

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

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>Essential Qualifications: 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>Desirable: 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.

