



National Council for Hotel Management and Catering Technology

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

A 34, Sector 62, Noida- 201309



Advertisement No. NCHM-001/2022-ADMIN, Dt. 02.01.2022

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, if any	Age	Required Eligibility Criteria	Mode of Selection
1	Senior PA PB-2 with GP of Rs.4600 (6 th CPC) Level 7 (7 th CPC)	To be filled by Deputation	01 Open (un-reserved)	Not exceeding 56 years	Officers holding the post of Stenographer under the Central Government or Autonomous Body or PSU; (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the Stenographers grade in the Pay Band 2 with Grade Pay of Rs.4200 or equivalent in the parent cadre or department. <i>Note-1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</i> <i>Note-2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.</i>	Personal interview/discussion and other suitability (Total 50 Marks) <ul style="list-style-type: none"> • Personal interview/discussion • APAR Grading of last 5 years • Previous work experience in the required field in Central/State Govts., Autonomous Bodies, PSUs.
2	Lecturer PB-2 with GP of Rs.4600 (6 th CPC) Level 7 (7 th CPC) (for teaching M.Sc. HA program running in the NCHM campus, Noida)	Direct Recruitment	02 Open (un-reserved)	Not exceeding 40 years*	<u>Educational Qualifications</u> Post Graduation in Hospitality/Tourism or MBA from a recognized University/Institute. 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	Written Test followed by Teaching Aptitude Test <u>Written Test (80 MCQs)</u> <ul style="list-style-type: none"> • Hospitality related questions of 4 core areas (20 MCQs) • Hospitality Mgmt, Functions & Behaviour (5 MCQs) • Property, Material & Equipment Management (5 MCQs) • Revenue/Yield Management (5 MCQs) • Entrepreneurship (5 MCQs) • Marketing Management and

					<p>Technical Education; OR</p> <p>iv) An Institute affiliated to University duly recognized by UGC; OR</p> <p>v) Central/State/Deemed to be University recognized by UGC; OR</p> <p>vi) Equivalent Degree/Diploma of Foreign University/ Institution recognized by AIU.</p> <p><u>Desirable Qualification:</u> Ph.D. Degree</p> <p style="text-align: center;">AND</p> <p><u>Essential Experience</u> At least 5 (five) years teaching experience in the grade of Assistant Lecturer or equivalent (at UG/PG level program) from an Institute affiliated to NCHMCT/AICTE/SBTE/Recognized University.</p> <p style="text-align: center;">OR</p> <p>At least 7 (seven) years total experience (teaching and industry together) including 3 years experience in Teaching/ Training of a 3 star/Heritage or above category approved hotel.</p>	<p>Hospitality Marketing (5 MCQs)</p> <ul style="list-style-type: none"> • HR Management in Hospitality (5 MCQs) • Union Mgt, Behavioural Issues & Employee Retention (5 MCQs) • Production & Operations Mgmt. (5 MCQs) • Managerial Economics (5 MCQs) • Research Methodology and Quantitative Techniques (5 MCQs) • Teaching Methodology (5 MCQs) • Reasoning & Logical Deduction/ Conclusion (5 MCQs) <p><u>Teaching Aptitude Test:</u> (only for shortlisted candidates)</p> <ul style="list-style-type: none"> • Communication (verbal/vocal/visual) • Teaching Aptitude (role play)
3	Assistant Director (Studies) PB-2 with GP of Rs.4600 (6 th CPC) Level 7 (7 th CPC)	Direct Recruitment	01 Open (un-reserved)	Not exceeding 40 years.	<p><u>Essential Qualifications</u> 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:</p> <p>i) NCHMCT or NCHMCT affiliated Institute; OR</p> <p>ii) An Institute approved by AICTE; OR</p> <p>iii) An Institute approved by the State Board of Technical Education; OR</p> <p>iv) An Institute affiliated to University duly recognized by UGC; OR</p> <p>v) Central/State/Deemed to be University recognized by UGC; OR</p> <p>vi) Equivalent Degree/Diploma of foreign University/Institution recognized by AIU.</p> <p>Ability to use Computer is an essential qualification.</p> <p><u>Essential Experience</u> Total 5 years experience out of which 3 years teaching experience to UG and above is compulsory.</p>	<p>Written Test followed by Personal Interview/discussion</p> <p><u>Written Test (80 MCQs)</u></p> <ul style="list-style-type: none"> • Hospitality related questions from 4 core areas (40 MCQs) • Logical Conclusion and General Intelligence (15 MCQs) • General Arithmetic (10 MCQs) • General English (5 MCQs) • Exam and Evaluation related (10 MCQs) • Drafting of one letter/ application and Official Noting <p><u>Personal Interview/discussion:</u> (only for shortlisted candidates) To be assessed on Appearance, General Etiquettes, Communication, Resourcefulness and knowledge of subject & computer.</p>

4	Accountant PB-2 with GP of Rs.4200 (6 th CPC) Level 6 (7 th CPC)	Direct Recruitment	02 (1 post reserved for OBC and 1 post is UR but reserved for Differently Abled person with Hearing Impairment)	Not exceeding 32 years (Upper age limit for OBC – 3 years and for Differently Abled – 10 years)	<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)
5	Stenographer Grade 'C' PB-2 with GP of Rs.4200 (6 th CPC) Level 6 (7 th CPC)	Direct Recruitment	01 Open (un-reserved)	Not exceeding 32 years	<u>Essential Qualifications & Experience</u> Graduate of a recognized University with Shorthand speed of 100/120 wpm in English and typewriting respectively, to be evidenced by a skill test, with 5 years experience in the line having completed Certificate Course in Stenography from a recognized training Institute. Ability to use computer as essential qualification.	Written Test followed by Shorthand Speed & Typing 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 <u>Shorthand & Typing Skill Test:</u> 20 Marks (only for shortlisted candidates) 5 minutes English dictation @ 100 wpm (500 words) and translation on computer in 30 minutes.
6.	Librarian & Information Assistant PB-2 with GP of Rs.4200 (6 th CPC) Level 6 (7 th CPC)	Direct Recruitment	01 Open (un-reserved)	Not exceeding 30 years*	<u>Essential Qualifications & Experience</u> Degree in Library Science from a recognized University or Graduate with Diploma in Library Science from recognized University with 3 years experience of working in a Library. <u>Desirable</u> Certificate Course in Computer	Written Test (100 MCQs) <ul style="list-style-type: none"> General English (10 MCQs) General Knowledge (15 MCQs) Library related (60 MCQs) General service aptitude (15 MCQs)

*** For the regular appointment to the posts of (i) Lecturer and (ii) Librarian & Information Assistant, persons who are working in this Council on contractual/outsourced basis against these posts, age relaxation for the period they worked on contractual/outsourced basis in the Council + 3 years will be extended as a one-time measure.**

General:

- 1) The prescribed application format is given on the Council's website www.nchm.gov.in and interested/eligible candidates must apply in the prescribed format only attaching therewith recent passport size photograph as well as copies of all the relevant documents in support of date of birth, qualification, experience, etc.
- 2) In the case of employee of Central/State Govts./Autonomous Bodies/PSUs, only such candidates should apply who are willing to come on Deputation basis and while forwarding by the employer, the application should be accompanied by attested copies of ACRs/APARs for the last 5 years.

- 3) The application should be addressed to Director (A&F), NCHMCT on the above given address superscribing on the top of the envelope as "Application for the post of _____".
- 4) Applications along with all enclosures must reach this Council by **28th January 2022** positively.
- 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 apply separately for each category of post.

**National Council for Hotel Management & Catering Technology,
NOIDA**

Application Format for Direct Recruitment Posts

Advertisement No.: NCHM-001/2022-ADMIN	Closing Date : 28/01/2022
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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 28/01/2022		
		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.	
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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 :

**National Council for Hotel Management & Catering Technology,
NOIDA**

Application Format for Deputation Posts

Advertisement No.: NCHM-001/2022-ADMIN	Closing Date : 28/01/2022
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Post Applied for : **Senior PA**

Paste Recent Passport Size Photograph with self attested
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01	NAME AND ADDRESS (IN BLOCK LETTERS)	
02	Date of Birth (in Christian era)	
03	(i) Date of entry into service (ii) Date of Retirement under Central / State Govt. Rules	(i) (ii)
04	Educational Qualifications	
05	Whether educational and other Qualifications required for the post are satisfied ? (if any qualification has been treated as equivalent to the one prescribed in in the rules, state the authority for the same	
	Qualification /Experience Required as mentioned in the advertisement / vacancy circular	Qualification / Experience possessed by the Officer
	Essential	Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Desirable	
	A) Qualification	A) Qualification

	B) Experience	B) Experience				
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department /Office at the time of issue of circular and issue of advertisement in the Employment News.					
5.2	In the case of degree and Post-graduate qualifications elective/main subjects and subsidiary subjects may be indicated by the Candidate					
06	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
6.1	Note : Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification / Work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.					
07	Details of employment in Chronological order, Enclose a separate sheet, duly authenticated by your signature, if the space is below is insufficient					
	Office/Inst/ Organ.	Post Held	From	To	Scale of Pay & Basic Pay	Nature of Duties (IN DETAIL)
*Important : Pay in the Cell and Level of pay matrix granted under ACP/MACP is personal to the officer and therefore, should not be mentioned. Only level in pay matrix of the post held on regular basis to the mentioned Details of ACP/MACP with present level in the pay matrix where such benefits have been drawn by the candidate may be indicated as below.						
	Office / Institution	Level and Pay in pay matrix under ACP/ MACP Scheme			From	To
08	Nature of present employment i.e Adhoc or Temporary or Permanent					
09	In case present employment is held on deputation / Contract basis, Please state					

	a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / Organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation
9.1	Note: In case of the officers already on deputation, the applications of such officer should be forwarded by the present cadre / department along with cadre clearance, vigilance clearance and Integrity certificate			
9.2	Note : Information under column 9(C) & 9(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details			
11	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column a) Central Govt. b) State Govt. c) Autonomous Organisation d) Universities e) Others			
12	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade			
13	Are you in revised scale of pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14	Total emoluments per month not drawn			
	Level in Pay Matrix	Pay Drawn	Total Emoluments	
15	In case the applicant belongs to an organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed			
	Pay in the pay matrix and rate of increment	Dearness pay / interim relief / other allowances etc. (with breakup details)	Total Emoluments	
	-	-	-	
16 A	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other			

	things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy circular / Advertisement Note : Enclose a separate sheet, if space is insufficient	
16 B	Achievements The candidates are requested to indicate information with regard to :- (i) Research publications and reports and special projects (ii) Awards / Scholarship/Official appreciation (iii) Affiliation with the professional bodies / Institutions / societies and (iv) Parents registered in own name or achieved for the organization (v) Any other information	
17	Please state whether you are applying for deputation (ISTC) / Absorption /Re-employment basis. (Officers under Central / State Govts. Are only eligible for “Absorption”. Candidates of non-Government organization are eligible only for short term contract.	
18	Whether belongs to SC /ST	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Signature of the Candidate

Date :....

Present Address :

Mob. :
E-Mail :

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available in the records. He/she possesses the academic qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

(i) There is no vigilance or disciplinary case pending / contemplated against

(ii) His / her integrity is certified.

(iii) His / Her CR dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer / cadre control authority with seal)