scale of Pay	10300-34800 + GP3600
3.	Method of Recruitment	By promotion from the grade LDC with a minimum of 5 years regular service in the grade having minimum speed of 80 and 40 w.p.m. in English Shorthand Typewriting, failing which by Direct Recruitment.
4.	Whether Post is selection/Non Selection	Selection-cum-seniority
5.	Educational & other qualifications and experience for direct recruitment	Essential qualifications: Graduation with minimum speed of 80 and 40 w.p.m. in English Shorthand Typewriting respectively. Desirable: Experience in Administrative and accounts matters.
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: Yes
8.	Appointing Authority	Secretary/Principal of the respective Institutes of Hotel Management.

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

1.	Name of Post	ASSTT. STOREKEEPER
2.	Scale of Pay	10300-34800 + GP3000
3.	Method of Recruitment	Promotion on seniority -cum-Merit Basis from amongst Clerks subject to their suitability
4.	Whether Post is selection/Non Selection	Selection
5.	Educational & other qualifications and experience for direct recruitment	Essential qualifications: Graduation from a recognised university with 5 years experience in Administration and accounts matters with Knowledge of Computers.
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: Yes
8.	Appointing Authority	Secretary/Principal of the respective Institutes of Hotel Management.

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

1.	Name of Post	RECEPTIONIST
2.	Scale of Pay	10300-34800 + GP2800
3.	Method of Recruitment	Direct Recruitment. 10% of the posts would be earmarked for employees in Group D posts subject to fulfilment of educational Institutions etc. prescribed for directrecruits.
4.	Whether Post is selection/Non Selection	Not applicable
5.	Educational & other qualifications and experience for direct recruitment	Essential qualifications: 10+2 or Higher Secondary School, possessing type speed of 40 W.P.M. Knowledge of Computers For Telephone operator: Knowledge of EPB exchange. Desirable: 1 year experience in Computers application
6.	Age Limit for direct recruits & deputation	Not exceeding 37 yrs. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Govt. of India from time to time.
7.	Whether Age Limit, qualifications applicable to promoters	Age: No Educational qualifications: Yes
8.	Appointing Authority	Secretary/Principal of the respective Institutes of Hotel Management.

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