

Government of India  
Ministry of Tourism  
(HRD Division)

C-1 Hutments, Dalhousie Road,  
New Delhi, dated the 6<sup>th</sup> August, 2011.

OFFICE MEMORANDUM

Subject : Amendment of "Recruitment & Promotion Rules, 2003".

The undersigned is directed to refer to this Ministry's letter of even number dated 11th June, 2003 circulating the R&P Rules, 2003 for various posts in the Institutes of Hotel Management. Although these Recruitment Rules have by and large served their purpose, but a few of the provisions thereof have come to notice which impinge adversely upon the career advancement prospects of the teaching faculty.

2. It has, therefore, been decided to amend specific provisions of the R&P Rules, 2003, bearing in mind the direct impact the RRs have on the quality of teaching faculty. The amendments to the specific provisions of the R&P Rules, 2003 are given in the statement enclosed as Annexure-I to Annexure-V. These rules will come into force with immediate effect.

3. All Assistant Lecturers presently working on contract basis would be redesignated as TEACHING ASSOCIATES.

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).

Encl : Annexure-I to V.

To

1. Principals of all Central Institutes of Hotel Management.
2. Director (A&F)/Director (S), NCHMCT, NOIDA
3. R&P Rules Folder.

Copy to ADG(T) for information.

(S.K.Chakrabarty)  
Deputy Secretary to the Government of India

(S.K.Chakrabarty)  
Deputy Secretary to the Government of India

Pl. put the case in the  
B.O.S. Meeting.

11.8.11

## AMENDMENTS TO R&amp;P RULES, 2003

(The amendments, wherever they occur, have been written in bold and underlined)

## PRINCIPAL

EXISTING PROVISION	AMENDED PROVISION
<p>The existing portion of para 13.2 of the R&amp;P Rules, 2003 (copy at Flag "P")</p> <p>"It shall be mandatory for the concerned Institute of Hotel Management to advertise the post of Principal at least six months prior to the superannuation/retirement of incumbent, for which NCHMCT will maintain a record"</p>	<p>The existing portion of para 13.2 of the R&amp;P Rules, 2003 may be amended as under :</p> <p><u>"It shall be mandatory for the concerned Institute of Hotel Management to advertise the post of Principal at least six months prior to the superannuation/retirement of the incumbent, for which NCHMCT will maintain a record. The concerned Institute of Hotel Management may, however, make a formal request to the National Council for Hotel Management &amp; Catering Technology to handle the entire process of selection on its behalf, in case the concerned Institute of Hotel Management fails to initiate the process of selection of Principal at least six months prior to the superannuation/retirement of incumbent, the National Council for Hotel Management</u></p>

& Catering Technology will suo moto take over the entire process of selection of the Principal.

3. Method of Recruitment : Direct

3. Method of Recruitment : Direct Recruitment\*\*

\*\* Except as provided otherwise, when it is concluded by the BOG of an Institute of Hotel Management that the Principal's performance/ behaviour/attitude has created an irresolvable situation threatening the normal functioning of the Institute and no serious charges could be brought against him, the BOG may transfer the Principal from one IHM to another provided the BOG of the IHM where the Principal is proposed to be transferred also agrees to the same. Such transfer will be permissible only after obtaining the prior approval of the Central Government.

HEAD OF DEPTT.

ANNEXURE-II

EXISTING PROVISION	AMENDED PROVISION
<p><b>5. Qualification and Experience required :</b></p> <p><b>Essential Qualifications:</b></p> <p>(i) Graduation from a recognised university.</p> <p>(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 degree/diploma in Hotel Management. For Graduates in Hotel Management, item No. (i) is not necessary.</p> <p><b>For specific subjects:</b></p> <p><u>Management Subjects:</u> MBA/Post Graduate Diploma in Business Management with 50 % marks.</p> <p><u>Computer Science:</u> Graduate with 50% marks in Computer Science or MCA.</p> <p><u>Accounts &amp; Law:</u> M.Com with 50% marks.</p>	<p><b>5. Qualification and Experience required :</b></p> <p><b>Essential Qualifications:</b></p> <p><b>For Core hospitality subjects:</b></p> <p>(i) Graduation from a recognised university.</p> <p>(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. <u>The candidate must have secured not less than 60% aggregate marks in degree/diploma in Hotel Management.</u> For Graduates in Hotel Management, item No. (i) is not necessary.</p> <p><b>For specific subjects:</b></p> <p><u>Management Subjects:</u> MBA/Post Graduate Diploma in Business Management <u>with 60 % aggregate marks.</u></p> <p><u>Computer Science:</u> Graduate <u>with 60% aggregate marks</u> in Computer Science or MCA.</p> <p><u>Accounts &amp; Law:</u> M.Com <u>with 60% aggregate marks.</u></p>

Languages: Graduate in concerned language from recognised University.

Food Science and Nutrition: Post Graduate from recognised University with 50% marks.

**7. Eligibility for Promotion :** "Candidate for being considered for promotion as HOD should have passed 3 year Diploma/Degree course or should have passed a bridge course as prescribed by NCHMCT. Candidate should have at least 5 years experience in the grade of Senior Lecturer-cum-Senior Instructor."

Languages: Graduate in concerned language from recognised University with 60% aggregate marks.

Food Science and Nutrition: Post Graduate from recognised University with 60% aggregate marks.

**7. Eligibility for Promotion :** "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 other wise 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."

# SR. LECTURER

## ANNEXURE-III

EXISTING PROVISION	AMENDED PROVISION
<p><b>5. Qualification and Experience required :</b></p> <p><b>Essential Qualification for Direct Recruitment:</b> 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% marks in degree/diploma in Hotel Management.</p> <p><b>For specific subjects:</b> <u>Management Subjects:</u> MBA/Post Graduate Diploma in Business Management with 50 % marks. <u>Computer Science:</u> Graduate with 50% marks in Computer Science or MCA. <u>Accounts &amp; Law:</u> M.Com with 50% marks. <u>Languages:</u> Graduate in concerned language from recognised University.</p>	<p><b>5. Qualification and Experience required :</b></p> <p><b>For Core hospitality subjects:</b> <b>Essential Qualification for Direct Recruitment:</b> 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 <b>60% aggregate marks</b> in degree/diploma in Hotel Management.</p> <p><b>For specific subjects:</b> <u>Management Subjects:</u> MBA/Post Graduate Diploma in Business Management <b>with 60 % aggregate marks.</b> <u>Computer Science:</u> Graduate <b>with 60% aggregate marks</b> in Computer Science or MCA. <u>Accounts &amp; Law:</u> M.Com <b>with 60% aggregate marks.</b> <u>Languages:</u> Graduate in concerned language from recognised University <b>with 60% aggregate marks..</b> <u>Food Science and Nutrition:</u> Post Graduate from recognised</p>

<p><u>Food Science and Nutrition</u>: Post Graduate from recognised University with 50% marks.</p> <p><b>7. Eligibility for Promotion :</b>          "Candidate should have at least 5 years experience in the grade of Lecturer-cum-Instructor.</p>	<p>University with 60% aggregate marks.</p> <p><b>7. Eligibility for Promotion :</b>          Candidate should have at least 5 years of service in the grade of Lecturer-cum-Instructor <u>rendered after appointment thereto on a regular basis failing which from amongst Lecturer having at least 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.</u></p>
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*[Signature]*  
 10/8/19



## TEACHING ASSOCIATE

EXISTING PROVISION	AMENDED PROVISION
<p>No R.Rs exist for the post of Teaching Associate.</p> <p>As per the SIU norms approved by the Ministry of Finance, 20% of the sanctioned posts are to be mandatorily filled on contract basis. All Asstt. Lecturers presently working on contract basis would be re-designated as TEACHING ASSOCIATES to teach Short-term Craft and 'Hunar Se Rozgaar' courses.</p>	<p>5. Qualification and Experience required : For Core hospitality subjects: <u>Full time Bachelors Degree in Hospitality &amp; 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 Trainer's Certificate OR</u></p> <p><u>Full time Bachelors Degree in Hospitality &amp; 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 Bachelor's or Master's degree level.</u></p> <p># <u>The period of service rendered as a teacher on contract basis shall be reckoned as valid teaching experience.</u></p>

*[Signature]*  
10/11/21

## ANNEXURE-V

## ADMINISTRATIVE-CUM-ACCOUNTS OFFICER

EXISTING PROVISION	AMENDED PROVISION
5. Educational & other Qualifications and experience for direct recruitment  "Graduation from a recognised University with 8 years experience in administration and accounts of which 4 years in recognised Hotel Management Institute of not less than diploma level.	5. Educational & other Qualifications and experience for direct recruitment  "Graduation from a recognised University with 8 years experience in administration and accounts of which 4 years in <u>any Central/State Government Institute</u> of Hotel Management or Food Craft Institute.
6. Age limit for direct recruitment & deputation - 30 Years.	6. Age limit for direct recruitment & deputation - <u>45 Years.</u>

  
10/4/21

GOVERNMENT OF INDIA  
MINISTRY OF TOURISM  
(HRD DIVISION)

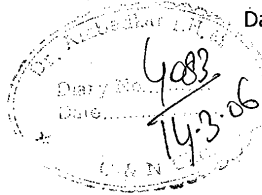
C-I Hutments,  
Dalhousie Road,  
New Delhi-110011

No.1(11)/RR-2003/HRD Pt.I

Dated: 3.03.2006

To

The Principal  
(All IHMs)



**Subject: Amendment in the 'Recruitment and Promotion Rules-2003' for the post of Principal in IHMs.**

Sir/Madam,

I am directed to refer to this Ministry's letter No.1(11)/RR/22000 dated 11<sup>th</sup> June 2003 regarding circulation of the new/revised 'Recruitment and Promotion Rules-2003' for various posts, including the post of Principal, in all IHMs. This is now to inform you that the existing Recruitment Rules for the post of Principal has further been examined and it has been decided with the approval of Secretary (Tourism) to make amendment in Col. No.5(ii) regarding **Essential Qualifications** as below:-

Col. No.	Existing provision	Amended provision
5(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 at least 55% marks in degree/diploma in Hotel Management. For Graduates in Hotel Management, item No.(i) is not necessary.	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 50% marks in degree/diploma in Hotel Management. For Graduates in Hotel Management, item No.(i) is not necessary.

The above amendment will come into force w.e.f. the date of issue of this letter. A copy of amended Recruitment Rules is also enclosed.

It is requested that this amendment may be placed before the BOGs of the respective Institute and got adopted and a reply sent to this Ministry early.

Yours faithfully,

(Vijay Kumar)  
Dy. Secretary(HRD)

Mr. Prakash  
B. S. S.  
14.3.06



## SCHEDULE

1. Name of the Post: **Principal**
2. Scale of Pay: **Rs.14, 300-400-18,300**
3. Method of Recruitment: **Direct**
4. Whether post is Selection/Non-selection: **Selection**
5. Qualifications and Experience required:

### Essential Qualifications:

- (i) Graduation from a recognized 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 at least 50% marks in degree/diploma in Hotel Management. For Graduates in Hotel Management, item No.(i) is not necessary.

### Experience:

At least 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 and Catering Technology.

OR

At least 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

At least 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.

6. Age limit : 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.

7. Appointing Authority: **Board of Governors**

\*Hotel operations related subjects are: Food Production, Food and Beverage Service, Accommodation Operations / House Keeping and Front Office.



RASHMI VERMA

By Speed - post

OFFICE OF THE  
DIRECTOR GENERAL  
DEPARTMENT OF TOURISM  
GOVERNMENT OF INDIA  
NEW DELHI  
TELEPHONE: 23715717

11<sup>th</sup> June, 2003

No.1(11)/RR/2000

To

**The Principal  
All Institute of Hotel Management  
Catering Technology & Applied Nutrition**

**Subject : Recruitment and Promotion Rules – 2003 for IHMs.**

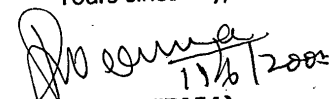
Sir/Madam,

This is to inform that the Deptt. of Tourism after obtaining feedback from the IHMs and detailed examination, has further streamlined and amended the existing Recruitment Rules –2001 for IHMs. The new/revised Recruitment Rules have been termed as "Recruitment and Promotion Rules – 2003" and a copy of the same is enclosed herewith. These rules shall come into force w.e.f. the date of issue of this letter. With the introduction of these new rules, the existing Recruitment Rules introduced in September 1998 and which were further revised in January 2001 stand superceded.

It is requested that these "Recruitment and Promotion Rules – 2003" for IHMs may be placed before the Board of Governors of the respective Institute and got adopted and a reply may be sent to this Department early.

With regards,

Yours sincerely,

  
(RASHMI VERMA)

Encl : As above.