

Letter No. IHM/BTI/2019-20/ 1899

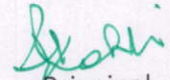
Date- 11.03.2020

Office Circular

In pursuance of Service Bye Laws 2019 of IHMCN Society and resolution of the Board of Governors in its 23rd BoG meeting on 20th February 2020, the recruitment rules applicable for the employment in IHMCN Society Bathinda are hereby communicated, with immediate implementation.

The terms of probation and Knowledge of Punjabi Language along with other various conditions of services will be governed as per the "Service Bye Laws" of the IHMCN Society Bathinda.

The details of recruitment rules can be viewed under the heading "RTI" of the website <https://www.ihmbti.com>.



Principal

IHM Bathinda

CC:

- Administrative Department for filling
- Mr. Abheek Pramanick – HOD
- Mr. Ashish Nikhanj – Senior Lecturer
- Mr. Jitender kumar – Lecturer
- Mr. Surendra Kumar Chouhan – Assistant Lecturer
- Mr. Monu Sharma – Assistant Lecturer
- Mr. Amit Khanna – LDC (DEO)
- Mr. Rinkesh Kumar – Assistant Lecturer (Suspended)

IHMCN Society Bathinda Recruitment Rules

Principal of the Institute

S.No.	Item	Provision
1	Name of the post	Principal
2	Scale of Pay and classification of the post	Pay Scale 37400-67000 Grade Pay 8700 Group A In case of tenure based Contractual appointment and where no regular scale is maintained, a consolidated pay, not below the minimum basic in the central scale as mentioned, with applicable allowances, if any exist in the Institute, be offered. In case of consolidated pay, annual increment not less than 3% on pay also be offered.
3	Method of Recruitment	Direct Recruitment or to be decided by management (Board) the Institute
4	Age limit for direct recruits	Not exceeding 53 years for General Category on date of vacancy. Age relaxation as per Punjab government norms will be applicable.
5	Tenure of the Post	A mandatory performance review of the functioning of the Principal to be done by the Competent Authority of the Institute after completion of 2 years of service. Services may be discontinued in case of unsatisfactory performance.
6	Whether post is Selection/ Non-Selection	Not applicable.
7	Essential & Desirable educational qualification and work experience fulfilling either under Category A or Category B or Category C below:	
7.1	Category A	
7.1.1	Essential & Desirable Educational Qualification	Post Graduation from a recognized University (Central/State/ Deemed to be/AIU equivalent PG from foreign Institution) And (+) Full Time Degree/Full Time Three 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 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. Desirable Qualification: Ph.D. Degree
7.1.2	Essential Work Experience	In addition to essential educational qualification, at least 20 (twenty) years of experience in: 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 the 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 possessing 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 at par with HOD. OR

		ii) Teaching and hotel industry together (20 years) with minimum 3 years teaching experience in an Institute as mentioned above in (i) with 5 years experience in GM level in a Ministry of Tourism certified 4-star or above category hotel.
7.2	Category B	
7.2.1	Essential & Desirable Educational Qualification	Two Year full time Post Graduate Degree / Post Graduate Diploma in Management/Tourism from a recognized University under 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 Qualification: Ph.D. Degree
7.1.2	Essential Work Experience	<u>For Private Sector:</u> Candidate 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 in managerial experience (out of which at least 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. OR <u>For Government / PSUs / Autonomous Bodies:</u> a) Officers should have at least 20 years of working experience with demonstrated capability including minimum three years teaching/training experience. b) Holding the post in the pay level 13 or its equivalent in PSUs/Autonomous Bodies OR minimum 5 years experience in pay level 12 or its equivalent in PSUs/ Autonomous Bodies.
7.3	Category C	
7.3.1	Essential & Desirable Educational Qualification	Two Year full time Post Graduate Degree / Master Degree / Post Graduate Diploma in Management/Tourism from a recognized University. Desirable Qualification: Ph.D. Degree
7.3.2	Essential Work Experience	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 pay level 12 or its equivalent in PSUs/Autonomous Bodies. b) Terms & Conditions of deputation shall be governed as per Service Bye Law guidelines of IHMCN Society Bathinda.
8	Period of Probation, if any	Two Years
9	Appointing Authority	Chairman



Principal/Secretary
Institute of Hotel Management, Catering
Technology & Applied Nutrition
Industrial Growth Centre, Mansa Road
Bathinda (Punjab)-151001

Head of Department

S.No.	Item	Provision
1	Name of the post	Head of Department
2	Scale of Pay and classification of the post	Pay Scale 15600-39100 Grade Pay 6600 Group A In case of tenure based Contractual appointment and where no regular scale is maintained, a consolidated pay of Rs. 68,000 p.m. with applicable allowances, if any exist in the Institute, be offered. In case of consolidated pay, annual increment not less than 3% on pay also be offered.
3	Method of Recruitment	Promotion failing which by Direct Recruitment/ Short Term Contract
4	Age limit for direct recruits	Not exceeding 50 years for General Category on date of vacancy. Age relaxation as per Punjab government norms will be applicable.
5	Whether post is Selection/ Non-Selection	Selection (in this method of promotion, merit come first and then seniority)
6.	Essential & Desirable Educational Qualification	<p><u>Educational Qualifications:</u> Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute. And (+) Full Time Degree / Full time three 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 ii) An Institute approved by AICTE; OR iii) An Institute approved by the 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.</p> <p><u>Desirable Qualification</u> :(i) PhD degree (ii) Research papers publication in reputed journals</p> <p><u>Experience:</u> At least 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 or equivalent in an Institute affiliated to National Council for Hotel Management & Catering Technology / AICTE/ State Board of Technical Education / Recognized University. OR At least 15 years total experience (Teaching and Industry together) including Hotel industry experience minimum 5 years in Managerial capacity (One level below GM Level) in 3 star / Heritage or above category approved hotel, with 3 years experience in Teaching/ Training.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
8	Eligibility for promotion	At least 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/ Short Term Contract.
9	Appointing Authority	Chairman
10	Method of Selection	For Promotion – DPC For Direct Recruitment/Short Term Contract - Personal Interview

Senior Lecturer

S.No.	Item	Provision
1	Name of the post	Senior Lecturer
2	Scale of Pay and classification of the post	Pay Scale 15600-39100 Grade Pay 5400 Group A In case of tenure based Contractual appointment and where no regular scale is maintained, a consolidated pay of Rs. 56,000 p.m. with applicable allowances, if any exist in the Institute, be offered. In case of consolidated pay, annual increment not less than 3% on pay also be offered.
3	Method of Recruitment	Promotion failing which by Direct Recruitment/ Short Term Contract
4	Age limit for direct recruits	Not exceeding 45 years for General Category on date of vacancy. Age relaxation as per Punjab government norms will be applicable.
5	Whether post is Selection/ Non-Selection	Selection (in this method of promotion, merit come first and then seniority)
6.	Essential & Desirable Educational Qualification	<p><u>Educational Qualifications:</u> Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute. And (+) Full Time Degree / Full time three 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 ii)An Institute approved by AICTE; OR iii)An Institute approved by the 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.</p> <p><u>Desirable Qualification</u> :</p> <p>(i) PhD degree (ii) Research papers publication in reputed journals</p> <p><u>Experience:</u> At least 10 years of experience in teaching and hotel industry together including minimum 3 years teaching experience as Lecturer or equivalent in an Institute affiliated to National Council for Hotel Management & Catering Technology /AICTE/ State Board of Technical Education / Recognized University. OR At least 10 years total experience (Teaching and Industry together) including Hotel industry experience of minimum 3 years in Supervisory capacity in 3 star / Heritage or above category approved hotel, with 3 years experience in Teaching/ Training.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
8	Eligibility for promotion	At least 3 years of service in the grade of Lecturer- cum- Instructor rendered after appointment thereto on regular basis, failing which, by direct recruitment / Short term contract.
9	Appointing Authority	Chairman
10	Method of Selection	For Promotion – DPC For Direct Recruitment/ Short Term Contract - Personal Interview

Lecturer-cum-Instructor:

S.No.	Item	Provision
1	Name of the post	Lecturer-cum-Instructor
2	Scale of Pay and classification of the post	Pay Scale 10300-34800 Grade Pay 4600 Group B In case of tenure based Contractual appointment and where no regular scale is maintained, a consolidated pay of Rs. 45,000 p.m. with applicable allowances, if any exist in the Institute, be offered. In case of consolidated pay, annual increment not less than 3% on pay also be offered.
3	Method of Recruitment	By Promotion and Direct Recruitment/Short Term Contract in the ratio 3:1.
4	Age limit for direct recruits	Not exceeding 40 years for General Category on date of vacancy. Age relaxation as per Punjab government norms will be applicable.
5	Whether post is Selection/ Non-Selection	Selection (in this method of promotion, merit come first and then seniority)
6.	Essential & Desirable Educational Qualification	<u>Educational Qualifications:</u> Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute. And (+) Full Time Degree / Full time three 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 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. <u>Desirable Qualification</u> : PhD degree AND <u>Essential Experience:</u> At least 5 (five) years teaching experience in the grade of Assistant Lecturer or equivalent (at UG level program)from an institute affiliated to National Council for Hotel Management & Catering Technology / AICTE/ State Board of Technical Education / Recognized University. OR At least 7 years total experience (Teaching and Industry together) including 3 years experience in Teaching/ Training of a 3 star / Heritage or above category approved hotel.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
8	Eligibility for promotion	At least 5 years of service in the grade of Asst. Lecturer-cum-Asst. Instructor rendered after appointment thereto on regular basis, failing which, by direct recruitment / Short term contract.

9	Appointing Authority	Chairman
10	Method of Selection	For Promotion – DPC For Direct Recruitment/ Short Term Contract – Written test followed by Skill test (Skill test as prescribed by NCHMCT)

Vide F.No1(11)/RR/2000-HRD-Pt.V dated 28th June 2019 from Ministry of Tourism (HRD Division), Government of India: "Experience of those Teaching Associate who have been recruited after following process as laid down by MoT/NCHMCT and are serving in central IHM,s or State IHM may be considered as equivalent to Assistant Lecturer to become eligible for Direct Recruitment to the post of Lecturer."

Assistant Lecturer:

S.No.	Item	Provision
1	Name of the post	Assistant Lecturer
2	Scale of Pay and classification of the post	Pay Scale 10300-34800 Grade Pay 4200 Group B In case of tenure based Contractual appointment and where no regular scale is maintained, a consolidated pay of Rs. 35,000 p.m. with applicable allowances, if any exist in the Institute, be offered. In case of consolidated pay, annual increment not less than 3% on pay also be offered.
3	Method of Recruitment	Direct Recruitment
4	Age limit for direct recruits	Not exceeding 35 years for General Category on date of vacancy. Age relaxation as per Punjab government norms will be applicable.
5	Whether post is Selection/ Non-Selection	Not Applicable
6.	Essential & Desirable Educational Qualification	<p><u>Category A : Educational Qualifications:</u> Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute. And (+) Full Time Degree / Full time three 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 ii)An Institute approved by AICTE; OR iii)An Institute approved by the 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.</p> <p><u>Desirable Qualification :</u> 1.PhD degree. 2.Six months working experience in a 3 star or above category hotel.</p> <p><u>Mandatory qualification:</u> Candidate should have qualified NHTET with prescribed percentage, conducted by NCHMCT.</p> <p><u>Category B Educational Qualifications:</u> Full time Bachelor's Degree in Hospitality / Hotel Administration / Hotel Management/ Culinary Art from a recognized University/ Institute securing not less than 55% marks in aggregate and at least 2 years of hospitality industry experience and also should have qualified NHTET with prescribed percentage, conducted by NCHMCT.</p> <p><u>Common clauses for Category A& B</u> 1.The period of service rendered as a teacher at UG and above level of Hospitality on contract basis (full time) shall be reckoned as valid experience for above purpose 2.Those having Ph.D degree in Hospitality related subjects from a recognized University / Institute after above prescribed qualification, need not to qualify NHTET</p>

7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
8	Eligibility for promotion	Not applicable
9	Appointing Authority	Chairman
10	Method	For Direct Recruitment/ Short Term Contract – Skill test, as prescribed by NCHMCT in which NHTET weightage to be added.

Teaching Associate

Associateship: As per Teaching Associateship scheme to be notified by NCHMCT

S.No.	Item	Provision
1	Name of the post	Teaching Associate
2	Associateship Amount	Rs. 25,000 Per Month Consolidated
3	Age	Not exceeding 30 years for as on date of vacancy. Age relaxation as per Punjab government norms will be applicable.
4	<u>Essential Qualification :</u>	Full time Bachelor's 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 bachelors 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 with at least 2 years industry experience. AND Must have qualified NHTET conduct by NCHMCT with prescribed percentage to qualify for Teaching Associate. However the Candidate having Ph.D in Hospitality/ Hotel Management topic need not to qualify the prescribed NHTET.
5	Method of Selection	May be engaged by direct recruitment. Skill test to be conducted as prescribed by NCHMCT.
6	Appointing Authority	Principal

Principal/Secretary

Institute of Hotel Management, Catering
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Administrative – cum – Accounts Officer

S.No.	Item	Provision
1	Name of the post	Administrative – cum – Accounts Officer
2	Scale of Pay	Pay Scale 15600 -39100 Grade Pay 5400 Group A
3	Method of Recruitment	Promotion from Office Superintendent/ Accountant/ Accountant-cum-Office Superintendent with 8 years regular service in the grade, failing which, by transfer on deputation of officers holding analogous posts under C&AG / CGA / National Council for Hotel Management & Catering Technology / Officers from any other Central / State Institute of Hotel Management / Food Craft Institute / other autonomous bodies and PSUs failing which by direct recruitment.
4	Whether post is Selection / Non Selection	Selection
5	Age limit for direct recruits	Not exceeding 50 years. Age relaxation as per Punjab government norms will be applicable.
6	Educational and other qualifications for direct recruits	Educational Qualifications: Bachelor of Commerce degree from a recognized University securing not less than 50% marks in aggregate Experience: At least 8 years of service in administration and accounts in any Central / State Government Institute of Hotel Management or Food Craft Institute or Public Sector Undertaking or Autonomous Body in the Grade Pay of Rs.4200/- or equivalent above. Computer competency is essential
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age: No Educational qualifications: Yes
8	Appointing Authority	Chairman



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Accountant

S.No.	Item	Provision
1	Name of the post	Accountant
2	Scale of Pay and Grade Pay	Pay Scale 10300-34800 Grade Pay 3600 Group C
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 Age relaxation as per Punjab government norms will be applicable.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age limit – No Educational Qualifications: YES, Commerce Graduate or Graduate with Cash & Accounts training from ISTM.
8	Appointing Authority	Principal

Upper Division Clerk (UDC)

S.No.	Item	Provision
1	Name of the post	Upper Division Clerk (Store/Cash/Establishment/Statistical Asstt.) Employees to be posted on rotational basis for a maximum period of 3 years.
2	Scale of Pay	Pay Scale 10300-34800 Grade Pay 3200 Group C
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	Seniority - cum – Selection
5	Educational and other qualifications and experience for direct recruits	Essential Qualifications: Graduation from recognized university with at least 3 years experience in administrative and accounts matters with knowledge of computers
6	Age limit for direct recruitment	Not exceeding 30 years Age relaxation as per Punjab government norms will be applicable.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age limit – No Educational Qualifications: No
8	Appointing Authority	Principal

Librarian

S.No.	Item	Provision
1	Name of the post	Librarian
2	Scale of Pay and Grade Pay	Pay Scale 10300-34800 Grade Pay 3200 Group C
3	Method of Recruitment	Direct Recruitment
4	Whether post is Selection/ Non-Selection	Not applicable
5	Educational and other qualifications and experience for direct recruitment	Essential Qualification: 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. Desirable: Certificate course in computer in administrative & Accounts matters.
6	Age limit for direct recruitment	Not exceeding 30 years Age relaxation as per Punjab government norms will be applicable.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
8	Appointing Authority	Principal

Stenographer

S.No.	Item	Provision
1	Name of the post	Stenographer
2	Scale of Pay and Grade Pay	Pay Scale 10300-34800 Grade Pay 3200 Group C
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 recruitment	Essential Qualification: Graduation with minimum speed of 80 and 40 words per minute in English Shorthand and Typewriting respectively. Desirable: Experience in Administrative and Accounts matters.
6	Age limit for direct recruitment	Not exceeding 30 years Age relaxation as per Punjab government norms will be applicable.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age: No Educational Qualification: Yes
8	Appointing Authority	Principal

Lower Division Clerk (L.D.C)

S.No.	Item	Provision
1	Name of the post	Lower Division Clerk (Store/ Cash/ Establishment). Employees to be posted on rotational basis for a maximum period of 3 years.
2	Scale of Pay and Grade Pay	Pay Scale 5910-20200 Grade Pay 2800 Group C
3	Method of Recruitment	Direct Recruitment
4	Whether post is Selection/ Non-Selection	Not Applicable
5	Educational and other qualifications and experience for direct recruitment	Essential Qualification: 10+2 or higher Secondary School, possessing typing speed or 40 W.P.M. Knowledge of computer. For Telephone Operator: Knowledge of EPB Exchange Desirable: One year experience in computer applications
6	Age limit for direct recruitment	Not exceeding 28 years Age relaxation as per Punjab government norms will be applicable.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
8	Appointing Authority	Principal

Driver – Cum - Mechanic

S.No.	Item	Provision
1	Name of the post	Driver – cum – Mechanic
2	Scale of Pay and Grade Pay	Pay Scale 5910-20200 Grade Pay 2400 Group C
3	Method of Recruitment	Direct Recruitment
4	Whether post is Selection/ Non-Selection	Not Applicable
5	Educational and other qualifications and experience for direct recruitment	Essential Qualification: 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 recruitment	Not exceeding 35 years Age relaxation as per Punjab government norms will be applicable.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
8	Appointing Authority	Principal

Note: - There is two (2) years probation period for the above all posts e.g. Principal, Head of Department, Senior Lecturer, Lecturer-Cum-Instructor, Assistant Lecturer, Administrative-Cum-Accounts Officers, Accountant, Upper Division Clerk (UDC), Librarian, Stenographer, Lower Division Clerk, and Driver-cum-Mechanic.