

**NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND
CATERING TECHNOLOGY**

(set up by Ministry of Tourism, Government of India)

A - 34, Sector -62, Noida 201309 (U.P.)

Applications are invited for filling up the post of **Director (Administration & Finance)** in the Council.

1. Director (Administration & Finance):

1. No. of Post: 1 (Un-reserved); **Pay Band:**Rs.15600-39100 +7600(GP)

2 Method of Recruitment: By transfer / transfer on deputation

3. Field of Selection in case of deputationist:

“Officers of the Central Govt. including All India Services and Grades ‘A’ Services/State Governments/Autonomous Bodies/Public Sector Undertakings /Institutes of Hotel Management/Foodcraft Institutes.

- holding analogous posts or with 5 years’ service in the posts in the Pay Scale of Rs.15600-39100 + Rs.6600(GP) respectively or equivalent and
- possessing at least 5 years’ experience in personnel administration and financial and accounts matters, preferably relating to educational institutions.
“ (Period of deputation shall not ordinarily exceed four years)”
- Ability to use Computer is an essential qualification.

General: (1) The Council reserves the right to short list the applications, fill or not to fill any vacancy. (2) In the case of employee of Central/State Govts., Public Sector Undertaking/Central Autonomous Bodies only such candidates should apply who are willing to come on Deputation/transfer basis. (3) Applications indicating the (a) Post Applied for ; (b) Name; (c) Age as on 20.4.2012 (d) Nationality (e) Whether SC/ST/OBC (f) Complete Postal address (g) Qualification (h) Experience (tabulated in chronological order);(i) Present Post, Pay Scale & Pay ; (j) Minimum pay expected; and (k) Any other relevant information, must reach this Council on or before 20th April,2012. In the case of employees of Govt./PSUs/Autonomous Bodies , their application must be forwarded through proper channel accompanied with attested copies of ACRs for the last 5 years. The application should be addressed to Chief Executive Officer of the Council on the above given address, subscribing on the envelop “Application for the post of Director(A&F)”.

APPLICATION FORMAT
For the Post of Director (Admn. & Fin.) in NCHMCT

1.	Name of Candidate (in Capital letters)				
2.	Date of Birth	Day	Month	Year	Age as on 20.4..2012
3.	Father's Name/Husband's Name				
4.	Nationality				
5.	Gender(Male/Female)				
6.	Marital Status	Married		Single	
7.	Category (Please tick in appropriate box)	Gen.	SC	ST	OBC
8.	Address with Pin Code	Correspondence		Permanent	
9.	Tel. No.				
10.	Mobile No.				
11.	E-mail Id.				

12	Educational Qualifications:			
Sl. No.	Name of the Exam passed	Name of Recognised Board/University	Division obtained	% of Marks up to two decimals

13	Work Experience (in chronological order beginning from the present job):				
Sl. No.	Designation & Pay Scale	Organisation	Period of service		Reason for leaving the job
			From	To	

The applications should be routed through proper channel with advance copy mailed. The application routed through proper channel should accompany ACRs of last three years. Vigilance clearance certificate and copies of testimonials should also be furnished.

Declaration

I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. I any information is found to be false at any stage, my candidature/selection is liable to be cancelled without assigning any reason there for.

(Signature)

Place:

Date:

(Note: Please use additional sheets for item 12 and 13, if required.)

SCAN COPY OF EMPLOYEEMENT NEWS

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Employment News Dated 7-13 April 2012

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