



National Council for Hotel Management and Catering Technology

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

A 34, Sector 62, Noida- 201309

Tel: 0120-2590603/610-612 website: www.nchm.gov.in Email: nchmctadmn@gmail.com

VACANCY NOTICE / ADVERTISEMENT NO. NCHM-02/2024

NCHMCT invites applications from eligible candidates for recruitment of Non-teaching posts per details given below :-

S. No.	Name of post & Pay Level	No. of Vacancies & Reservation (if any)	Mode of Recruitment
1	Director (Admn. & Finance) Pay Level-13	01	Deputation terms Date of Vacancy: 01.06.2024
2	Assistant Pay Level-6	01 (SC)	Direct Recruitment Existing Vacancy
3	Stenographer Grade D Pay Level-4	01 (OBC)	Direct Recruitment Existing Vacancy

Details of eligibility for each post and application form are attached.

ADVERTISEMENT NO. NCHM-02/2024

The details regarding name of the post, number of vacancies, educational qualifications (essential/desirable), experience required (essential/desirable), pay scale, age limit etc. as per the Recruitment Rules are tabulated below :-

1. Director (Administration and Finance), Date of Vacancy: 01.06.2024

S.No	Item	Requirement
1	Name of the Post	Director (Administration and Finance)
2	Scale of Pay	Rs.37,400-67,000 (PB 4) + Grade Pay Rs. 8700 Pay Level 13 as per 7 th CPC
3	Method of recruitment	By Transfer on Deputation (with a scope of absorption, if found suitable in performance review during deputation)
4	Whether post is Selection/Non-Selection	Not applicable
5	Age limit for direct recruits	Not Applicable (However the age limit of 56 years for usual deputation be followed. In case of deputation, followed by absorption, the candidate should be at below 55 years on the date of absorption).
6	Educational and other qualifications for direct recruits	Not Applicable (since there is no Direct Recruitment)
7	Field of Selection in case of Deputation	<p>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 essential educational qualification and experience:</p> <p><u>Essential Education Qualification:</u> Masters' degree with at least 55% marks or equivalent grade 'B' in the UGC '7' point scale from a recognised University/ Institute.</p> <p><u>Essential Experience:</u> 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, And one of the following; a) Holding analogous post on regular basis; OR b) Holding a post caring pay at Level 12 (as per 7th CPC) or equivalent on regular basis for 3years;</p> <p><u>Desirable:</u> - Qualification in the area of Management or Law - 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.</p> <p><u>Special Note:</u> 1. Initial deputation will be of one year and a mandatory performance review will be done for further extension of deputation tenure or for permanent absorption (if fulfilling the age criteria as at point 5 above) or as the case may be. Total period of deputation shall not ordinarily exceed four years. 2. Any NCHMCT employee fulfilling above criteria, can also apply. In case of selection, a mandatory performance review will be done after one year for further continuation in the post or revert back to the feeder post.</p>
8	Appointing Authority	Chairman of the Board of Governors of the Council (as per delegation of powers in bye-laws of NCHMCT)
9	Mode of Selection	Personal Discussion/Interview

Details of the responsibilities to be handled by the Director (Administration and Finance) in the Council are as under:

Responsibilities of the post of Director (Administration and Finance):

Director (A & F) is entrusted with such functions enshrined in the MoA, Rules & Regulations and Bye-laws of the Council and other rules framed thereunder for smooth running of the Council, affiliation and regulate the Institutes. He is an ex-officio Secretary to the Board of Governors, General Body of the Society and such other committees as well as member of the Academic Committee of the Council. Apart from the above functions, he is also the Head of Office, DDO and discharging other functions in Admin, Accounts & Finance, Establishment, Vigilance, RTI, Public Grievance etc in addition to assist CEO on all decision-making matters pertaining to the Council and IHMs. Details of function is as under:-

- Custodian of records, the office seal and funds of the Council and such other property of the Council.
- Custodian of all Bank Guarantees of the affiliated IHMs and timely re-validation of such Bank Guarantees. Also, the custodian of all Performance Bank Guarantees submitted by various contractors.
- Division Head and the Head of Office.
- Secretary of the Board of Governors, General Body of the Society and such other committees
- Provide administrative support to the CEO and the Board of Governors.
- Conducting meeting of Board of Governors and General Body and compliance of the decisions.
- Affiliation of IHMs, Inspection and conduct of Affiliation Committee meeting (Member of Affiliation Committee).
- Conducting annual Principal's Meet,
- Regulate all the IHMs,
- Processing of scholarships for the students, coordination with AISHE and other scholarship granting agencies,
- Call for and evaluation as well as analysis the data of Annual Return of the Affiliated Institutes and certify the performance assessment to them,
- Attending Board Meeting of the Affiliated Institutes,
- Conduct of all India JEE/ Counselling for admission of B.Sc and M.Sc program,
- Admission of Foreign Students, NRIs and PIOs,
- Conduct of National Hospitality Teachers Eligibility Test (NHTET) exam at the level of NET (National Eligibility Test) in Hospitality, twice in a year,
- Function as DDO of the Council,
- General Administration, General Accounts, Audit (Statutory Audit, Internal Audit and CAG Audit), Annual report, Work and function within the delegated Administrative and Financial powers.
- General Establishment including Recruitment, Promotion and maintenance of reservation roster,
- Engagement and management/ control of Outsourcing Agencies,
- Filing of periodical workmen return at Labour Commission for outsourcing manpower,
- IT/ GST related TDS and return filing,
- Procurement and store management, Printing and Publication,
- Implementation of Rajbhasha, dealing with TOLIC, Parliamentary Committee,
- Parliament questions
- All Legal Matters
- Vigilance Matters

- RTI matters- CPIO of the Council,
- Public Grievance Officer
- Nodal Officer of the Central Nodal Agency (NCHMCT is the Nodal Agency) to handle two Budget Heads for CFA of Ministry of Tourism, submission of weekly progress of expenditure,
- Running and maintenance of Guest House, Hostel and Staff Quarters,
- Liaisoning with MoT and other Govt. Departments,
- Assist GoI for appointment of Principal in CIHMs,
- Administrative reforms through training,
- Maintenance of Campus and belongings,
- Conduct of Consultancy.
- Any other job assigned by the GoI, Chairman or CEO.

2. Assistant (Existing Vacancy), Reserved for SC Category

S.No	Item	Requirement
1	Name of the Post	Assistant
2	Scale of Pay	Pay Level 6 as per 7 th CPC
3	Method of recruitment	By Direct Recruitment
4	Whether post is Selection/Non-Selection	Not applicable
5	Age limit for direct recruits	Upto 32 years (Relaxation in upper age limit for reserved category as per Govt. norms. Similarly age relaxation for the existing Govt. employees will be as per Govt. norms)
6	Educational and other qualifications for direct recruits	<u>Essential Qualifications & Experience:</u> Graduate of a recognised University with atleast five years office experience. Desirable: Working speed in typewriting Ability to use computer is an essential qualification.
7	Field of Selection in case of Deputation	Not Applicable
8	Appointing Authority	Chief Executive Officer (as per delegation of powers in bye-laws of NCHMCT)
9	Mode of Selection	Written test followed by Computer Proficiency Test: Written Test: Numeric Aptitude-20 MCQ (20 marks) General English-20 MCQ (20 marks) General Knowledge- 20 MCQ (20 marks) Service Aptitude- 60 MCQ (60 marks) Two subjective type questions on Noting/Drafting (30 marks) Computer Proficiency Test is only to assess the ability to work in computerized office environment. However, no marks are allotted for that.

3. Stenographer Grade D (Existing Vacancy), Reserved for OBC Category

S.No	Item	Requirement
1	Name of the Post	Stenographer Grade D
2	Scale of Pay	Pay Level 4 as per 7 th CPC
3	Method of recruitment	By Direct Recruitment
4	Whether post is Selection/Non-Selection	Not applicable
5	Age limit for direct recruits	Upto 29 years (Relaxation in upper age limit for reserved category as per Govt. norms)
6	Educational and other qualifications for direct recruits	<u>Essential Qualifications</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)
7	Field of Selection in case of Deputation	Not Applicable
8	Appointing Authority	Director (Admn. & Finance) (as per delegation of powers in bye-laws of NCHMCT)
9	Mode of Selection	Written Test followed by Skill Test <u>Written Test</u> (90 MCQs) <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)

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) Upper age limit and experience will be reckoned as under:
 - (i) For the post of Director (A&F): The actual date of vacancy i.e. 01.06.2024.
 - (ii) For Assistant & Stenographer Grade D: The closing date of advertisement i.e. 25.03.2024 since these are existing vacancies.
- 3) In case of employee of Central/State Govts./Autonomous Bodies/PSUs etc., the applications must be forwarded through the employer and one set of advance copy may be sent to this Council for scrutinized purpose.
- 4) Candidates applying on deputation must apply through proper channel in the prescribed format alongwith attested copies of APAR of last 5 year (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23), Vigilance Clearance and no-penalty certificate of last 10 years.
- 5) 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: nchmctrecruitment@gmail.com
- 6) Applications alongwith all enclosures must reach this Council by 25th March 2024 positively either by post or Email.
- 7) No TA/DA will be paid to the candidates who will be called for written test/skill test/personal interview/discussion.
- 8) The Council reserves the right to shortlist the applications, fill or not to fill any vacancy. Also, The Council reserves the right to change or make amendment in the examination scheme, any time before the examination, if so required.
- 9) Candidates who wish to apply for more than one post should submit the application separately for each post.
- 10) In case of any inadvertent error in publication of advertisement, the result will be prepared on the basis of Requisition / Recruitment Rules of the concerned post, DoPT guidelines and any other prevailing guidelines of GOI.