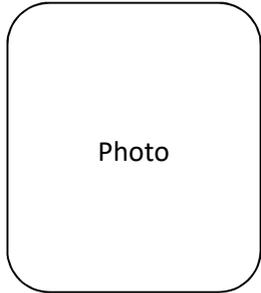


# NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY

## Application for the post of Director (Admn & Finance)

To be filled initially by Deputation at Pay Level 13 (7<sup>th</sup> CPC)  
(With a scope of absorption, if found suitable in performance review during deputation,  
If the candidate is below 55 years of age on the date of absorption)



**(Closing Date: 25<sup>th</sup> March 2024)**

1	Name (in capital letters)	-	
2	Mother's Name	-	
3	Father's Name	-	
4	Address for correspondence	-	
5	Permanent address	-	
6	Whether GEN, OBC, SC, ST.	-	
7	Whether PH	-	

8	<b>Date of birth:</b>		Date of birth of the Candidate	Whether fulfilling the eligibility age criteria and how
	<b>Should born on or after</b>			
	Category	Date	↓	↓
	Open Category (56 years) as on 01.06.2024	01.06.1968		

9	<b>Educational Qualifications and Experience (Must have fulfilled all the requirements mentioned under first column) :</b>		
Required Essential and Desirable Qualification 		Qualification possessed By the Candidate & % of marks 	Whether fulfilling the eligibility criteria and how 
<b>Essential :</b> 1. Masters' degree with at least 55% marks or equivalent grade 'B' in the UGC '7' point scale from a recognised University/ Institute.			
<b>Desirable:</b> 2. Qualification in the area of Management or Law			
Required Essential and Desirable Experience 	Experience possessed By the Candidate (Period may be mentioned in DD/MM/YYYY form correctly to calculate the total period. No rounding off is allowed, the period will be counted from date-to-date basis) 		Whether fulfilling the eligibility criteria and how 
Officers of the Central Govt. including All India Service and other Grade 'A' services/ State Governments/ Autonomous Bodies/ Public Sector Undertakings (those are eligible for Deputation) with following experience: <b>Essential Experience:</b> Total of at least 15 years' Work experience, out of which 5 years in an Educational/ Research Institute/ Regulatory Body/ Govt., handling the personnel administration and finance and accounts matters, <b>And</b> one of the following; a) Holding analogous post on regular basis; <b>OR</b> b) Holding a post caring pay at Level 12 (as per 7 <sup>th</sup> CPC) or equivalent on regular basis for minimum of 3years;			
<b>Desirable:</b> - Experience to work in Computerised environment in the field of Administration/ Legal/ Financial/ Establishment/ College Regulation. - Function as Member Secretary of any decision-making body.			

10	Other Educational Qualification and experience if any in chronological order: (Use separate sheet if space is insufficient)	

11	Contact Telephone No. Of the Candidate:	-	Mobile: Land Line:
12	Contact e-mail ID of the Candidate:	-	
13	Whether employed under Central/ State Government/ Autonomous Body/ PSU: <b>(Such applicant should send the application through proper channel only with the copies of APAR for last 5 years, vigilance clearance and no-penalty certificate for last 10 years)</b>	-	
14	Whether any punishment imposed by the employer during last 10 years and whether any disciplinary case is pending or contemplated presently:	-	
15	Present post held and pay drawn last:	-	Post: Pay Scale/Level: (in case of PSU, provide the equivalency with Central Pay Level)
16	Any special/ notable Achievement during past service and awards/ Prizes received:	-	
17	Publication if any in reputed journals (please mention along with name of the Journals)	-	

18	Name, Designation and contact details of two referees, not related to him/ her:	
1)		2)

<b>Declaration:</b>	
<p>I hereby certify that, the information furnished in point 1-18 above by me is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that, if any of the information furnished by me is found false or incorrect at later stage, my candidature is liable to be cancelled and even if it detects after my appointment, the service is terminable forthwith, without giving any opportunity or notice or reason.</p>	
Place:	
Date	Signature of the Candidate Name of the Candidate: