



## 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	<b>Senior PA</b> PB-2 with GP of Rs.4600 (6 <sup>th</sup> CPC) Level 7 (7 <sup>th</sup> 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 1<sup>st</sup> 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"> <li>• Personal interview/discussion</li> <li>• APAR Grading of last 5 years</li> <li>• Previous work experience in the required field in Central/State Govts., Autonomous Bodies, PSUs.</li> </ul>
2	<b>Lecturer</b> PB-2 with GP of Rs.4600 (6 <sup>th</sup> CPC) Level 7 (7 <sup>th</sup> CPC)  <b>(for teaching M.Sc. HA program running in the NCHM campus, Noida)</b>	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. <b>And(+)</b> 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"> <li>• Hospitality related questions of 4 core areas (20 MCQs)</li> <li>• Hospitality Mgmt, Functions &amp; Behaviour (5 MCQs)</li> <li>• Property, Material &amp; Equipment Management (5 MCQs)</li> <li>• Revenue/Yield Management (5 MCQs)</li> <li>• Entrepreneurship (5 MCQs)</li> <li>• Marketing Management and</li> </ul>

					<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;"><b>AND</b></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;"><b>OR</b></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"> <li>• HR Management in Hospitality (5 MCQs)</li> <li>• Union Mgt, Behavioural Issues &amp; Employee Retention (5 MCQs)</li> <li>• Production &amp; Operations Mgmt. (5 MCQs)</li> <li>• Managerial Economics (5 MCQs)</li> <li>• Research Methodology and Quantitative Techniques (5 MCQs)</li> <li>• Teaching Methodology (5 MCQs)</li> <li>• Reasoning &amp; Logical Deduction/ Conclusion (5 MCQs)</li> </ul> <p><u>Teaching Aptitude Test:</u> (only for shortlisted candidates)</p> <ul style="list-style-type: none"> <li>• Communication (verbal/vocal/visual)</li> <li>• Teaching Aptitude (role play)</li> </ul>
3	<b>Assistant Director (Studies)</b> PB-2 with GP of Rs.4600 (6 <sup>th</sup> CPC) Level 7 (7 <sup>th</sup> 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"> <li>• Hospitality related questions from 4 core areas (40 MCQs)</li> <li>• Logical Conclusion and General Intelligence (15 MCQs)</li> <li>• General Arithmetic (10 MCQs)</li> <li>• General English (5 MCQs)</li> <li>• Exam and Evaluation related (10 MCQs)</li> <li>• Drafting of one letter/ application and Official Noting</li> </ul> <p><u>Personal Interview/discussion:</u> (only for shortlisted candidates) To be assessed on Appearance, General Etiquettes, Communication, Resourcefulness and knowledge of subject &amp; computer.</p>

4	<b>Accountant</b> PB-2 with GP of Rs.4200 (6 <sup>th</sup> CPC) Level 6 (7 <sup>th</sup> 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 &amp; 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"> <li>Numeric Aptitude (10 MCQs)</li> <li>General English (5 MCQs)</li> <li>General Knowledge (5 MCQs)</li> <li>Accounts related and Service Aptitude (40 MCQs)</li> <li>Drafting of one letter/ application and Official Noting</li> </ul> <u>Personal Interview/Discussion</u> (only for shortlisted candidates)
5	<b>Stenographer Grade 'C'</b> PB-2 with GP of Rs.4200 (6 <sup>th</sup> CPC) Level 6 (7 <sup>th</sup> CPC)	Direct Recruitment	01 Open (un-reserved)	Not exceeding 32 years	<u>Essential Qualifications &amp; 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"> <li>General English (30 MCQs)</li> <li>General Knowledge (30 MCQs)</li> <li>Service Aptitude (30 MCQs)</li> <li>Drafting of one letter/notice/note</li> </ul> <u>Shorthand &amp; 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.	<b>Librarian &amp; Information Assistant</b> PB-2 with GP of Rs.4200 (6 <sup>th</sup> CPC) Level 6 (7 <sup>th</sup> CPC)	Direct Recruitment	01 Open (un-reserved)	Not exceeding 30 years*	<u>Essential Qualifications &amp; 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"> <li>General English (10 MCQs)</li> <li>General Knowledge (15 MCQs)</li> <li>Library related (60 MCQs)</li> <li>General service aptitude (15 MCQs)</li> </ul>

**\* 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](http://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 **28<sup>th</sup> 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.