

R&P Rules, 2003 for the Post of "Accountant" as amended vide O.M. No.1(11)/RR-2000-HRD (Pt.III) dated the 28th July, 2010

1	Name of the Post	ACCOUNTANT
2	Scale of Pay & Grade Pay	Rs. 9300 - 34800 + GP 4200
3	Method of recruitment	Promotion from PA & UDCs with 5 and 8 years of regular service in the respective grade, failing which by transfer on deputation from officers holding analogous post in the offices of CAG/CGA of eligible officers from any other Institute of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by direct recruitment
4	Whether post is selection/non-selection	Seniority-cum-Selection
5	Educational and other qualifications and experience for direct recruitment.	Graduate in Commerce with 5 years experience in commercial or educational institutions or Government office or SAS Accountant with 2 years experience in establishment matters. Desirable : Knowledge of computers
6	Age limit for direct recruitment	Not exceeding 35 years. Upper age limit relaxable upto 5 (five) years for SC/ST, departmental candidates and as specified for other categories by Govt. of India from time to time.
7	Whether age limit, qualifications applicable to Promotees.	Age limit - No Educational Qualifications: Yes, Commerce Graduate or Graduate with Cash & Accounts training from ISTM.
8	Appointing Authority for the post	Board of Governors of the respective Institute of Hotel Management

(S.K.Chakrabarty)
Under Secretary to the Government of India

**R&P Rules, 2003 for the Post of "Office Superintendent" as amended vide O.M.
No.1(11)/RR-2000-HRD (Pt.III) dated the 28th July, 2010**

1	Name of the Post	OFFICE SUPERINTENDENT
2	Scale of Pay & Grade Pay	Rs. 9300 - 34800 + GP 4200
3	Method of recruitment	Promotion from PA & UDCs with 5 and 8 years of regular service in the respective grade, failing which by transfer on deputation from officers holding analogous post in any other Institute of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by direct recruitment
4	Whether post is selection/non-selection	Seniority-cum-Selection
5	Educational and other qualifications and experience for direct recruitment.	Graduate of recognized University with 5 years experience in administration and establishment matters. Desirable : Knowledge of computers
6	Age limit for direct recruitment	Not exceeding 35 years. Upper age limit relaxable upto 5 (five) years for SC/ST, departmental candidates and as specified for other categories by Govt. of India from time to time.
7	Whether age limit, qualifications applicable to Promotees.	Age limit - No Educational Qualifications: YES, Graduate of recognized University with 5 years experience in administration and establishment matters.
8	Appointing Authority for the post	Board of Governors of the respective Institute of Hotel Management

(S.K.Chakrabarty)
Under Secretary to the Government of India

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| 1. | Name of the Post | P.A. to Principal |
| 2. | Scale of Pay | Rs.4500-125-7000 |
| 3. | Method of Recruitment | Promotion from Stenographer with a minimum of 5 years service in the grade, failing which by direct recruitment. |
| 4. | Whether post is Selection/Non Selection | Selection cum seniority |
| 5. | Educational and other Qualifications and Experience for direct Recruits | <p><u>Essential Qualifications:</u>
 Graduation from recognised University. Speed of 100 and 40 words per minute in Shorthand and Typewriting respectively with three years experience in the line and knowledge of computers.</p> <p><u>Desirable:</u>
 Experience in Administrative and Accounts matters.</p> |
| 6. | Age limit for direct recruitments and Deputation | Not exceeding 30 years.
Relaxable upto 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time. |
| 7. | Whether age limits, Qualifications applicable to promotees | Age: No
Educational qualifications: Yes |
| 8. | Appointing Authority for the Post | Executive Committee of the respective Institute Of Hotel Management. |

1. Name of the Post : **Stenographer**
2. Scale of Pay : Rs.4000-100-6000
3. Method of Recruitment : By promotion from the grade of LDC with a Minimum of 5 years regular service in the Grade having minimum speed of 80 and 40 w.p.m. in English Shorthand and Typewriting, failing which by direct recruitment.
4. Whether post is Selection/Non Selection : Selection cum seniority
5. Educational and other Qualifications and Experience for direct Recruits : **Essential Qualifications:**
Graduation with minimum speed of 80 and 40 w.p.m. in English Shorthand and Typing respectively.
- Desirable:**
Experience in Administrative and Accounts matters.
6. Age limit for direct Recruits : Not exceeding 30 years.
Relaxable upto 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
7. Whether age limits, Qualifications applicable To promotees : Age: No
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary/Principal of the respective Institute Of Hotel Management.

1. Name of the Post : **U.D.C.**
(Stores/Cash/Estt./Statistical Asstt)
Employees to be posted on rotational
Basis for a maximum period of 3 years)
2. Scale of Pay : Rs.4000-100-6000
3. Method of Recruitment : By promotion from the grade of LDC with
a minimum of 5 years regular service in
the grade, failing which by direct recruitment.
4. Whether post is Selection/Non Selection : Selection cum seniority
5. Educational and other Qualifications and Experience for direct Recruits **Essential Qualifications:**
Graduate from recognised
University with at least 3 years experience in
administrative and accounts matters with
Knowledge of computer.
6. Age limit for direct recruitments and Deputation : Not exceeding 30 years.
Relaxable upto 5 years in the upper age limit
for SCs, STs, departmental candidates and as
Specified for other categories by Govt. of India
from time to time.
7. Whether age limits, Qualifications applicable To promotees : Age: No
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary/Principal of respective Institute of
Hotel Management.

1. Name of the Post : **Librarian**
2. Scale of Pay : **Rs.4000-100-6000**
3. Method of Recruitment : **By promotion from Asstt. Librarian with a minimum of 5 years service in the grade, failing which by direct recruitment.**
4. Whether post is Selection/Non Selection : **Selection cum seniority**
5. Educational and other Qualifications and Experience for direct Recruitment : **Essential Qualifications:
Degree in Library Science from a recognised University or Graduate with Diploma in Library Science from recognised University with 3 Years experience of working in a Library.**

**Desirable:
Certificate course in computer**
6. Age limit for direct recruitments and Deputation : **Not exceeding 30 years.
Relaxable upto 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.**
7. Whether age limits, Qualifications applicable To promotees : **Age: No
Educational qualifications: Yes**
8. Appointing Authority For the Post : **Executive Committee of the respective Institute Hotel Management.**

1. Name of the Post : **L.D.C.**
(Stores/Cash/Estt.)
Employees to be posted on rotational Basis for a maximum period of 3 years)
2. Scale of Pay : Rs. 3050-75-3950-80-4590
3. Method of Recruitment : Direct Recruitment
(10% of post would be earmarked for Employees in Group 'D' posts subject To fulfillment of educational qualifications Etc. prescribed for direct recruits)
4. Whether post is Selection/Non Selection : N.A.
5. Educational and other Qualifications and Experience for direct Recruitment : **Essential Qualifications:**
10+2 or Higher Secondary School, passing typing speed of 40 w.p.m. For Telephone Operator
Knowledge of EPB Exchange
Desirable
One year experience in computer applications
6. Age limit for direct recruitments and Deputation : Not exceeding 28 years.
Relaxable upto 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
7. Whether age limits, Qualifications applicable To promotees : Age: No
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary/Principal of respective Institute of Hotel Management.

1. Name of the Post : **Driver-cum-Mechanic**
2. Scale of Pay : Rs.3050-75-3950-80-4590
3. Method of Recruitment : By selection from Group 'D' staff, failing Which by direct recruitment. Employees Selected from Group 'D' staff would be Treated to have been promoted.
4. Whether post is Selection/Non Selection : Selection cum seniority
5. Educational and other Qualifications and Experience for direct Recruit : **Essential Qualifications:**
Middle pass with valid driving license for cars trucks and 3 years experience in driving and maintenance/repairing of similar Vehicles.
6. Age limit for direct recruitments and Deputation : Not exceeding 35 years.
Relaxable upto 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
7. Whether age limits, Qualifications applicable To promotees : Age: No
Educational qualifications: Yes
8. Appointing Authority For the Post : Secretary/Principal of respective Institute of Hotel Management.

1. Name of the Post : **Peon/Attendant**
2. Scale of Pay : Rs.2550-55-2660-60-3200
3. Method of Recruitment : Direct Recruitment
4. Whether post is Selection/Non Selection : N.A.
5. Educational and other Qualifications and Experience : **Essential Qualifications:**
Middle Passed
Desirable:
One year experience
6. Age limit for direct recruits : Not exceeding 28 years.
7. Whether age limits, Qualifications applicable To promotees : N.A.
Educational qualifications: Yes
8. Appointing Authority for the Post : Secretary/Principal of respective Institute of Hotel Management.

1.	Name of the Post	:	Maintenance Foreman-cum-Caretaker
2.	Scale of Pay	:	Rs.4500-125-7000
3.	Method of Recruitment	:	Job should be assigned to suitable firm Or person on contractual basis. However, i) Preference would be give to person having practical experience of electrical and maintenance jobs and knowledge of gernal repairing work. ii) Teaching experience in any stream of Engineering preferably in Civil or Electrical Engineering.
4.	Whether post is Selection/Non Selection	:	N.A.
5.	Educational and other Qualifications and Experience for direct recruits	:	N.A.
6.	Age limit for direct recruits	:	N.A.
7.	Appointing Authority For the Post	:	Executive Committee of respective Institute of Hotel Management.