

MOST IMMEDIATE/BY SPEED POST

File No. 1(11)/RR/2000-HRD (Vol.IV)

Government of India
Ministry of Tourism

K.K.
Mr
26/2/13



C-1 Hutments, Dalhousie Road,
New Delhi-110 001

A/O
25/2/13

Dated the 20th February, 2013

To

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26/2/13

The Principals of all Central IHMs

Subject:- Amendment of 'Recruitment & Promotion Rules, 2003'.

Sir,

I am directed to say that in order to improve career advancement prospects of teaching faculty of IHMs, the R&P Rules, 2003 were amended by this Ministry vide O.M. of even number dated 10th August, 2011. The amendments were carried out against the posts of Principal, Head of Department (HOD), Senior Lecturer, Teaching Associates and Administrative-cum-Accounts Officer. However, the R&P Rules for the posts of Assistant Lecturer and Lecturer were not amended at that time.

2. In view of the above, it was felt essential to align various provisions of R&P Rules for the post of Assistant Lecturer and Lecturer with those of other teaching staff. In the meanwhile, we also received various representations from different IHMs requesting that R&P Rules relating to the post of Administrative-cum-Accounts Officer be also looked into and revised.

3. Accordingly, this Ministry has carried out a complete exercise to revise the R&P Rules of all the teaching posts as well as Administrative-cum-Accounts Officer. While amending the provisions, DOPT guidelines on 'minimum qualifying service for promotion to the next grade' have also been taken into consideration.

4. The amendments to the specific provisions of R&P Rules, 2003 have been given in the Statements enclosed as Annexures I to VII of this letter. These rules will come into force with immediate effect.
5. It is requested that these rules may be placed before the Board of Governors of the respective Institutes for adoption.
6. This issues with the approval of Hon'ble Minister (Tourism).

Yours faithfully,


(Akhil Saxena)

Assistant Director General(HRD)

Encl: Annexures I to VII


Copy to:-


1. Director (A&F)/Director(S), NCHM&CT, NOIDA
2. R&P Rules Folder

Copy also to:-

ADG (T)/Director (HRD) – for information.

Copy to: F.R(USC) to place in the next BOG for Adoption -
- Stock File (A cell.)


26/09/13


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ANNEXURE I

S.No	Item	Existing provision	Amended provision
1	Name of the Post	Principal	Principal
2	Scale of Pay	Rs.37,400-67,000 (PB 4) + Grade Pay Rs. 8700	Rs.37,400-67,000 (PB 4) + Grade Pay Rs. 8700
3	Method of recruitment	Direct Recruitment	Direct Recruitment
4	Whether post is Selection/Non-Selection	Selection	Not applicable
5	Age limit for direct recruits	Not exceeding 52 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time. Under no circumstances the age should exceed 57 years.	Not exceeding 52 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time. Under no circumstances the age should exceed 57 years.
6	Educational and other qualifications for direct recruits	<p>Educational Qualifications:</p> <p>(i) Graduation from a recognised university. (ii) Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured not less than 50% marks in aggregate in Degree/Diploma in Hotel Management. For Graduates in Hotel Management, item No. (i) is not necessary.</p> <p>Experience:</p> <p>Atleast 3 years experience in hotel related subject(s)* as Head of Department in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology; OR Atleast 20 years of experience in teaching and/or hotel industry including minimum 3 years in hotel operations related subject(s)* as Head of Department in an Institute of Hotel Management affiliated to State Board of Technical Education/Recognized University; OR</p>	<p>Educational Qualifications:</p> <p>(i) Graduation from a recognised university. (ii) Full time Degree / 3 year diploma in Hotel Management from National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognized University securing not less than 50% marks in aggregate. For Graduates in Hotel Management, item No. (i) is not necessary.</p> <p>Experience:</p> <p>At least 25 years of experience in teaching and / or hotel industry including minimum 10 years as Head of Department in hotel operations related subject(s) in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognized University.</p> <p align="center">OR</p> <p>At least 25 years of experience in teaching and / or hotel</p>

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		<p>Atleast 20 years of experience in teaching and/or hotel industry including 3 years as Principal in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology; OR Minimum 20 years Hotel industry experience including minimum 5 years in Managerial capacity in 4 star / Heritage or above category approved hotel. * Hotel operations related subjects are: Food Production, Food and Beverage Service, Accommodation Operations/House Keeping and Front Office.</p>	<p>industry including minimum 10 years as Principal in a Food Craft Institute affiliated to National Council for Hotel Management & Catering Technology. OR Minimum 25 years Hotel industry experience including minimum 15 years in Managerial capacity in 4 star / Heritage or above category approved hotel. Note: Hotel operations related subjects are: Food Production, Food and Beverage Service, Accommodation Operations / House Keeping and Front Office.</p>
7	Appointing Authority	Board of Governors	Board of Governors

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ANNEXURE II

S.No	Item	Existing provision	Amended provision
1	Name of the Post	Head of Department	Head of Department
2	Scale of Pay	Rs.15,600-39,100 (PB 3) + Grade Pay Rs. 6600	Rs.15,600-39,100 (PB 3) + Grade Pay Rs. 6600
3	Method of recruitment	Promotion from amongst the Senior Lecturer-cum-Senior Instructors working in the Institute, failing which by direct recruitment.	Promotion
4	Whether post is Selection/Non-Selection	Promotion / Selection	Selection
5	Age limit for direct recruits	Not exceeding 45 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.	Not exceeding 45 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
6	Educational and other qualifications for direct recruits	<p>Educational Qualifications:</p> <p>(i) Graduation from a recognised university. (ii) Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/ Recognized University. The candidate must have secured not less than 60% aggregate marks in degree/diploma in Hotel Management. For Graduates in Hotel Management, item No. (i) is not necessary.</p> <p>Experience:</p> <p>Atleast 5 years of experience as Senior Lecturer-cum-Senior Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology; OR Atleast 17 years of experience in teaching and/or hotel industry including 5 years teaching experience as Senior Lecturer-cum-Senior Instructor in an Institute of</p>	<p>Educational Qualifications:</p> <p>(i) Graduation from a recognised university. (ii) Full time Degree / 3 year diploma in Hotel Management from National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognized University securing not less than 50% marks in aggregate. For Graduates in Hotel Management, item No: (i) is not necessary.</p> <p>Experience:</p> <p>Atleast 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-cum-Senior Instructor in an Institute affiliated to National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognised University.</p>

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		<p>Hotel Management affiliated to a State Board of Technical Education/Recognized University; OR Atleast 17 years of experience in teaching and/or hotel industry including 5 years teaching experience as Senior Lecturer-cum-Senior Instructor in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology; OR Atleast 17 years Hotel industry experience including minimum 5 years in Managerial capacity in 4 star/Heritage or above category approved hotel.</p>	<p style="text-align: center;">OR</p> <p>Atleast 15 years Hotel industry experience including minimum 5 years in Managerial capacity in 4 star / Heritage or above category approved hotel.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	--	Age: Not applicable. Educational qualifications: Applicable.
8	Eligibility for promotion	<p>Candidate for being considered for promotion as HOD should have passed 3 year Diploma/Degree in Hotel Management or should have passed a bridge course as prescribed by NCHMCT. Senior Lecturers, who are otherwise eligible in terms of length of service for promotion as Head of Deptt. and possessing educational qualifications as prescribed for specific subjects as provided under Column 5(ii) of these R&P Rules for the post of Head of Deptt., shall be considered for promotion only for the fourth post of Head of Deptt., if any. Atleast 5 years of service in the grade of Senior Lecturer-cum-Senior Instructor rendered after appointment thereto on a regular basis, failing which from amongst Senior Lecturers having atleast 10 years combined regular service in the grades of Senior lecturer and Lecturer with atleast one year regular service in the grade of Senior lecturer. Failing which, by direct recruitment.</p>	Atleast 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.
9	Appointing Authority	Board of Governors	Board of Governors

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ANNEXURE III

S.No	Item	Existing provision	Amended provision
1	Name of the Post	Senior Lecturer-cum-Senior Instructor	Senior Lecturer-cum-Senior Instructor
2	Scale of Pay	Rs.15,600-39,100 (PB 3) + Grade Pay Rs. 5400	Rs.15,600-39,100 (PB 3) + Grade Pay Rs. 5400
3	Method of recruitment	Promotion from amongst the Lecturer-cum-Instructors working in the Institute, failing which, by direct recruitment.	Promotion
4	Whether post is Selection/Non-Selection	Promotion / Selection	Selection
5	Age limit for direct recruits	Not exceeding 40 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.	Not exceeding 40 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
6	Educational and other qualifications for direct recruits	<p>Educational Qualifications for Direct Recruitment:</p> <p>Degree/3 year Diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured at least 60% aggregate marks in degree/diploma in Hotel Management.</p> <p>Experience:</p> <p>Atleast 5 years of experience as Lecturer-cum-Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology; OR</p>	<p><u>Educational Qualifications:</u></p> <p>Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a recognised university securing not less than 60% marks in aggregate.</p> <p align="center">OR</p> <p>3 year diploma in Hotel Management from National Council for Hotel Management & Catering Technology / State Board of Technical Education securing not less than 60% marks in aggregate.</p> <p><u>Experience:</u></p> <p>At least 10 years of experience in teaching and / or hotel industry including minimum 3 years teaching experience as Lecturer-cum-Instructor in an Institute affiliated to National Council for Hotel Management</p>

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		<p>Atleast 12 years of experience in teaching and/or hotel industry including 5 years teaching experience as Lecturer-cum-Instructor in an Institute of Hotel Management affiliated to State Board of Technical Education/Recognized University; OR</p> <p>Atleast 12 years of experience in teaching and/or hotel industry including 5 years teaching experience as Lecturer-cum-Instructor in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology; OR</p> <p>At least 12 years Hotel industry experience including minimum 5 years in Supervisory capacity in 3 star/Heritage or above category approved hotel.</p>	<p>& Catering Technology / State Board of Technical Education / Recognised University.</p> <p style="text-align: center;">OR</p> <p>At least 10 years Hotel industry experience including minimum 3 years in Supervisory capacity in 3 star / Heritage or above category approved hotel.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	--	No
8	Eligibility for promotion	Candidate should have at least 5 years of service in the grade of Lecturer-cum-Instructor rendered after appointment thereto on a regular basis failing which from amongst Lecturers having atleast 10 years combined regular service in the grades of Lecturer and Assistant Lecturer with atleast one year regular service in the grade of Lecturer. Failing which, by direct recruitment.	Atleast <u>3</u> years of service in the grade of Lecturer-cum-Instructor rendered after appointment thereto on a regular basis. Failing which, by direct recruitment.
9	Appointing Authority	Board of Governors	Board of Governors

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ANNEXURE IV

S.No	Item	Existing provision	Amended provision
1	Name of the Post	Lecturer-cum-Instructor	Lecturer-cum-Instructor
2	Scale of Pay	Rs.9300-34800 (PB 2) + Grade Pay Rs. 4600	Rs.9300-34800 (PB 2) + Grade Pay Rs. 4600
3	Method of recruitment	Promotion from amongst the Asstt. Lecturer-cum-Asstt. Instructors working in the Institute, failing which, by direct recruitment.	By promotion and direct recruitment in the ratio 2:1.
4	Whether post is Selection/Non-Selection	Promotion / Selection	Selection
5	Age limit for direct recruits	Not exceeding 35 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.	Not exceeding 35 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
6	Educational and other qualifications for direct recruits	Educational Qualifications for Direct Recruitment: Degree/3 year Diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University. The candidate must have secured at least 55% aggregate marks in degree/diploma in Hotel Management.	Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a recognised university and full time Master's degree in Hospitality & Hotel Administration / Hotel Management securing not less than 60% marks in aggregate either in bachelor's or master's degree and at least 5 (five) years teaching experience in an institute affiliated to National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognised University and / or hotel & catering industry. OR

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		<p>Experience: Atleast 5 years of experience as Asstt. Lecturer-cum-Asstt. Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology; OR Atleast 7 years of experience in teaching and/or hotel industry including 5 years teaching experience as Asstt. Lecturer-cum-Asstt. Instructor in an Institute of Hotel Management affiliated to State Board of Technical Education/Recognized University; OR Atleast 7 years of experience in teaching and/or hotel industry including 5 years teaching experience as Asstt. Lecturer-cum-Asstt. Instructor in a Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology; OR Atleast 7 years Hotel industry experience including minimum 3 years in Supervisory capacity in 3 star/Heritage or above category approved hotel.</p>	<p>Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a recognised university securing not less than 60% marks in aggregate and at least 7 (seven) years teaching experience in an institute affiliated to National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognised University and / or hotel & catering industry.</p>
7	Eligibility promotion for	<p>Candidate should have at least 5 years of service in the grade of Asstt. Lecturer-cum-Asstt. Instructor. Promotion to selection posts shall be made on the basis of merit with due regard to seniority where 3 senior most eligible candidates would be considered, failing which the next three who fulfill the above promotion criteria would be considered till exhaustion of the empanelled list. The recourse to direct recruitment can be made.</p>	<p>At least 5 years of service in the grade of Assistant Lecturer-cum-Assistant Instructor rendered after appointment thereto on a regular basis.</p>
8	Appointing Authority	Executive Committee	Board of Governors

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ANNEXURE-V

1	Name of the Post	Assistant Lecturer-cum-Assistant Instructor	Assistant Lecturer-cum-Assistant Instructor
2	Scale of Pay	Rs.9300-34800 (PB 2) + Grade Pay Rs. 4200	Rs.9300-34800 (PB 2) + Grade Pay Rs. 4200
3	Method of recruitment	Direct Recruitment	Direct Recruitment
4	Whether post is Selection/Non-Selection	Selection	Not applicable
5	Age limit for direct recruits	Not exceeding 30 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.	Not exceeding 30 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
6	Educational and other qualifications for direct recruits	Essential Qualifications: Degree/3 year Diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/State Board of Technical Education/Recognized University with minimum of 60% aggregate marks in Degree/Diploma in Hotel Management. Experience: A minimum of 3 years practical experience in Hotel and Catering industry; OR Atleast 2 years of teaching experience in an Institute affiliated to National Council for Hotel Management and Catering Technology.	Educational Qualifications: 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 atleast 2 years industry experience.
7	Appointing Authority	Executive Committee	Board of Governors



ANNEXURE-VI

S.No	Item	Existing provision	Amended provision
1	Name of the Post	Teaching Associate	Teaching Associate
2	Scale of Pay	Rs. 18,000/- Consolidated per month	Rs. 18,000/- Consolidated per month(on contract basis)
3	Method of recruitment	Direct Recruitment	Direct Recruitment
4	Whether post is Selection/Non-Selection	Selection	Not applicable
5	Age limit for direct recruits	Not exceeding 30 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.	Not exceeding 30 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
6	Educational and other qualifications for direct recruits	Essential Qualifications: Full-time Bachelors Degree in Hospitality & Hotel Admn./ Hotel Management after 10+2 from an Institute affiliated to National Council for Hotel Management/Recognized University with 60% aggregate marks AND Certified Hospitality Trainers Certificate; OR Full-time Bachelors Degree in Hospitality & Hotel Admn./ Hotel Management after 10+2 from an Institute affiliated to National Council for Hotel Management/Recognized University and M.Sc in Hotel Management, securing not less than 60% marks in aggregate at either Bachelors or Masters degree level.	Educational Qualifications: 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 atleast 2 years industry experience.

		Note: The period of service rendered as a teacher on contract basis shall be reckoned as valid teaching experience.	Note: The period of service rendered as a teacher on contract basis shall be reckoned as valid teaching experience.
7	Appointing Authority	Executive Committee	Executive Committee

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ANNEXURE-VII

S.No	Item	Existing provision	Amended provision
1	Name of the Post	Administrative-cum-Accounts Officer	Administrative-cum-Accounts Officer
2	Scale of Pay	Rs.15,600-39,100 (PB 3) + Grade Pay Rs. 5400	Rs.15,600-39,100 (PB 3) + Grade Pay Rs. 5400
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 and other eligible officers from any other Institutes of Hotel Management set up by the Ministry of Tourism, Govt. of India; failing which, by direct 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- cum- seniority	Selection
5	Age limit for direct recruits	Not exceeding 45 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.	Not exceeding 50 years. Upper age limit is Relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.
6	Educational and other qualifications for direct recruits	Graduation from a recognised University with 8 years experience in administration and accounts of which 4 years in any Central/State Government Institute of Hotel Management or Food Craft Institute.	Educational Qualifications: Bachelor of Commerce degree from a recognised 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	Age: No. Educational qualifications: Yes.	Age: No. Educational qualifications: Yes.

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	prescribed for direct recruits will apply in the case of promotees		
8	Appointing Authority	Board of Governors	Board of Governors

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