



**NATIONAL COUNCIL FOR HOTEL MANAGEMENT
AND CATERING TECHNOLOGY**
(An Autonomous Body under Ministry of Tourism, Government of India)
A – 34, Sector -62, Noida 201309 (U.P.)
Website: www.nchm.nic.in

Advertisement No. NCHM- 1/1/2021-Admin

Applications are invited from eligible Indian citizens as per the requirement mentioned against each vacancy for filling up of the following posts:

Sl. No.	Post and Scale of Pay	Method of recruitment	Number of posts, Reservation if any,	Educational qualification & Experience required.
1	Executive Officer (Studies) PB- 3 with GP Rs.5400 Level 10 as Per 7 th CPC	To be filled by Deputation (Method of Selection - Personal Interview.)	1 post (un-reserved)	<u>Eligibility of Deputation:</u> Officers of the Central Govt./State Govt./Public Sector Undertaking/ Autonomous Bodies/ holding analogous posts or 3 years service in the Level 6 (7 th Pay commission) with grade pay of Rs. 4200 or equivalent and possessing 3 years diploma in Hotel Management with knowledge of administrative & financial rules applicable to the Govt. preferable in Govt. educational Institutions.. <u>Age:</u> As per usual terms of deputation
2	Accountant PB-2 with GP Rs.4600 Level 7 as Per 7 th CPC	To be filled by Deputation (Method of Selection - Written Test followed by Personal Interview/Skill Test.)	2 post (Un-reserved)	<u>Eligibility of Deputation:</u> 1. SAS (Subordinate Accounts Service) Accountants from any of the organised Accounts Departments. 2. Assistants with 5 years or UDCs with 8 years of service in the Govt. Deptt. And having undergone training in Cash and Accounts at Institute of Secretariat Training and Management. <u>Age:</u> As per usual terms of deputation
3	Stenographer Grade 'C' PB-2 with GP Rs. 4200 Level 6 as Per 7 th CPC	To be filled by Deputation (Method of Selection - Written Test followed by Skill Test.)	1 post (Un-reserved)	<u>Eligibility of Deputation:</u> Officers holding the post of Stenographer under the Central Government or Autonomous Body or PSU holding i. Holding analogous post on regular basis in the parent cadre or department a. or ii. With ten years regular service with Pay Band I with Grade Pay of Rs. 2400 or equivalent <u>Age:</u> As per usual terms of deputation

4	Stenographer Grade 'D' PB-1 with GP Rs. 2400 Level 4 as Per 7thCPC	To be filled on direct Recruitment basis (Method of Selection - Written Test followed by Skill Test.)	2 post (Un-reserved)	Education and Other Qualification for Direct Recruitment: 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) Age: 18-27 years (Upper age limit is relaxable for SC/ ST/ OBC as per Govt. Rules) Note: The crucial date for determining the age limit shall be closing date of advertisement.
5	LDC PB-1 with GP Rs. 1900 Level 2 as Per 7thCPC	To be filled on direct Recruitment basis (Method of Selection - Written Test followed by Skill Test.)	1 post (OBC)* * The post is reserved for OBC candidate with PwD of Visually Handicapped with Low Vision).	Education and Other Qualification for Direct Recruitment: i. 10th of 10+2 system or equivalent with a typing speed of 30 w.p.m. with atleast one year experience. ii. Ability to use Computer is an essential qualification Desirable: Working knowledge of Hindi and Hindi Typewriting Age: 18-25 years (Upper age limit is relaxable for SC/ ST/ OBC/PwD as per Govt. Rules) Note: The crucial date for determining the age limit shall be closing date of advertisement.

General Instructions:

- The prescribed Application Format is given on the Council's website www.nchm.nic.in and interested/eligible candidates must apply in the prescribed format only alongwith detailed CV(attach all the relevant documents in support of qualification, experience, date of birth and category to which belong).
- Candidates applying against the deputation posts must ensure that the applications should be routed through proper channel with advance copy mailed. The application routed through proper channel should accompany ACRs of last 5 years. Vigilance clearance certificate and copies of testimonials should also be furnished.
- The persons with the Degree of Disability of minimum 40% are eligible for applying for the posts earmarked for PWD Category. Wherever posts which are earmarked suitable for PWD category but no vacancy exist in that particular category of disability; candidate will not be considered for any relaxation/ concession at any stage of recruitment.
Legends: VH- Visually Handicapped, HH- Hearing Handicapped, OH- Orthopedically Handicapped, LV- Low Vision, HH – Hearing Handicapped, OAL – One Arm & Leg, BL- Both Legs, OA – One Arm, OL – One Leg
- Reservation, age relaxation and other concessions to reserved category candidates would be applicable as per Govt. of India orders; wherever posts are reserved under these categories.
- In the case any candidate is employed in the Govt./Quasi or Semi Govt. Organizations and applying against direct recruitment vacancies, must apply through proper channel.
- The application should addressed to Director (A&F) of Council on the above given address, subscribing on the top of the envelope - "Application for the post of _____".
- Applications along with all enclosures must reach this council by **9th April, 2021** positively.
- No TA/ DA will be paid to the candidate, who will be called for written test/Skill Test/Personal Discussion.
- The Council reserves the right to short list the applications, fill or not to fill any vacancy.