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25/2/15



GOVERNMENT OF KERALA

Abstract

Tourism – State Institute of Hospitality Management (SIHM), Kozhikode –Staff Regulations – Sanctioned – Orders issued.

TOURISM (B) DEPARTMENT

G.O. (MS) No.64/2015/TSM

Dated, Thiruvananthapuram, 20-02-2015

Read:- 1. G.O(MS)No.178/08/TSM dated 7-6-2008.

2.Letter No.HB4-3331/2009 dated 24.11.2013 from the Director, Tourism.

ORDER

As per the Government Order read as 1st paper above, administrative sanction was accorded for the setting up of a State Institute of Hospitality Management (SIHM) at Kozhikode at a total cost of Rs.15.65 Crores with Central Financial Assistance and state share. The institute started functioning from the year 2008.

2. The Director, Tourism has forwarded a proposal of staff regulations of the SIHM, Kozhikode based on the decision of Governing body meeting of SIHM held on 31.10.2012 vide letters read as 2nd paper above.

3. Government have examined the proposal in detail and are pleased to approve the proposal for staff regulations of SIHM, Kozhikode as appended to this order.

By Order of the Governor,

P.K. Shaju,

Additional Secretary to Government

To

The Director, Tourism, Park View, Thiruvananthapuram

The Principal, State Institute of Hospitality Management (SIHM), Government Guest House Compound, West Hill, Kozhikode -673005

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram

The Accountant General, (Economic & Revenue Sector, Audit), Kerala, Thiruvananthapuram.

The Finance Department (Vide U.O.No.77904/PUC3/14/Fin dated 07.11.2014)

The Law Department (Vide U.O.No.27770/Opn F3/14/Law dated 26.12.2014)

✓ The Director, Information & Public Relations Department (for uploading in the website)
Stock file/Office Copy.

Copy to:- The P.S. to Secretary, Tourism

Forwarded / By order,

Section Officer

**State Institute of Hospitality Management
(Kozhikode) Society**
Reg. No. 359/2008

STAFF REGULATIONS

STAFF REGULATIONS

In pursuance of the relevant provision of the Memorandum of Association and Rules of the State Institute of Hospitality Management (Kozhikode) Society, the Board of Governors hereby makes the following regulations namely:

CHAPTER – I

1. SHORT TITLE COMMENCEMENT AND APPLICATION:

- (i) These regulations may be called the State Institute of Hospitality Management (Kozhikode) Society's (Staff Regulations)
- (ii) They shall come into force at once.
- (iii) They shall apply to all the employees of the Society. In respect of the persons employed by the Society on Agreement/contract, the rules shall be those as may be specifically provided in the Contract or Agreement as the case may be. In respect of the persons appointed on deputation from the Central or State Government, all matters relating to such employees shall be governed by the terms of deputation and if on any specific matter there is no provision about the same in terms of deputation, reference should be made to the parent Government or Department as the case may be.

2. DEFINITIONS:

In these regulations, unless the context otherwise requires:

- (a) "Appendix" means an Appendix to these regulations;
- (b) "Appointing Authority" means the authority prescribed in Regulation 5;
- (c) "Board of Governors" means the Board of Governors of the Society;
- (d) "Chairman" means the Chairman of the Board of Governors;
- (e) "Secretary" means the Secretary of the Society;

- (f) "Society" means the State Institute of Hospitality Management (Kozhikode) Society;
- (g) "Employee" means a person who is in the whole time service of the Society but does not include a person employed by the Society on daily wages;
- (h) "Executive Committee" means the Executive Committee of the Society.
- (i) "Institute" means the State Institute of Hospitality Management (Kozhikode).
- (j) "Principal" means the Principal of State Institute of Hospitality Management (Kozhikode)
- (k) "State Government" means Department in the State Government dealing with the subject.
- (l) "Central Government" means Ministry or Department in the Central Government dealing with the subject.

3. INTERPRETATION

Board of Governors reserves to itself the right to interpret the Rules in accordance with the Government policy laid down by the Government.

4. CLASSIFICATION OF POSTS:

The classification of the posts in the Society and the scales of pay attached there to shall be as set out and shall be subject to such orders as may be issued by the Society from time to time in conformity with the orders / instructions issued by the Central Government from time to time.

CHAPTER-II

5. STRENGTH OF STAFF

The Board of Governors shall from time to time determine with the approval of the State Government the strength of the staff both permanent and temporary under the various categories required for carrying out its functions subject to the norms, orders/guidelines prescribed by the State Government/ National Council for Hotel Management & Catering Technology from time to time.

6. APPOINTMENTS

(i) Appointments (Form Appendix – II) to posts in Group 'C' and 'D' shall be made by the Principal and appointments to posts in Groups 'A' and 'B' shall be made by the Board of Governors and by the Executive Committee respectively or by a duly constituted sub-Committee authorized by the Board to hold such selections provided that the appointment of the Principal shall be made in accordance with the provisions of Rule 24 (i) of the Rules & Regulations of the Society.

(ii) Qualifications for appointments:-

The qualifications for the appointment to the posts in various cadres in the Institute shall be such as may be determined by the Executive Committee / Board of Governors from time to time in accordance with qualifications of staff prescribed by the National Council for Hotel Management & Catering Technology/ Government of Kerala in this regard.

(iii) Methods of Recruitment:-

Recruitment to the posts may be made:

- a) By direct recruitment;
- b) By promotion; and
- c) By appoint of employees borrowed from Government Department and other Institutes.
- d) On Contract

Note: Appointment to a post in any grade by promotion shall be made whether in a permanent or officiating capacity from amongst employees serving in posts in the next lower grade.

(iv) Ad-hoc appointment:

The terms and conditions including leave rules of contract Staff /ad-hoc appointments will be the ditto of rules followed in the Central Institutes of Hotel Management & Catering Technology in the country /Institute of Hotel Management & Catering Technology , Kovalam , Thiruvananthapuram.

(v) Superannuation:

- (a) All employees of the Institute shall retire on attaining the age of 60 years provided that the Board of Governors may if satisfied that the interest of the Society so requires and in consideration of the outstanding nature of work done by an employee, extend by an order in writing, with the prior approval of the State Government, the period of service of any employee beyond the age of superannuation on the existing terms and conditions or on

(b) re-employment or on contract service for any period not exceeding two years in aggregate, subject to any instructions / orders issued by the State Government in such matters.

(c) Notwithstanding anything contained in Regulation

(d) An employee shall on invalidation by the appropriate medical authority, cease to be in service on account of complete and permanent incapacitation determined in accordance with the relevant rules applicable to comparable categories of Central Government employees from time to time.

(vi) Probation:

1) Every employee shall, on appointment to any post (whether on promotion or otherwise) be on probation for a period of two years commencing from the date of regular appointment and probation may be extended for a maximum of one year in blocks of 6 months;

2) Nothing in this regulation shall apply to the persons employed on deputation from Central / State Governments or an Institute.

(vii) Medical fitness:

Every person appointed for the first time to any post in the Institute shall, before joining duty in the post, be required to furnish a medical certificate of fitness in the form prescribed in Appendix – I from a competent medical authority or from an authority as may be prescribed by the Institute. No such certificate need be furnished if;

- a) An employee has come on deputation;
- b) An employee is re-employed, provided break in the two appointments is less than 3 months;
- c) An employee has already been medically found fit. Medical certificate of fitness will have to be obtained by the employee concerned at his own cost. However, on production valid receipt, the amount of fee may be re reimbursed to him.

(viii) Termination of services:

(a) i) No employee other than a person on deputation from the Central Government or any State Government or an Institute shall leave or discontinue his service in the Institute except after giving one Month's notice in writing of his intention to do so to the Principal.

ii) Provided further that where an employee has completed the period of probation and stands confirmed, the period of such notice shall be three months.

iii) However, if an employee wants to leave service instantaneously, he may be permitted to do so by depositing with the Institute pay and allowances for the period of notice, as the case may be.

iv) Provided that the appointing authority may, for reasons to be recorded in writing, waive either wholly or in part, the requirement as to payment of such compensation.

(b) i) The Institute may at any time and without assigning any reasons, terminate the services of any employee who has not completed his probation, after giving one month 's notice in writing or a month's pay and allowances in lieu thereof.

ii) The Institute may at any time and without assigning any reason terminate the services of any employee who has completed period of probation and stands confirmed by giving him three months notice or pay and allowances thereof.

(c) In the case of Group 'C' and Group 'D' employees the Principal shall be the competent authority and Executive Committee shall be competent authority for Class 'B' posts and above. However, the Executive Committee will exercise this power only after the Board of Governors has accorded its approval in this regard. In case of Group 'A' posts, the competent authority shall be the State Government.

(d) Nothing contained in these Regulations shall affect the right of the appointing authority to retire, remove or dismiss an employee without giving any notice or pay in lieu of notice in accordance with the provisions of relevant rules concerning 'conduct and discipline' of employees.

CHAPTER III

7. GENERAL CONDITIONS OF SERVICE:

In all matters relating to service conditions such as fixation of pay, increments, counting of service for increments, compulsory deductions, optional deductions, grant of special pay, personal pay, honorarium and fee, Dearness Allowance, Additional Dearness, Interim Relief, Leave Travel Concession, Compensatory Allowance, House Rent Allowances, Children Education Allowance, House Building Advance, Festival Advance, Advances for purchase of Conveyance, Travel and Admissibility of Travel Allowance, Classification, Control and Appeal Rules, Conduct Rules, Contributions to Employees Provident Fund, Joining Time, Leave Entitlement and conditions for grant of various kinds of leaves, Medical Rules, Gratuity and Terminal Benefits etc, the Central Government Rules on the subject, as applicable to comparable categories of Central Government Employees/ servants, shall Mutatis Mutandis be applicable to the corresponding categories of the employees of the Society subject to any orders/ amendments / instructions issued by the State Government on the relevant subject from time to time, except that where the Board of Governors, with the approval of the State Government adopts a specific provision / rule in respect of any specific service matters, the employees of the Institute shall be subject to those provisions in respect of such specified matters.

Note:

- i. The above list is only illustrative and not exhaustive. All matters which may not have been spelt out above shall also be regulated in the same manner as in the case of Central Government servants of corresponding categories.
- ii. Regular employees of the Institute shall be eligible to contribute to Employees Provident Fund under the terms and conditions as laid down in Employees Provident Funds and Miscellaneous Provisions Act, 1952 as amended from time to time.

CHAPTER -IV

8. RESIDENTIAL ACCOMMODATION

- i. Out of the residential accommodation owned by the Society, the Society may at its discretion make available such residential accommodation as it considers appropriate to the pay, rank and status of an employee, and on such rate of monthly license fee as it considers reasonable. The Society will not have any authority to hire accommodation and give it to staff members.
- ii. In deciding the suitability of such residential accommodation to an employee's pay, rank and status as well as in determining the license fee to be recovered from the employees for such accommodation, the Society will bear in mind the scales of accommodation and the rates of house rent in force under the Central/State Government rules governing the allotment of residential accommodation to its employees, but the decision of the Society in regard to such questions shall be final.
- iii. If an employee refuses to accept the residential accommodation made available by the Society and if the Society does not consider his reasons for doing so adequate and acceptable, the Society may stop the house rent allowance payable to him in terms of relevant rules.
- iv. Accommodation of appropriate scale will be allotted to the employee strictly in accordance with the 'Rules' drawn up for allotment of such residential accommodation.

CHAPTER V

9. Regulations not covered by these Rules will be governed by Government of Kerala's instructions in that behalf.

CHAPTER VI

10. The following powers will be exercised by the authorities given against each:-

SL No	Nature of power	Extent of Power	Authority competent to exercise it
1.	<u>Matters regarding Medical Examination:</u> i. For appointment ii. For grant of leave iii. For any other purpose	Full	Principal
2.	<u>Probation period:</u> i. Initial probation ii. Extension of probation iii. Completion of probation	Full	Appointing authority
3.	<u>Extension of Services:</u> Beyond Superannuation / and re-employment/Contract employment	Full	Board of Governors subject to the approval of the State Government.
4.	Appointments	Group A Group B Group C and D }	Board of Governors Board of Governors Principal
5.	Termination of Services	Group A Group B Group C and D }	Board of Governors Board of Governors Principal
6.	Reduction in Establishment	Full	Board of Governors
7.	Disciplinary Authority	Group C and D } Group A Group B }	Principal Board of Governors / Executive Committee
8.	Pay Fixation	Full	Principal

9.	E.B. crossing	All Employees	Principal
10	Grant of Spl./Advance increments	-do-	Appointing Authority
11	Allowances-admissibility of decision regarding	-do-	Principal
12	Adoption of rate of pay and allowances	-do-	Board of Governors
13	Grant of Leave-all kinds	-do-	Principal
14	Detailing for duty during vacation	-do-	Principal
15	Accommodation	-do-	Principal
16	T.A./D.A.	All Employees	Principal
17	Travel by Air	-do-	Executive Committee in the case of entitled officers and Board of Governors with approval of the State Government non-entitled officer.
18	Gratuity and other retirement benefits	-do-	Appointing Authority
19	Relaxation / Interpretation of any rule	-do-	Board of Governors subject to approval of the State Government.

Note:

- (i) In respect of any of the above matters concerning the Principal the decision will be taken at the level of the Board of Governors with the approval of the State Government.
- (ii) For effecting better day to day administration, Principal may delegate his powers to any Authority subordinate to him.
- (iii) Financial powers shall be exercised as per Bye-laws of the society.

APPENDIX I

MEDICAL CERTIFICATE OF FITNESS FOR APPOINTMENT

I, Dr. _____
 hereby Certify that I have examined Shri /Smt /Kum. _____
 a candidate for employment
 in the State Institute of Hospitality Management (Kozhikode) Society and cannot
 discover that Shri /Smt. /Kum. _____
 has any disease (communicable or otherwise), constitutional weakness or bodily
 infirmity except _____.

I do not consider this a disqualification for employment in the State Institute of
 Hospitality Management (Kozhikode) Society . His/ Her age according to his/her own
 statement is _____ years and by appearance _____ years.

His/Her signature/Thumb impression are/is given below.

Dated the _____

 Name and designation of the Doctor.

APPENDIX - II

**State Institute of Hospitality Management (Kozhikode)
Society
WEST HILL , KOZHIKODE -5, KERALA**

Ref No. _____

Date _____

Dear Sir/Madam,

With reference to your application dated _____ the interview for which you appeared on _____, I have been authorized to offer you on behalf of the State Institute of Hospitality Management (Kozhikode) Society, a post of at the Institute.

The Terms and Conditions of the appointment will be as follows:

(i). Pay Rs..... p.m in the pay scale of.....

(ii) Allowances, leave and other terms and conditions:

These will be as laid down in the staff 'Regulations' of the society, the allowances etc. are comparable to those attached to similar post under the Central Government.

(iii) Nature of appointment

The appointment will be on probation for a period of 24 months in the manner laid down in the Staff Regulation aforesaid

(iv) Notice of Termination

During the period of probation the appointment may be terminated at any time by one-month notice giving by either side, viz yourself or the society without assigning any

reason. After your appointment is confirmed, the appointment may be terminated at any time by 3 months; notice given by either side without assigning any reason. The society, however reserve the right of terminating your services forthwith or before the expiry of the stipulated period of notice by making payment to you a sum equivalent to the pay and allowances for the period of notice or unexpired portion thereof.

(v) You will be required to produce within one month of appointment a medical certificate of fitness at your own cost from a medical practitioner or an authority nominated by the society.

(vi) Place of Duty

Your place of duty will be at the State Institute of Hospitality Management (Kozhikode) Society or such other place as the Board of Governors of the Institute may decide.

(vii) Documents to be produced

The following original certificates should be produced for inspection and return.

- (a) Degree, Diploma or certificate of educational and other technical qualifications.
- (b) The Matriculation Certificate or other acceptable proof of your date of birth.
- (c) A character certificate from a Gazetted Officer of the Govt. of India/ Govt. Of Kerala.

If any declaration given or information furnished by you proves to be false or if you are found to have wilfully suppressed any material information, you will be liable to removal from service and such other action as may deem necessary.

If you accept the offer on the above terms, you should communicate your acceptance to the undersigned by If no reply is received by the prescribed date, this offer will be treated as cancelled.

No travelling allowance shall be allowed for joining the appointment.

Please acknowledge receipt of this letter.

Yours faithfully,

For and on behalf of the

State Institute of Hospitality Management (Kozhikode) Society

STATE INSTITUTE OF HOSPITALITY MANAGEMENT

West Hill , Kozhikode- 5

KERALA

Staff Regulations : Part-2

RECRUITMENT AND PROMOTION RULES

RECRUITMENT AND PROMOTION RULES

In exercise of the overall powers vested in it under its Memorandum of Association and Rules & Regulations, the Board of Governors of the State Institute of Hospitality Management (Kozhikode) Society hereby makes the following Rules in respect of various appointments in service of the Institute:-

1. SHORT TITLE AND COMMENCEMENT:

- 1.1 These Rules shall be called the State Institute of Hospitality Management (Recruitment and Promotion) Rules.
1.2 These Rules shall come into force at once.

2. INTERPRETATION:

In these Rules the various terms and expressions shall have the same meaning as assigned to them in the Memorandum of Association, Rules and Regulations and Bye-laws of the Institute and other Rules applicable to employees of the Institute from time to time.

3. SCOPE:

These Rules shall apply for recruitments and promotions to all whole time regular employees and to all persons appointed or promoted to any post in the Institute.

4. CLASSIFICATION OF POSTS:

S.No.	Description of Posts	Classification of Posts
4.1	Posts carrying a Grade pay of Rs.7600/- and above	Group A
4.2	Posts carrying a Grade pay of Rs. 5400/- but less than Rs.7600/-	Group B
4.3	Posts carrying a Grade pay of Rs. 2400/- but less than Rs.4800/-	Group C
4.4	Posts carrying a Grade pay below Rs.2,400/- and Class IV employees as per KPSC norms	Group D

Note: 'Grade Pay' shall have the same meaning as defined in the Fundamental Rules applicable to Central Government Servants.

5. FILLING UP OF VACANCIES:

- 5.1 Vacancies shall be filled up by one or more of the following methods as prescribed in

the Schedule for each category of posts:-

- a) Direct recruitment (see Part II of these Rules)
- b) Promotion by selection-cum-seniority / selection by merit (see Part III of these Rules)
- c) Promotion on the basis of Non-selection (see Part III of these Rules)
- d) deputation of a person from the Central Government, State Governments, Semi-Government Organisations or Public Sector and other Undertakings. (see part IV of these Rules)

5.2 Vacancies against posts normally required to be filled up by promotions may be filled by direct recruitment when no employee is eligible or available or found suitable for promotion.

6. **SELECTION COMMITTEE:**

6.1 In making appointments the appointing authority would be as prescribed in the schedule. It shall be assisted by a **Staff Selection Committee and Departmental Promotion Committee** as given below:-

a) **For Group 'A' and 'B':**

i	Chairman, Executive Committee	Chairman
ii	Director (Tourism), Government of Kerala or his / her nominee (Member mandatory, without which the quorum shall not be complete).	Member
iii	Additional Director (Hospitality), Government of Kerala	Member
iv	Principal of a Hotel Management Institute under Central Government or his/ her nominee	Member
v	Principal of the Institute	Member

b) **For Group 'C' & 'D'**

i	Director , Department of Tourism, Government of Kerala	Chairman
ii	Additional Director (Hospitality), Department of Tourism , Government of Kerala	Member
iii	Principal of a Hotel Management Institute under Central Government or his/ her nominee	Member
iv	Principal of the Institute	Member
v	Expert in the Field/ subject	Member

- 6.2 The Chairman of a Selection/Promotion Committee may co-opt one/two subject specialists to assist the Committee.
- 6.3 The recommendations of the Selection/Promotion Committee shall be submitted to the Appointing Authority for approval and shall normally be valid for one year.
- 6.4 If any relative of any of the members of the Selection/Promotion Committee is the candidate for the post, such member will withdraw from the Selection/Promotion Committee to maintain impartiality and clear transparency in the selection process.
- 6.5 Presence of at least 2/3rd of the members shall form the quorum. However, presence of Chairman/his nominee would be mandatory.
- 6.6 The Selection/Promotion committee would recommend panel of names and rank in order of merit based on an interview/test.

7. **SPECIAL REPRESENTATION:**

Vacancies in various categories of posts shall be subject to such reservations for representation of Scheduled Castes, Scheduled Tribes, OBCs, Ex-servicemen or any other categories of persons as may be specified by the Government of Kerala from time to time.

8. **ELIGIBILITY FOR APPOINTMENT**

A candidate for appointment in the Institute:

- a) Must be a citizen of India

OR

- b) Must belong to such categories of persons as may, from time to time, be notified in this behalf by the Government of India.

9. **PHYSICAL FITNESS:**

A candidate selected for appointment in the Institute shall be required to produce a medical certificate of fitness before appointment from a Authorised Medical Officer for as may be nominated by the Board of Governors from time to time. This condition could be relaxed in those cases where the persons already employed in Central Government/State Government/Public Selector Undertakings including Universities who have already undergone such medical examination and apply for any post either on direct recruitment process through proper channel or apply and get selection on deputation basis on Foreign Service terms.

10. **VERIFICATION OF CHARACTER AND ANTECEDENTS:**

Appointing Authority shall satisfy itself that the character and antecedents of the candidates selected for first appointment in the Institute are such as do not render him unsuitable for appointment. The criteria, procedure and suitability for appointment would be the same as applicable for appointment to posts/services under the Central/State Government.

11. **RESTRICTION REGARDING MARRIAGE:**

The provision under Conduct Rule 21 regarding restriction on Marriage as applicable to the employees of the Central Government employees will be applicable to the employees. The procedures and decisions as prescribed under this rule shall be followed. Declaration will be obtained from new entrants as per OM No.25/37/67-Estt(A) dated 22.4.1970.

12. **GENERAL CONDITIONS FOR APPOINTMENT:**

12.1 Period of probation:

i) **For Direct recruits:**

For all direct recruits the period of probation will be two years.

ii) **For Promotees:**

For promotees, the probation period will be one year.

The appointing authority may extend the probation period for a maximum period of one year. In no case extended probation period shall be more than the double of the original probationary period.

PART-II: GENERAL PRINCIPLES GOVERNING DIRECT RECRUITMENTS

13. **DIRECT RECRUITMENT:**

13.1 All vacancies in Group 'A' , Group 'B' , Group C and Group D shall be notified and advertised in leading newspapers by the Institute.

13.2 Action to fill a post falling vacant on account of retirement shall be initiated at least six months prior to its occurrence. This could be supplemented with other vacancies arising due to resignation/dismissal/incapacitation/death in the intervening period. It shall be mandatory for the Institute to advertise the post of Principal at least six months prior to the superannuation/retirement of the incumbent

13.3 A candidate for direct recruitment to a post must fulfil the prescribed qualifications, experience, age etc. Relaxation of essential qualifications and experience as prescribed for the post shall **NOT** be permissible under any circumstances.

13.4 In case a vacancy is reserved for SC/ST and OBC candidate, necessary steps to notify the vacancy shall be taken.

13.5 Due relaxations will be available for SC/ST/OBC candidates and such other categories of persons as may be notified from time to time by the Government of Kerala.

13.6 A departmental candidate shall also be eligible to apply for a direct recruitment post if he/she possesses the requisite qualifications etc., except that in such cases the upper age limit may be relaxed up to 5 years. Departmental Candidate: is one who is a regular employee of Institute/ National Council for Hotel Management & Catering Technology /Central/ State Institutes of Hotel Management.

- 13.7 On receipt of applications, a list of eligible candidates shall be prepared by a Screening Committee. Short listed candidates shall be required to appear in the prescribed test(s) and/or interview. On an average for one post, three candidates may be selected and placed in a panel in order of merit. In case the first candidate does not join the post within the stipulated joining time, the offer of appointment shall be made to the second candidate and if the second candidate also does not join, the offer of appointment shall be made to the third candidate by observing guidelines on reservation, etc. The panel of selected candidates shall be valid for one year. However, the Selection Committee has the discretion in this regard.
- 13.8 A candidate below the age of 18 years shall not be considered for appointment to any post in the Institute.
- 13.9 The duration of experience as prescribed in these Recruitment Rules for each post for direct recruitment, shall be followed as per the guidelines of NCHMCT/Government of Kerala.

PART-III : GENERAL PRINCIPLES GOVERNING PROMOTION

14. PROMOTION:

- 14.1 No employee shall be considered eligible for promotion to a higher post unless he/she satisfies the requirements prescribed for promotion as specified for the respective post in the Schedule.
- 14.2 For the purpose of promotion, a post shall be either a selection post or a non-selection post as given in the Schedule.
- 14.3 **Selection Posts** – Promotion to selection posts shall be on the basis of merit with due regard to seniority. The appropriate Departmental Promotion Committee shall judge the merit and suitability of eligible employees for promotion on the basis of record of service, including confidential reports and recommend the order in which they may be promoted. The Departmental Promotion Committee may conduct interview/test.
- 14.4 **Non-Selection Posts** – Promotion to non-selection posts shall be on the basis of seniority subject to rejection of unfit candidates as determined from the record of service, including Confidential reports, by the appropriate Departmental Promotion Committee as referred to above.

PART - IV: GENERAL PRINCIPLES GOVERNING DEPUTATION

15 DEPUTATION ON FOREIGN SERVICE TERMS:

- 15.1 Employees of the Central Government/State Government/Public Sector and other Undertakings/Autonomous Societies etc., applying through proper channel for appointment as deputation on Foreign Service terms for any post in the Institute shall be considered. While selecting such employees of the above mentioned organisations for a deputation post in the Institute, selection committee, as may be constituted by the Board of Governors of the Institute, will ensure that the candidate fulfils the requisite

- qualifications and experience etc., for the deputation post as are prescribed in the Recruitment Rules.
- 15.2 The terms and conditions of appointment on deputation/foreign service in the Institute shall be regulated in terms of Department of Personnel & Training's Office Memorandum dated 05.01.1994 as amended from time to time. The period of deputation/Foreign Service shall be subject to a maximum of three years in all cases. The borrowing organisation may grant extension beyond this limit up to one year, after obtaining orders of **competent authority**, where such extension is considered necessary in public interest. In exceptional cases where the deputationist is not found fit to discharge his/her duties and responsibilities to the satisfaction of the competent authority, such deputationist could be reverted back to his parent office even before the expiry of the period of deputation.
- 15.3 All the terms and conditions relating to transfer on deputation should be settled well in advance between the lending department i.e. the parent office of the deputationist and the borrowing department.
- 15.4 During deputation period, the deputationist may elect to draw either pay in the pay scale of deputation post to be fixed under the normal Fundamental Rule 22 and sub-clauses there under or may draw the basic pay plus personal pay, if any in his parent department from time to time plus deputation allowance @ 5% of his basic pay provided the deputation is within the same station. In other cases i.e. deputation at outstation, deputation allowance will be @ 10% on his basic pay
- 15.5 The deputationist will have to exercise his option within one month of his joining the deputation post clearly indicating whether he elects to opt the pay scale of the borrowing department or opts for drawing deputation allowance as admissible under the Rules. The option exercised once will be final. The option could be revised in the following circumstances:
- a) when the deputationist is reverted to a lower grade in his parent cadre;
 - b) when the pay scale of parent post is revised either from retrospective effect or prospectively.
- 15.6 During deputation period the foreign employee has to pay Leave Salary Contribution in respect of all classes of employees @ 11% of pay drawn in Foreign Service. Besides Leave Salary Contribution, the foreign employee will also pay Pension Contributions at a percentage prescribed for different category/group of employees on the maximum pay of the post in the officiating/substantive grade held by the officer at the time of proceeding on Foreign Service. The Pension contributions will be based on the length of service, which would include all kinds of leave with or without pay, overstayal of leave, suspension and joining time etc. The Leave Salary Contribution (except for the period of leave availed on foreign service) and Pension Contribution/Provident Fund (employer's share) contribution are required to be paid either by the employee or by the borrowing organisation as per Central Government Rules and all appointments on deputation/foreign service basis in IHM will be as per terms and conditions as laid down in the Department of Personnel and Training's Office Memorandum dated 05.01.1994 as amended from time to time.
- 15.7 Borrowing department will have to pay to the lending department all the contributions

towards Pension, Contributory Provident Fund and Leave Salary at the prescribed rate. These contributions shall not be payable during leave availed of by the deputationist while in Foreign Service.

In nutshell all the provisions laid down in Chapter XII of the Government of India's Fundamental Rules will be applicable where the deputationist have been lent on foreign service terms from the lending Central Government/State Government Departments, Public Sector and other Undertakings, Autonomous Societies etc.

- 15.8 The above mentioned Rules shall also apply to the employees of the Institute lent on Foreign Service terms from one IHM to another or from the IHM to Central Government/State Government Departments/Public Sector and other Undertakings or any other Autonomous Societies.etc.
- 15.9 Leave Salary and/or pension contributions in respect of deputationist lent on foreign service in the IHM may be paid annually within fifteen days from the end of each financial year or at the end of the foreign service. In cases where the deputation on Foreign Service expires before the end of a financial year, the requisite contributions should be remitted within fifteen days from the expiry date of Foreign Service to the lending organisations.
- 15.10 Interest on overdue contributions i.e. unpaid contributions must be paid to the lending organisation in accordance with the provisions laid down in S.R.307 of Government of India. At present the rate of interest on unpaid contributions is two paisa per day per Rs.100/- from the date of expiry of the date on which contributions are finally paid.

Note: Though Government of India's Rules provide that the employee could also pay leave salary and pension contributions himself at the prescribed rates on the net pay drawn i.e. the pay minus pension and leave salary contributions, yet it would depend on the option of the employee of the IHM.

The leave salary for the leave availed of by the deputationist while in Foreign Service in the IHM shall be payable by his parent office.

Leave salary contributions and pension contributions should be shown distinctly in the statement to be sent along with the Cheque/Demand Draft.

16. **REMOVAL OF DOUBTS:**

Where any doubt arises as to the interpretation of any of the provisions of these Rules or in respect of matters not provided for in these Rules, the matter shall be referred to the State Government.

SCHEDULE

Added as per the decision
of Board of Governors
GB03 dated 31.10.2012

1	Name of the post	Principal
2	Method of Recruitment	Direct
3	Whether post is Selection/Non-selection	Selection
4	Qualifications and Experience required	<p>1. Graduation from a recognized University</p> <p>2. 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.(1) is not necessary</p>
5	Experience	<p>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</p> <p>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</p> <p>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</p> <p>Minimum 20 years of Hotel industry experience including minimum 5 years in Managerial capacity in 4 star/ Heritage or above category approved hotel.</p>
6	Age limit	Not exceeding 52 years. Upper age limit is Relaxable up to 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

1	Name of the Post	Lecturer-cum-Instructor
2	Method of recruitment	Direct/ Promotion from amongst the Assistant Lecturer-Assistant Instructors working in the institute
3	Whether post is selection/non-selection	Promotion / Selection
4	Education and other qualifications and experience for direct recruitment	<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 55% marks in degree/diploma in Hotel management. For Graduates in Hotel Management , item No.(1) is not necessary</p> <p>Experience for Direct Recruitment:</p> <p>At least 5 years experience as Assistant Lecturer-cum-Assistant Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology.</p> <p>Or</p> <p>At least 7 years of experience in teaching and/or hotel industry including 5 years teaching experience as Assistant lecturer-cum-Assistant Instructor in an Institute of Hotel Management affiliated to state Board of Technical Education / Recognized University.</p> <p>Or</p> <p>At least 7 years of experience in teaching and/or hotel industry including 5 years teaching experience as Assistant Lecturer-cum-Assistant instructor in a food Craft Institute to National Council for Hotel management and Catering Technology. Or</p> <p>At least 7 years Hotel industry experience including minimum 3 years in supervisory capacity in 3 star /Heritage or above category approved hotel.</p>

5	Age limit for direct recruitment.	Not exceeding 35 years Upper age limit is relax able up to 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	Whether age limit, qualifications applicable to promotees.	NA Candidate should have at least 5 years experience in the grade of assistant lecturer-cum-Assistant Instructor. Promotion to selection posts shall be on the basis of merit with due regard to seniority whereas 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 then recourse to direct recruitment can be made
7	Appointing authority for the post.	Board of Governors

For Specific Subjects: Lecturers (Guest)

Food Science and Nutrition: Post Graduate Degree with food Science or Nutrition related subject from recognized University with 50% marks. At least 2 years of teaching experience in an educational institution.

Computer : Graduate with Computer Science or Computer Application as main or subsidiary subject with 50% marks or MCA. At least 2 years of teaching experience in an educational institution.

Accounts – M.Com/ICWA with 50% marks. At least 2 years of teaching experience in an educational institution.

Hotel Engineering: A Graduate in any stream of engineering preferably Civil/Electrical. 3 year practical experience or two year teaching experience.

1	Name of the Post	Assistant-Lecturer-cum-Assistant Instructor
2	Method of recruitment	Direct Recruitment
3	Whether post is selection/non-selection	Selection
4	Education and other qualifications and experience for direct recruitment	<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 % marks in degree/diploma in Hotel management. For Graduates in Hotel Management , item No.(1) is not necessary</p> <p>Experience:</p> <p>A Minimum of 3 years practical experience in hotel and catering industry in food production/baking and confectionary.</p> <p>or</p> <p>At least 2 years of teaching experience in an institute affiliated to National council for Hotel Management and Catering Technology / State Board of Technical Education Recognized University.</p>
5	Age limit for direct recruitment.	Not exceeding 30 years Upper age limit is relax able up to 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	Whether age limit, qualifications applicable to promotees.	NA
7	Appointing authority for the post.	Board of Governors

1	Name of the Post	Office Superintendent cum Accountant
2	Method of recruitment	Direct/ Promotion from PA/ UDCs with 5 and 8 years experience of regular service in the grade respectively, failing which by transfer on deputation from officers holding analogous post in the offices of CAG/CGA or eligible officers from any other Institute of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by direct recruitment
3	Whether post is selection/non-selection	Selection cum seniority
4	Education and other qualifications and experience for direct recruitment	Essential Qualification: Graduate from recognized university. 5 years experience in Commercial or Educational Institutions
5	Age limit for direct recruitment.	Not exceeding 35 years Relaxable up to 5 years in the upper age limit for SC/ST, departmental candidates and as specified for other categories by Govt. of India from time to time
6	Whether age limit, qualifications applicable to promotees.	Age limit – No Educational Qualifications : Commerce Graduate or Graduate with Cash & Accounts training from ISTM
7	Appointing authority for the post.	Board of Governors

1	Name of the Post	U.D.C
2	Method of recruitment	By promotion from the grade of LDC with a Minimum 5 years regular service in the grade, failing which by direct recruitment.
3	Whether post is selection/non-selection	Selection cum seniority
4	Education and other qualifications and experience for direct recruitment	Essential Qualification: Graduate from recognized University. At least 3 years experience in administrative and accounts matters with knowledge of computer.
5	Age limit for direct recruitment.	Not exceeding 30 years Relaxable up to 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
6	Whether age limit, qualifications applicable to promotees.	Age limit – No Educational Qualifications: Yes
7	Appointing authority for the post.	Executive Committee

1	Name of the Post	L.D.C.
2	Method of recruitment	Direct Recruitment
3	Whether post is selection/non-selection	N.A.
4	Education and other qualifications and experience for direct recruitment	Essential Qualification: 10+2 or Higher Secondary School, passing typing speed of 40 words per minute 3 years experience in reputed Commercial or Educational Institutions
5	Age limit for direct recruitment.	Not exceeding 28 years Relaxable up to 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
6	Whether age limit, qualifications applicable to promotees.	Age limit - No Educational Qualifications : Yes
7	Appointing authority for the post.	Executive Committee
8		

1	Name of the Post	Librarian
2	Method of recruitment	Direct
3	Whether post is selection/non-selection	Selection
4	Education and other qualifications and experience for direct recruitment	Essential Qualification: Degree in Library Science from a recognized University or Graduate with Diploma in Library Science from recognized university . 3 years experience of working in a Library.
5	Age limit for direct recruitment.	Not exceeding 30 years Relaxable up to 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
6	Whether age limit, qualifications applicable to promotees.	Age limit – No Educational Qualifications: Yes
7	Appointing authority for the post.	Executive Committee

1	Name of the Post	Storekeeper
2	Method of recruitment	Direct
3	Whether post is selection/non-selection	Selection
4	Education and other qualifications and experience for direct recruitment	Essential Qualification: Graduate from a recognized University At least 3 years experience in administrative & accounts matters with knowledge of computer
5	Age limit for direct recruitment.	Not exceeding 30 years Relaxable up to 5 years in the upper age limit for SCs, STs, departmental candidates and as Specified for other categories by Govt. of India from time to time.
6	Whether age limit, qualifications applicable to promotees.	Age limit - No Educational Qualifications: Yes
7	Appointing authority for the post.	Executive Committee

1	Name of the Post	General Attendant/Lab Attendant
2	Method of recruitment	Direct Recruitment
3	Whether post is selection/non-selection	N.A.
4	Education and other qualifications and experience for direct recruitment	<p>Essential Qualification:</p> <p>Craft Certificate course in Fod production or in Food Service from State FCI's or any other Course approved by AICTE</p> <p>One year experience in the industry or any educational institution.</p>
5	Age limit for direct recruitment.	Not exceeding 28 years
6	Whether age limit, qualifications applicable to promotees.	<p>N.A.</p> <p>Educational Qualifications: Yes</p>
7	Appointing authority for the post.	Executive Committee

1	Name of the Post	Peon
2	Method of recruitment	Direct Recruitment
3	Whether post is selection/non-selection	N.A.
4	Education and other qualifications and experience for direct recruitment	Essential Qualification: As per KPSC Norms
5	Age limit for direct recruitment.	Not exceeding 28 years
6	Whether age limit, qualifications applicable to promotees.	N.A. Educational Qualifications: Yes
7	Appointing authority for the post.	Executive Committee

1	Name of the Post	Hostel Attendant
2	Method of recruitment	Direct Recruitment
3	Whether post is selection/non-selection	N.A.
4	Education and other qualifications and experience for direct recruitment	Essential Qualification: As per KPSC Norms
5	Age limit for direct recruitment.	As per KPSC Norms
6	Appointing authority for the post.	Executive Committee

1	Name of the Post	Electrician Cum Plumber
2	Method of recruitment	Direct Recruitment
3	Whether post is selection/non-selection	N.A.
4	Education and other qualifications and experience for direct recruitment	Essential Qualification: As per KPSC Norms
5	Age limit for direct recruitment.	As per KPSC Norms
6	Appointing authority for the post.	Executive Committee

1	Name of the Post	Gardener
2	Method of recruitment	Direct Recruitment
3	Whether post is selection/non-selection	N.A.
4	Education and other qualifications and experience for direct recruitment	Essential Qualification: As per KPSC Norms
5	Age limit for direct recruitment.	As per KPSC Norms
6	Appointing authority for the post.	Executive Committee

1	Name of the Post	Sweeper cum Scavenger
2	Method of recruitment	Direct Recruitment
3	Whether post is selection/non-selection	N.A.
4	Education and other qualifications and experience for direct recruitment	Essential Qualification: As per KPSC Norms
5	Age limit for direct recruitment.	As per KPSC Norms
6	Appointing authority for the post.	Executive Committee