



National Council for Hotel Management and Catering Technology

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

A 34, Sector 62, NOIDA- 201309 (U.P)

Website: www.nchm.gov.in



Advt. No. NCHM-002/2022-ADMIN, Dt. 16.10.2022

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	Age	Essential Eligibility Criteria & Experience	Mode of Selection
1	Director (Academics) PB-4 with GP of Rs.8700 (6 th CPC) Pay Level 13 (7 th CPC)	Direct Recruitment	01 (UR)	Not exceeding 50 years for General Category and 56 years for persons with disability. (Relaxable upto 5 years for employees of autonomous bodies under Ministry of Tourism)	<u>Essential Educational Qualifications</u> Post Graduation from a recognized University (Central/State/Deemed to be /AIU equivalent PG from foreign institution) 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 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> Ph.D. Degree AND <u>Essential Experience</u> At least 20 years in teaching with minimum 3 years as Head of Department/equivalent and above (Dean or Principal) 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	Personal interview/discus

					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.	
2	Accountant PB-2 with GP of Rs.4600 (6 th CPC) Pay Level 7 (7 th CPC)	Direct Recruitment	01 (UR) – Reserved for PwD	Not exceeding 32 years (Upper age limit is relaxable as per Govt. Rules for PwD Category)	<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)
3	Stenographer Grade 'D' PB-1 with GP of Rs.2400 (6 th CPC) Pay Level 4 (7 th CPC)	Direct Recruitment	01 (SC)	Not exceeding 27 years (Upper age limit is relaxable for SC category as per Govt. Rules)	<u>Essential Qualifications & Experience</u> i. 12 th pass or equivalent from a recognised Board or University ii. Skill test norms: Dictation 10 minutes @ 80 wpm & Transcription 50 minutes in English or 65 minutes in Hindi (on computer)	Written Test followed by 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-10 marks <u>Shorthand & Typing Skill Test:</u> (only for shortlisted candidates) 10 minutes @ 80 wpm & Transcription 50 minutes in English or 65 minutes in Hindi (on computer)
4.	Lower Division Clerk PB-1 with GP of	Direct Recruitment	01 (UR)	Not exceeding 25 years	<u>Essential Qualifications & Experience</u> i. 10th of 10+2 system or equivalent with a typing speed of 30 w.p.m. with atleast one year	Written Test followed by Skill Test <u>Written Test (100 MCQs)</u>

	Rs.1900 (6 th CPC) Pay Level 2 (7 th CPC)				experience. ii. Ability to use Computer is an essential qualification	<ul style="list-style-type: none"> • Numeric Aptitude (25 MCQs) • General English (25 MCQs) • General Knowledge (25 MCQs) • Clerical Aptitude (25 MCQs) • Drafting of letter/notice/note- 30 marks Typing Skill Test (only for shortlisted candidates): Computer Proficiency Test
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General Instructions:

- 1) The prescribed application format is available in the Council's website www.nchm.gov.in. Interested candidates may apply for the above posts in the prescribed format duly attaching the photocopies of supporting documents in the proof of date of birth, qualification, experience, category etc.
- 2) In case of employee of Central/State Govts./Autonomous Bodies/PSUs, the applications must be forwarded through the employer and one set of advance copy may be sent to this Council for scrutinized purpose.
- 3) The duly filled application alongwith necessary documents should be addressed to **The Director (A&F), NCHMCT** on the above given address super-scribing on the top of the envelope as "Application for the post of _____" or scanned copies of the application with documents may be sent to the Email: recruit.nchm@gmail.com
- 4) Applications along with all enclosures must reach this Council by **14th November 2022** positively either post or Email.
- 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 submit the application separately for each post.