

**Institute of Hotel Management & Catering Technology, Silvassa**  
(Affiliated to National Council for Hotel Management & Catering Technology, NOIDA)  
**DR. B.B.A.POLYTECHNIC CAMPUS, SRV NO. 137/P, KARAD-SILVASSA-396230**  
**U.T. Administration of Dadra And Nagar Haveli And Daman & Diu.**  
Email:- [ihmsilvassa@gmail.com](mailto:ihmsilvassa@gmail.com), Website:- [www.ihmsilvassa.in](http://www.ihmsilvassa.in), Ph. No.0260-2634250

No. IHM&CT/338/2020/21

Date: 14 /01/2021

**ADVERTISEMENT FOR RECRUITMENT (SHORT TERM CONTRACT)**

Applications are invited from eligible candidates with filled in prescribed application form and self attested copies of testimonials for the following **Posts (purely on Short term Contract Basis)** for a period of 180days with service break of 2 days before further renewal (based on performance report).

S.No.	Name of the post	No. of posts	Salary (Consolidated per month)	Eligibility Criteria (Educational Qualifications & Experience Required)
1.	Head of Department	01	Rs.79209/- Consolidated	Please visit website:- <a href="http://www.ihmsilvassa.in">www.ihmsilvassa.in</a> , <a href="http://www.dnh.gov.in">www.dnh.gov.in</a>
2.	Assistant Lecturer	03	Rs. 41418/- Consolidated	
3.	Administrative Officer	01	Rs. 62127/- Consolidated	
4.	Accountant cum OS	01	Rs. 41418/- Consolidated	
5.	PA to Principal	01	Rs.34164/- Consolidated	
6.	UDC	01	Rs. 29835/- Consolidated	
7.	LDC	02	Rs.23283/- Consolidated	

The last date for receipt of application (Through speed post or Registered Post only) is on or before 17:00 hrs, 15/02/2021. The Institute will not be responsible for any postal delay. Application received after due date will be rejected.

Application (Hard Copy Only) completed in all respects in the prescribed Performa may be sent to **The Principal, Institute of Hotel Management & Catering Technology Silvassa, Srv. No. 137/P, Dr. BBA Polytechnic campus, Madhuban Dam Road, Karad, Silvassa, PIN:- 396240, Dadra & Nagar Haveli**. Please Super scribe "Application for the post of \_\_\_\_\_ on top of the envelope. No TA/DA will be paid to the candidates for appearing for written test/Practical Skill Test/Teaching Skill Test/Interview etc. (As the case may be). The undersigned reserves the right to cancel this advertisement any point of time.

  
Principal  
IHM&CT Silvassa



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SILVASSA-396230

U.T. ADMINISTRATION OF DNH&DD.

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### Application Format for the Various Posts (For Eligibility Requirements Refer to the Annexure 1)

POST APPLIED FOR

Paste a Recent  
Passport size  
photograph (Cross  
Signed by the  
Candidate)

1. Full Name (IN CAPITALS): \_\_\_\_\_

2. Father's/Husband's Name: \_\_\_\_\_

3. Correspondence Address: \_\_\_\_\_

Mob. No. \_\_\_\_\_ E-mail ID: \_\_\_\_\_

4. Permanent Address: \_\_\_\_\_

5. Date of Birth (As On 15/02/2021) (DD/MM/YYYY):- \_\_\_\_\_

6. Category (Tick on the applied Category) :- GEN/SC/ST/OBC (attach Self Attested Certificates).

7. Marital Status:- \_\_\_\_\_

8. Sex:- \_\_\_\_\_

9. Present post with scale of pay and last pay drawn: \_\_\_\_\_

10. Disclosure about past disciplinary proceedings if any (Please File Affidavit):-

11. Details regarding legal detention/conviction, if any (Please File Affidavit):-

12. Nationality:- \_\_\_\_\_

13. Educational Qualifications (Attach Self Attested Certificate)(Attach Extra Sheets, if Required)

Name of Examination	Name of Board/University	Year of Passing	% of Marks	Division




14. Experience Details (Attach Self Attested Certificate)(Attach Extra Sheets, if Required):-

Name of Organization	Address of the Organization	Date of Joining	Date of Leaving	No. Of years Served	Designation and Nature of Job Held	Salary Drawn	Reason of Leaving

15. Any Other (Training/Experience/Short term Course etc.):-( Attach Summary sheets with all attachments)

**Declaration**

I \_\_\_\_\_ hereby declare that the information given in this application is true and correct. I also fully understand that if at any stage it is found that an attempt has been made by me to willfully conceal or misrepresent the facts my candidature may be summarily rejected or my employment may be terminated.

Date:

Place:

Signature of the Candidate



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No. IHM&CT/338/2020/ 22

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### (ANNEXURE-1)

**Details of Eligibility Requirement for Age, Qualification and Experience as per approved Recruitment Rules for various post on short term contract basis at IHM&CT,Silvassa.**

S.no	Name of the Post	No. Of Post	Age	Educational Qualification & Experience
1	Head of Department	01	Not exceeding 50 years for General Category on date of vacancy for Central IHMs. Age relaxation as per government norms will be applicable for other categories.	Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute. <b>And (+)</b> Full Time Degree / Full time three 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

				<p>university/ institution recognized by AIU.</p> <p><b><u>Desirable Qualification</u></b> :(i) PhD degree (ii) Research papers publication in reputed journals</p> <p><b><u>Experience:</u></b></p> <p>At least 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 or equivalent in an Institute affiliated to National Council for Hotel Management &amp; Catering Technology / AICTE/ State Board of Technical Education / Recognized University.</p> <p><b>O R</b></p> <p>At least 15 years total experience (Teaching and Industry together) including Hotel industry experience minimum 5 years in Managerial capacity (One level below GM Level) in 3 star / Heritage or above category approved hotel, with 3 years experience in Teaching/ Training.</p>
2	Assistant Lecturer	03	Not exceeding 35 years for General Category on date of vacancy for	<p><b><u>Category A:</u></b></p> <p><b><u>Educational Qualifications:</u></b> Post Graduate in Hospitality / Tourism or MBA from a recognized University/ Institute.</p> <p><b>And(+)</b></p>



			Central IHMs. Age relaxation as per government norms will be applicable for other categories.	<p>Full Time Degree / Full time three 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:</p> <p>(i) NCHMCT OR NCHMCT affiliated institute. <b>OR</b></p> <p>(ii) An institute approved by AICTE. <b>OR</b></p> <p>(iii) An institute approved by the State Board of Technical Education. <b>OR</b></p> <p>(iv) An institute affiliated to University duly recognized by UGC. <b>OR</b></p> <p>(v) Central/State/Deemed to be University recognized by UGC. <b>OR</b></p> <p>(vi) Equivalent degree / Diploma of foreign university/ institution recognized by AIU.</p> <p><b>Desirable Qualification :</b></p> <p>(1) PhD degree Six months working experience in a 3 star or above category hotel.</p> <p><b><u>Mandatory qualification:</u></b></p> <p><b><u>Candidate should have</u></b></p>
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				<p><u>qualified NHTET with prescribed percentage, conducted by NCHMCT.</u></p> <p><u>Category B Educational Qualification:</u></p> <p>Full time Bachelor's Degree in Hospitality / Hotel Administration / Hotel Management / Culinary Art from a recognized University/ Institute securing not less than 55% marks in aggregate and at least 2 Years of hospitality industry experience and also should have qualified NHTET with prescribed percentage, conducted by NCHMCT.</p> <p><u>Common clauses for Category A&amp;B</u></p> <p>1. The period of service rendered as a teacher at UG and above level of Hospitality on contract basis (full time) shall be reckoned as valid experience for above purpose</p> <p>(2) Those having Ph.D Degree in</p>
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				Hospitality related subjects from a recognized University / Institute after above prescribed qualification, need not to qualify NHTET
3	Administrative Officer	01	<b>50 years.</b> 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.	Bachelor of Commerce degree from a recognized 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.
4	Accountant cum OS	01	Not exceeding 35 years. Relaxable upto 5 years in the Upper age limit for SC/ST, departmental candidates and as specified for other categories by Govt. of	Graduation from a recognized University with 5 years experience in commercial or educational institutions. Desirable: <ol style="list-style-type: none"> <li>1. Graduation in Commerce from recognized university.</li> <li>2. Knowledge of Computers</li> </ol>



			India from time to time.	
5	PA to Principal	01	<p><b>Not exceeding 30 years.</b> 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.</p>	<p>Essential Qualification: Graduation from recognised University. Speed of 100 and 40 words in Shorthand and Typewriting respectively with 3 years experience in the line and knowledge of Computers.</p> <p>Desirable : Experience in Administrative and Accounts matters.</p>
6	UDC	01	<p><b>Not exceeding 30 years.</b> 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.</p>	<p>Graduation from recognised University with at least 3 years experience in administrative and accounts matters with knowledge of computers</p>

7	LDC	02	<p><b>Not exceeding 28 years.</b></p> <p>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.</p>	<p>10+2 or Higher Secondary School, possessing typing speed of 40 W.P.M. knowledge of computer.</p> <p>For Telephone Operator : Knowledge of EPB Exchange.</p> <p>Desirable : 1 year experience in computer applications.</p>
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*[Signature]*  
14/01/2021

**Principal & Member Secretary**  
IHM & CT, Karad,  
Dadra & Nagar Haveli (U.T.)