



**INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**  
**SURVEY NO. 137/P, DR. BBA GOVT. POLYTECHNIC CAMPUS,**  
**MADHUBAN-KHANVEL ROAD, VILL: KARAD, SILVASSA**  
**DADRA & NAGAR HAVELI – 396 230. EMAIL: [ihmsilvassa@gmail.com](mailto:ihmsilvassa@gmail.com)**

***(Nearest Rail Head – Vapi – 20 km. Nearest Airport – Mumbai – 130 km. Surat – 110 km. Well connected with Ahmedabad Mumbai NH8. A City with all Modern Amenities.)***

No. IHM&CT/113/Advt. Principal/2012/172

Date: 13/10/2015

### **ADVERTISEMENT**

Application from interested and eligible candidates are invited for the Post of PRINCIPAL on direct recruitment basis in the institute of Hotel Management & Catering Technology, Karad, Silvassa.

**NO. OF POSTS: ONE (01)**

**PAY SCALE:** Rs. 37,400-67,000 + Grade Pay Rs. 8700/- plus allowances as applicable to employees of Central Government stationed at SILVASSA.

**AGE LIMIT:** Not exceeding 52 years as on the last date of receipt the application. 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.

#### **Essential Qualification:-**

- (i) Graduation from a recognised university.
- (ii) Full time Degree / 3 year diploma in Hotel Management from National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognized University securing not less than 50 % marks in aggregate.
- (iii) For Graduate in Hotel Management item no. (i) is not necessary.

#### **Experience:-**

At least 25 years of experience in teaching and / or hotel industry including minimum 10 years as Head of Department in hotel operations related subject(s) in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology / State Board of Technical Education / Recognised University.

**OR**

At least 25 years experience in teaching and / or hotel industry minimum 10 years as Principal in a Food Craft Institute affiliated to National Council for Hotel Management & Catering Technology.

**OR**

Minimum 25 years Hotel industry experience including minimum 15 years in Managerial capacity in 4 star / Heritage or above category approved hotel.

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

1. Application should be filled up in the prescribed format enclosed herewith.
2. A recent passport size photograph should be affixed on the application.
3. Attested/Self Attested copies of all certificates and testimonials should be attached with the application.
4. Employees of Central Government / Public Sector Undertakings/Quasi or Semi Government Organizations / Autonomous bodies should send their applications through proper channel failing which they will have to furnish NOC from their employers at the time of interview.
5. Applications from interested candidates **who fulfil the prescribed qualifications and other conditions must reach on or before 16/11/2015 in the office of Development Commissioner's Office, Secretariat, Silvassa - 396 230, (U.T of Dadra & Nagar Haveli).**
6. Incomplete applications and applications received late will not be entertained. The Institute will not be responsible for any postal delays.
7. The competent authority reserves all rights to cancel / re-advertise without assigning any reasons and fill or not to fill the vacancy.
8. Advertisement and Application Form has also been posted on the website of the Institute ([www.ihmsilvassa.com](http://www.ihmsilvassa.com)) and NIC (dnh.nic.in) / IT department.

Sd/-

**(Kishor Kumar Bhalla)**

**Member Secretary**

# **Institute of Hotel Management & Catering Technology, Silvassa**

(To be filled in Block Letters only, or printed neatly)

## **Application for the post of: Principal**

(1) Name in Full : \_\_\_\_\_

(2) Date of Birth : (DD/MM/YYYY) \_\_\_\_\_

(3) Age as on cut-off date : \_\_\_\_ Days \_\_\_\_ Months \_\_\_\_ Years  
(i.e. 16/11/2015 :)

(4) Nationality: \_\_\_\_\_

(5) Religion: \_\_\_\_\_

(6) Marital Status: Married / Unmarried: \_\_\_\_\_

(7) Gender: Male/Female: \_\_\_\_\_

(8) Whether Handicapped? : Yes / No: \_\_\_\_\_

If yes, indicate whether Physically/Visually/ any other

(9) Whether belonging to SC/ST/OBC: \_\_\_\_\_

(10) Address for correspondence : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PIN: \_\_\_\_\_

(11) Mobile No: (1) \_\_\_\_\_ (2) \_\_\_\_\_

(12) Email: (Mandatory) \_\_\_\_\_

(13) Permanent home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PIN: \_\_\_\_\_

A recent Passport Sized  
coloured Self attested  
Photograph to be pasted  
here

(14) Academic & Technical Qualifications with percentage of marks obtained and year of passing the examination :

Sl No.	Exam	School/College/Institute/Board	Year of Passing	% up to two decimals (Don't Round off)
1	10 <sup>th</sup>			
2	12 <sup>th</sup>			
3	3 years Diploma / Degree in Hotel Management			
4	Graduation			
5	Masters			
6	Any other relevant			

(15) Experience in chronological order (Current Experience First) :

Sl No.	Organization	Post Held	From	To	Reasons for Leaving
1					
2					
3					
4					
5					
6					

(Add additional sheets if required)

(16) Present post with scale of pay & pay drawn : \_\_\_\_\_

(17) Disclosure about past disciplinary proceedings, if any

: \_\_\_\_\_

\_\_\_\_\_ (Add Additional Sheets if Required)

(18) Details regarding legal detention /conviction if any : (Add Additional Sheets if Required)

(19) Any other information desired to be furnished : (Add Additional Sheets if Required)

**I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated.**

**Name & Signature of the Applicant**

Place.....

Date .....

**(Endorsement given below is to be signed and forwarded by the DDO/Employer in the case of the in-service candidates whether in permanent or temporary capacity, failing which the application is liable to be rejected).**

### **ENDORSEMENT OF THE EMPLOYER**

Ref. No.....

Date.....

### **FORWARDED**

The applicant ..... (name) is holding the post of ..... in this College/University/Institution/Department on a temporary / substantive basis since.....(date). His/Her present Pay is Rs.....in the Pay structure of Rs..... with AGP/GP of Rs..... and he/she is drawing salary of Rs .....per month. His/ Her next date of increment is ..... We have no objection to his/her application being considered.

Signature of the Officer  
(with office seal)

**(False declaration will render the applicant liable for termination of appointment at any time)**