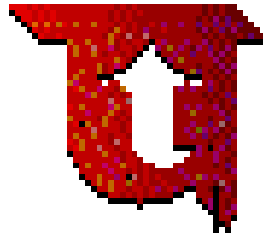


**RECRUITMENT, PROMOTION
&
SENIORITY RULES - 2010**



India Tourism Development Corporation Ltd.

INDEX

PART – I

Preliminary

	Page No.
1. Short Title, Commencement and Applicability	6
2. Definitions	6-8
3. Classification of posts	9-12
4. Creation, Redesignation and Abolition of Posts	13
5. Unit of Appointment, Transfer, Promotion etc	13
6. General Conditions Relating to Appointments	13-14
7. Reservation of Vacancies	14
8. Employment of Physically Handicapped Persons	14
9. Employment of Dependent Family Members of Deceased Employees	14
10. Association of Outside Experts in Selection/Departmental Promotion Committees	15

RECRUITMENT

11. Method of Recruitment	17
12. Direct Recruitment	18
12(A) Recruitment of Trainees and Recruitment through Career Development & Scheme	18
12(B)	
13. Eligibility Criteria for Departmental Candidates applying for the high post earmarked for Direct Recruitment	19
14. Selection Committees & Selection Procedure	19-21

	Page No.
PROMOTION	23-28
15. i) Eligibility criteria – Executives & Non-Executives	23
ii) Composition of Selection Committee	24
iii) Mode of Promotion	25-27
iv) Procedure of promotion of employees under Suspension or against whom Disciplinary proceedings are pending.	27-28
16. DEPUTATION	28
17. SENIORITY	29-31
MISCELLANEOUS	31-33
18 Interpretation	31
19 Amendments	31
20 Delegation of Powers	31
21 Relaxations	31
22 Explanatory notes to job specification/job requirement & various cadres	32-33
SCALES OF PAY	34-36
Executives (both CDA & IDA)	34
Non-Officers - Non HCE Units (both CDA & IDA)	35
Non-Officers - HCE Units	36
POLICY REGARDING METHOD OF RECRUITMENT, PERCENTAGE OF VACANCIES TO BE FILLED UP BY VARIOUS METHODS AND JOBS SPECIFICATIONS.	37

PART – II

	Page No.
Policy regarding method of recruitment – Whether direct or by promotion or transfer on deputation and %age of vacancies to be filled by various methods.	38-61
1. Hoteliering Cadre (Rs16400-40500(IDA)/Rs.15600-39100 +5400(GP) (CDA) and above	38-44
2. Finance & Accounts Cadre (Rs16400-40500(IDA)/Rs. 15600-39100 +5400(GP) (CDA) and above	45-47
3. Engineering, Planning & Consultancy Cadre (Rs16400-40500(IDA)/Rs. 15600-39100 +5400(GP) (CDA) and above	48-54
4. Information Technology Cadre (Rs16400-40500(IDA)/Rs. 15600-39100 +5400(GP) (CDA) and above	55-56
5. Legal Cadre (Rs16400-40500(IDA)/Rs. 15600-39100 +5400(GP) (CDA) and above	57-59
6. Integrated Management Cadre (Dy. Gen. Mgr. & above) (Rs32900-68000(IDA)/Rs.37400-67000 +8700(GP) (i.e HR, Security, Admn., MM&D, ATT, ARMS, BD, AITD, AC, PR&C, CS,OL, Medical Cal Wing etc.	60-61
7. Other Cadres – Executives. From the scale of Rs16400-40500(IDA)/Rs.15600-39100 +5400(GP) (CDA) upto the scale of Rs.24900-50500 (IDA) / Rs.15600 –39100 +6600 (GP) (CDA)	62-71
a. Human Resource	62-63
b. Security	64-65
c. Ashok Travels & Tours	66-67
d. Ashok Reservations & Marketing Services (Corp. Mktg. & Events)	68-69
e. Ashok International Trade	70-71
f. Public Relations & Culture	72-73
g. Ashok Creative	74-75
h.. Materials Management and Development	76-77
i. Administration	78-79
j. Business Development	80-81
k. Miscellaneous (Secretarial , Library, Official Language)	82-84
6. HEADQUARTER - NON-EXECUTIVES	85-99
a. Clerical and Office Establishments	85
b. Stenographers	86
c. Finance and Accounts	87
d. Administration (Peons, Daftaries/ Despatch Riders)	88-89
e. Staff Car Drivers	90
f. Receptionists/Telephone Operators	91
g. Clerical and Office Establishments-(Hindi)	92
h. Ashok International Trade	93-94
i. Ashok Reservations & Marketing Services (Corp. Mktg. & Events)	95
j. Ashok Creative	96
k. SEL	97
l. Information Technology	98
m. Security	99

	Page No.
7. ASHOK TRAVEL & TOURS (ATT) AND ASHOK TOURIST SERVICE STATOPM (ATSS) - NON-EXECUTIVES	100-104
a. Counter Staff	100
b. Drivers	101
c. Cleaner / Helper / Security Guard	102
d. Mechanical Staff	103
e. Sales Staff	104
8. HOTEL & CATERING ESTABLISHMENTS - NON-EXECUTIVES	105-115
a. Clerical and Office Establishments	105-106
b. Secretarial	107
c. Information Techonology	108
d. Telephone Staff	109
e. Drivers	110
f. Messengers & Daftaries	111
g. Storekeepers	112-113
h. Laundry	114
i. Aquatic Staff/Life Guards	115
10. HCE UNITS – ‘A’ CLASS CADRE - NON-EXECUTIVES	116-130
a. F&B - Production	116-117
b. F&B - Service	118-119
c. Accommodation- Front Office	120-121
d. Accommodation- House Keeping	122-124
e. Maintenance	125-126
f. Gardening Staff	127
g. Security Staff	128-129
h. Storeman / Linen Helper	130
11. HCE UNITS – ‘B’ CLASS CADRE - NON-EXECUTIVES	131-146
a. F&B - Production	131-132
b. F&B - Service	133-134
c. Accommodation- Front Office	135-136
d. Accommodation- House Keeping	137-140
e. Maintenance	141-142
f. Gardening Staff	143
g. Security Staff	144-145
h. Storeman / Linen Helper	146
12. HCE UNITS – ‘C’ CLASS CADRE - NON-EXECUTIVES	147-159
a. F&B - Production	147-148
b. F&B - Service	149-150
c. Accommodation- Front Office	151-152
d.. Accommodation- House Keeping	153-155
e. Maintenance	156
f. Gardening Staff	157
g. Security Staff	158
h. Storeman / Linen Helper	159
13. ISOLATED / MISC. CATEGORIES	160

INDIA TOURISM DEVELOPMENT CORPORATION LTD. RECRUITMENT, PROMOTION AND SENIORITY RULES

In exercise of the powers conferred by Article 71(1) of the Articles of Association of ITDC, the Board of Directors hereby lays down the rules relating to recruitment, promotion, seniority and other allied matters.

PART -I

1	PRELIMINARY
1	These rules shall be known as INDIA TOURISM DEVELOPMENT CORPORATION LIMITED RECRUITMENT, PROMOTION AND SENIORITY RULES - 2010
2	These rules shall come into force with immediate effect in supersession of all previous rules, practices and decisions, if any, on the subject in so far as they are inconsistent with the rules.
3	These rules shall apply to all the employees of the Corporation working in its Head Office, various Divisions/Units, Area Offices and Branches including executives posted in the units managed by the Corporation and also employees whose services are deputed/lent to other agencies and workforce engaged on direct contract.
4	Unless so provided in these rules, these shall not apply to: - i) Persons employed on daily wages, including casual labour, workforce engaged through job contract and part time employees ; and ii) Apprentices/Trainees.
2	DEFINITIONS
1	In these rules, unless the context otherwise requires:- "Act" means Companies Act, 1956 as amended from time to time.
2	"Appointing Authority" means an officer empowered by the Competent Authority to make appointments to posts i.e. non-executives and Executives in the Corporation. In the case of non-executives, the "Appointing Authority" shall be Head of Division / GM of the respective Units; in the case of Executives at the level of AM to DGM, the "Appointing Authority" will be concerned VP / Sr. VP of the Division with the concurrence of C&MD ; in the case of GM the "Appointing Authority" will be the Functional Director / C&MD and for VP / Sr. VP the "Appointing Authority" will be the C&MD / Board of Directors.
3	"Approved Service" means the period of service in a scale rendered by an employee after selection/promotion according to the prescribed procedure for long-term appointment to that scale.
4	"Board" means the Board of Directors of India Tourism Development Corporation Limited constituted by the President in terms of the Articles of Association of the Corporation.

5	"Chairman-cum-Managing Director or Managing Director" means Chairman-cum-Managing Director or Managing Director appointed by the President in terms of the Articles of Association of the Corporation.
6	"Corporation" means India Tourism Development Corporation Limited, having its registered office at Scope Complex, Core 8, 6th Floor, 7 Lodi Road, New Delhi-11 0003 India
7	"Competent Authority" means in relation to exercise of any power, the Board, the Chairman-cum-Managing Director or Managing Director or any other officer specified in that behalf by the Board.
8	"Confirmation" means the appointment on permanent basis by the Competent Authority of a probationer to a post on the satisfactory completion of the period of probation.
9	Departmental Promotion Committee" (DPC) means a Committee constituted under these rules by the Competent Authority for the purpose of filling selection posts through promotion in a higher post / scale of pay.
10	"Direct Recruit" means a person recruited against the quota provided for such recruitment in accordance with the provisions of these rules.
11	"EMPLOYEE" means any person in the whole time employment of the Corporation, excluding persons employed on daily wages, casual labour deployed on Job contract through contractor/Agencies or on direct contract and Apprentices/Trainees
12	"Heads of Division/Unit/Establishment/Area Office" means an officer designated as such by the Chairman-cum-Managing Director or Managing Director.
13	"Head Office" means the various Divisions including the Secretariat of the Chairman-cum-Managing Director or Managing Director and Area Offices.
14	"Chief Medical & Health Officer/Medical & Health Officer/Medical Board" means the Chief Medical & Health Officer/Medical & Health Officer/Medical Board of the Corporation/Unit, Area Office and also includes a Chief Medical & Health Officer/Medical & Health Officer/Medical Board appointed by the Competent Authority for a specific purpose.
15	"Memorandum and Articles of Association" means Memorandum and Articles of Association of India Tourism Development Corporation Limited.
16	"Non-Selection Post" means a post, other than a selection post which is to be filled on the basis of seniority, subject to suitability, and elimination of unfits.
17	"Permanent Employee" means an employee who has successfully completed the prescribed probationary period and who has been confirmed in writing against a permanent post.

18	“Part-time Employee” means an employee whose services are engaged on part –time basis.
19	“Permanent post” / “Regular Post” means a post created / upgraded by Competent Authority without specifying any definite period.
20	“Probationer” means a person employed and put on probation and also includes an employee who is on extended probation against a sanctioned post
21	“Promotion” means appointment by Competent Authority to a post in a higher scale made in accordance with these rules.
22	<p>“Region” means any of the following geographical areas: -</p> <p>Northern Region comprising States/Union Territories: Jammu & Kashmir, Punjab, Haryana, Rajasthan, Uttar Pradesh, Uttarakhand, Delhi, Himachal Pradesh, Chandigarh, Madhya Pradesh, Chhattisgarh.</p> <p>Eastern Region comprising States/Union Territories: Bihar, Jharkhand, West Bengal, Orissa, Sikkim, Assam, Arunachal Pradesh, Nagaland, Tripura, Meghalaya, Mizoram, Manipur and Andaman & Nicobar Islands.</p> <p>Western Region comprising States/Union Territories: Gujarat, Maharashtra, Goa, Daman & Diu.</p> <p>Southern Region comprising States/Union Territories: Andhra Pradesh, Karnataka, Tamil Nadu, Kerala and Pondicherry.</p> <p>Provided that additions/deletions/amendments in the compositions and number of the regions may be effected from time to time keeping in view the exigencies, business and operational requirements of the Corporation from time to time by the Competent Authority.</p>
23	“Sanctioned Strength” means the number of posts sanctioned in various scales by the Competent Authority in respect of each Division/Unit, Area Office etc. of the Corporation.
24	“Selection Committee” means a Committee constituted under these rules by the Competent Authority for the purpose of selection of personnel for appointment to any selection post in the Corporation
25	“Select List” in relation to any post means select list of candidates prepared in accordance with these rules.
26	“Selection Post” means a post recruitment / promotion to which is to be made by selection based on merit and suitability assessed through evaluation of reports / interviews / written tests or otherwise as may be prescribed by the Management from time to time.
27	“Temporary/Contractual Post” means a post created by Chairman-cum-Managing Director or Managing Director for a specified period on terms and conditions as stipulated in the sanction.

3. CLASSIFICATION OF POSTS

The posts in the Corporation shall be classified as follows:-

EXECUTIVE

SCALE OF PAY

Sr. Vice President	Rs.37400-67000+ 10000(GP) (CDA) / 51300-73000(IDA)
Vice President	Rs.37400-67000 + 8900 (GP) (CDA) / 43200-66000 (IDA)
General Manager	Rs.37400-67000 + 8700 (GP) (CDA) / 32900-58000(IDA)
Dy. General Manager	15600-39100+7600(GP) (CDA) / 29100-54500 (IDA)
Senior Manager	15600-39100+6600(GP)(CDA) / 24900-50500(IDA)
Manager	15600-39100+6600(GP) / 20600-46500(IDA)
Asstt. Manager	15600-39100+5400(GP) / 16400-40500 (IDA)

NON-EXECUTIVE (HQRS)

PA, Sr. Asstt., Sr. Acctt., Sr.Hindi Translator, Sr. Proof Reader, Sales Supervisor, Sr. RTO, Jr. Engineer	9300-34800+4200(GP)CDA)/ Rs.7040-11090 (IDA)
Asstt., Acctt., Sr. Photo Librarian, Reservation Asstt., Laising Asstt.-cum-Security Supervisor, Sr. Sales Asstt., Electrician, Sr. Steno.	5200-20200+2800(GP)(CDA)/ 5600-9050(IDA)
Jr. Asstt, Sales Asstt, Jr. Steno, Driver, Jr. Reservation Asstt.	5200-20200+2400(GP)(CDA)/ 5050-7900 (IDA)
Clerk, Bond Clerk, Staff Car Driver	5200-20200+1900(GP)(CDA)/ 4530-6455 (IDA)
Office Coordinator/ Packer/ Sec.Guard/ Daftry	4440-7440+1300(GP(CDA)/ 4060-5385(IDA) 4440-7440+1400(GP)(CDA)/ 4100-5525(IDA) 4440-7440+1650(GP)(CDA)/ 4200-5725(IDA)

**Non Executives (Ashok Travels & Tours) and Ashok
Tourist Service Station**

- | | | |
|----|--|--|
| 1 | Traffic Supervisor,
Traffic Supervisor (Technical) | Rs.9300-34800 +GP 4200 (CDA)/Rs.7040-11090
(IDA) |
| 2. | Asstt. Traffic Supervisor,
Asstt. Traffic Supervisor (Tech),
Chargeman, Sr. Mechanic
(MV/Electrical/AC),
Sr. Driver Gr.I, | Rs.5200-20200 + GP 2800 (CDA)/Rs.5600-9050
(IDA) |
| 3. | Counter Assistant,
Driver Gr.I,
Mechanic (MV/Electrical/AC),
Sr. Welder,
Sr. Dentor,
Sr. Painter,
Sr. Petrol Pump Sales man,
Store Keeper,
Time Keeper | Rs.5200-20200 + GP 2400 (CDA)/Rs.5050-7900
(IDA) |
| 4 | Counter Clerk,
Driver Gr.II,
Asstt. Mechanic (MV/Electrical),
Dentor,
Welder,
Painter,
Asstt. Store Keeper,
Asstt. Time Keeper,
Petrol Pump Sales man | Rs.5200-20200 + GP 1900 (CDA)/Rs.4530-6455
(IDA) |
| 5 | Asstt. Painter,
Tyreman,
Cleaner,
Safaiwala,
Peon,
Helper,
Petrol Pump Helper | Rs.4440-7440 + GP 1650 (CDA)/Rs.4200-5725 (IDA)/
Rs.4440-7440 + GP 1400 (CDA)/Rs.4100-5525
(IDA)/ Rs.4440-7440 + GP 1300 (CDA)/Rs.4060-5385
(IDA) |

NON-EXECUTIVE (HCE UNITS)**SCALE OF PAY**

Utility Worker, Porter/Page Boy-V, Houseman-V, Cloak Room Attd./Polish Boy/Mender-V, Messenger-III, Storeman-III/Linon Helper-III, Helper-III, Helper I/C Welfare Shop (Isolated), Attend.-cum-cleaner(Isolated), Billiard Marker (Isolated), Mender (Isolated)4060-5385	4060-5385
Commi-VI(UW), Commi-de-Rang-II, Page boy/Porter-III, Houseman-III, Cloak Room Attd./Polish boychanging Room attd.-III/Room attd.-cum-Houseman-III, Storeman-II/L. Helper-II, Helper-II, Gardener-III	4200-5725
Commi-V(UW), Commi-de-Rang-I, Page boy/ Porter-II, Houseman-II, Room Attendant-II/Room attd.-cum-Houseman-II, Cloak Room Attd./ Polish Boy/Mender-II, Messenger-II, Daftry-II, Storeman-I/Linon Helper-I, Laundryman-III, Helper-I, Swimming Pool Attendant-II, Gardener-II, Security Guard-I/Durban-II, Golf Caddie(Isolated), Massure-cum-attend.(Isolated)	4300-5925
Commi-IV(UW), Sr. Commi-de-Rang, Page boy/ Porter-I, Houseman-I, Room Attendant-I/Room attd.-cum-Houseman-I, Cloak Room Attd./ Polish Boy/Mender-I Messenger-I, Daftry-I, Sr. Storeman-II/L. Helper-II, Laundryman-II, Tech.-II, Swimming Pool Attendant-I, Gardner-I, Security Havaladar-II /Durban-I, Tele. Mech. (Isolated), Book Binder (Isolated), Tailoring (Isolated)	4380-6105
Commi-III, Sr. Porter/Page boy, Bell Captain-III, Sr. Houseman, Sr. Room Attendant-II, Sr. Cloak Room Attd./ Polish Boy/Mender, Driver/Despatch Rider-II, Sr. Daftry, Sr. Storeman-I/L. Helper-I, Tech.-I, Sr. Swimming Pool Attendant, Talex Operater(Isolated)	4530-6455
Commis-II, Demi-Chef-de-Rang, Bell Captain-II, Front Off. Asstt.-IV, Tele. Operator-II, Sr. Room Attendant-I, Driver/DespatchRider-I, Clerk-Gen.,Record,Time Off.,Store, bills Cash, A/c etc., Storekeeper, Laundryman-I, Sr. Tech.-III, Sr. Gardner, Sec. Havaladar, Sr. Computer Operator, Barber (Isolated)	4660-6910
Commis-I, Chef-de-Rang, Bell Captain-I, Front Off. Asstt.-III, Tele. Operator-I, Sr. Room Attendant. (Spl.Gd.)-III, Housekeeper-III, Sr. Driver/Sr. Despatch Rider-II, Sr. Clerk-I, Steno-typist, Sr. Store keeper-I, Sr. Laundryman, Sr. Tech.-II, Life Guard-II, Gardner Sup.-II, Sr. Sec. HavaladarSr. Durban-I, Sr. Computer Operator, Tannis Marker (Isolated), Jr. Communication Desk Attend. (Isolated), Guest Relation Asstt. (Isolated)	4860-7310
Demi-Chef-de-Parties-II, Jr. MDH Gd.-II, Sr. Bell Captain, Front Off. Asstt.-II, Sr. Tele. Operator-II, Housekeeper-II, Sr. Driver/Sr. Despatch Rider-I, Jr. Asstt.-II, Jr. Steno-II, Jr. Asstt.(store)-II, Laundry Sup.-II, Sr. Tech.-I, Life Guard-I, Gardener Sup.-I, Spl. Sec. Havaladar, Jr. Comp. Opt. Asstt.-II	5050-7900

Demi-Chef-de-Parties-I, Jr. MDH-I, Front Off. Asstt.-I, Sr. Tele. Sup.-I, Housekeeper-I, Jr. Asstt.-I, Jr. Steno-I, Jr. Asstt.(Store)-I, Laundry Sup.I, Sr. Tech. Spl. Gd., Sr. Life Guard, ASO, Jr. Comp. Asstt.-I, I/C Welfare Centre(Isolated), Hindi Teach./Translator (Isolated)	5310-8360
Chef-de-Parties-II, Sr. MDH-II, Sr. Front Off. Asstt.-II, Tele. Sup.-II, Sr. House keeper-II, Sr. Asstt.-II, PA-Gd-II, Sr. Asstt. (store)-II, Sr. Laundry Sup.-II, Foreman-II, Spl. Life Guard-II, DSO-II, AC_-II, Hindi Translator (Isolated), Canteen Sup. (Isolated), Kitchen Sup. (Isolated), Shift Incharge-cum-Night-Auditor(Isolated)	5600-9050
Chef-de-Parties-I, Sr. MDH-I, Sr. Front Off. Asstt.-I, Tele. Sup.-I, Sr. Housekeeper-I, Sr. Asstt.-I, PA-Gd-I, Sr. Asstt.(store)-I, Sr. Laundry Sup.-I, Foreman-I, Spl. Life Guard-I, DSO-I, ACP_I	6450-10100
Chef-de-Parties-Sel. Gd., Sel. Gd. MDH, Sel. Gd. Front Off. Asstt., Supdt. (Tele.), Sel. Gd. Housekeeper, Supdt., Sr. PA, Supdt.(Store), Foreman Sel. Gd., Sel. Gd. Life Guard, Sel. Gd. DSO, Supdt. (IT)	7040-11010

4.	CREATION/ REDESIGNATION AND ABOLITION OF POSTS
	<p>i) The Competent Authority shall, from time to time, review and determine the number of posts in each category needed in the Corporation.</p> <p>ii) When a new post is created, the Competent Authority specifies the scale and the job specifications of the post and its mode of recruitment.</p> <p>iii) The Competent Authority may redesignate, upgrade, downgrade or abolish any post according to requirements. It should be ensured that sufficient justification is available for the said action on the file</p>
5.	UNIT OF APPOINTMENT, TRANSFER, PROMOTION ETC.
	<p>i) The Executives are liable to be posted anywhere in India and abroad</p> <p>ii) The Non-executives are liable to be posted anywhere in India and their seniority will be protected.</p>
6.	GENERAL CONDITIONS RELATING TO APPOINTMENTS
	<p>The following general conditions shall apply to all appointments to the posts in the Corporation: -</p> <p>i) No person shall be eligible for appointment unless he/she has attained the age of 18 years.</p> <p>The date of birth, as mentioned in the school leaving certificate, submitted by the applicant at the time of appointment shall be considered as his proof of age for all practical purposes and no change in the said date of birth shall be permitted during his service tenure in the Corporation</p> <p>ii) A candidate for appointment in the service of the Corporation shall be;</p> <p>a) A citizen of India, or</p> <p>b) A subject of Nepal, or</p> <p>c) A subject of Bhutan or</p> <p>d) A Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India. OR</p> <p>e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerlyTanganike and Zanzibar) with the intention of permanently settling in India.</p> <p>PROVIDED THAT a candidate belonging to categories (b), (c) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of India.</p> <p>iii) No person shall be appointed unless he/she has been certified to be of a sound mind and medically fit to discharge his/her duties by the Medical officer of the Corporation or by a Govt. Hospital in the Unit outside Delhi where he is posted at that point of time or by a qualified Registered Medical practitioner approved by the Appointing Authority.</p> <p>Provided further that if at any time it appears to the Competent Authority that he/she has contacted infectious/contagious disease the Competent Authority may get him/her medically and physically checked.</p>

	<p>iv) No person shall be eligible for appointment, who has been convicted in a court of law for any offence involving moral turpitude or who has been previously dismissed or compulsorily retired on account of proved misconduct, or doubtful integrity.</p> <p>v) A person, who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall not be eligible for appointment in the service of the Corporation unless permitted by the respective religious, personal Act.</p> <p>vi) Without prejudice to the generality of the provisions of Clauses (iii), (iv) and (v), no person shall be appointed unless the appointing authority is satisfied that the person is fit for appointment in all respects</p> <p>vii) The appointment/employment of all persons shall be subject to verification of their antecedents. In case of an adverse verification report, the services of the employee shall be terminated summarily without assigning any reason. In case of direct recruitment an offer of appointment shall be given only after examining the requisite ACRs and after seeking vigilance clearance from Govt./PSU etc. if applicable.</p> <p>viii) In case, rules of the Corporation relating to recruitment, promotion and seniority to the various posts are silent , Government rules in the matter shall be applicable.</p>
7.	RESERVATION OF VACANCIES
	Reservation of vacancies and employment of Scheduled Castes/ Scheduled Tribes, OBC, Ex-Servicemen and other categories will be regulated as per directives/instructions issued by the Government/Department of Public Enterprises from time to time.
8.	EMPLOYMENT OF PHYSICALLY HANDICAPPED PERSONS
	Reservation of vacancies and employment of Physically handicapped persons will be regulated as per directives/instructions received from the Government / Department of Public Enterprises from time to time.
9	EMPLOYMENT OF DEPENDENT FAMILY MEMBERS OF DECEASED EMPLOYEE *
	<p>With a view to mitigating hardship of the family of an employee who dies while in service, the Corporation may employ the wife or the son or the unmarried daughter at its sole discretion subject to the approval of the Competent Authority, availability of post/posts and possession of minimum educational qualifications prescribed for the posts.</p> <p>Relaxation in age and experience may be granted, if required. Not more than one dependant of a deceased employee will be given employment on compassionate ground.</p> <p>*The Board of Directors in their meeting held on 26.4.2001 have decided not to offer compassionate employment to the dependent members of the deceased employees.</p>

10	ASSOCIATION OF OUTSIDE EXPERTS IN SELECTION/DEPARTMENTAL PROMOTION COMMITTEES
	For assisting in the recruitment/promotion, the Competent Authority may, with the approval of the Chairman cum Managing Director or Managing Director include according to the requirements, outside experts in any selection and departmental promotion committees. Such outside experts may be paid an honorarium of *[Rs.2500/-] per day for their services.

RECRUITMENT

11 METHOD OF RECRUITMENT

- i) Posts under the Corporation shall be filled in by one or the other of the following methods:
- a) by direct recruitment
 - b) by promotion/transfer
 - c) by deputation from any of the organized services holding posts in the Central or State Government or Public Sector Undertakings.
 - d) by recruitment of trainees under the training schemes of the Corporation approved by the Competent Authority.
 - e) by holding special selection committee for selecting persons possessing expertise in various disciplines pertaining to Tourism. Travel and/or highly qualified, skilled and scarce categories of personnel such as Chefs, Cooks or Technical personnel of like nature.
 - f) On specially negotiated terms the Management may secure the services of skilled persons like Cooks and Chefs on a negotiated consolidated salary subject to Board approval.
 - g) Management may also secure/retain the services of retired employees in highly specialized categories as consultant on a consolidated salary. **In this regard, it is proposed that consultant shall be engaged after ascertaining estimated reasonable expenditure keeping in view the prevalent market conditions. (As per GFR-2005 Rule 167)**
 - h) **Tenure of such appointment will be initially for a period of one year and can be further extendable with the approval of the Board.**
- ii) Posts under the Corporation shall be filled in accordance with the job specifications and job requirements of the various posts as notified by the Corporation.
- iii) Method of recruitment as well as % of vacancies to be filled up by Direct Recruitment (DR) or by Promotion for various posts has been changed as under:-

Name of the post	Existing		Proposed	
	DR	Promotion	DR	Promotion
Asstt. Mgr.	50%	50%	70%	30%
Mgr.	50%	50%	50%	50%
Sr. Mgr.	-	100%	-	100%
DGM	40%	60%	40%	60%
GM	40%	60%	40%	60%
VP	Promotion/DR. Preference will be given to eligible officers within the Corporation. If suitable internal candidates are not available the post/s will be filled by DR.			
Sr VP	Promotion to the post of Sr VP by selection from amongst the VPs. Relaxation may be made in exceptional cases on merit by the Competent Authority.			

12	DIRECT RECRUITMENT
	<p>i) When a post is to be filled in by the method of direct recruitment, the governing principle shall be to secure the services of the most suitable candidates through newspaper advertisement & websites and transparent process of screening of applications, calling the candidates for such tests/interviews etc. as may be prescribed by the Competent Authority from time to time.</p> <p>ii) In case the response to advertisement is not adequate, names of suitable candidates from other PSUs/Govt. departments can be sought for appointment on Deputation basis.</p> <p>iii) Vacancies which are required to be notified to the Employment Exchange(Compulsory) Notifications of Vacancies Act, 1959 will be so notified and, in this regard, directives received from Department of Public Enterprises will also be adhered to.</p> <p>iv) Similarly, the vacancies shall be notified to other authorities as prescribed by the Government/Department of Public Enterprises.</p> <p>v) Where considered necessary, vacancies may also be notified to educational/professional institutions such as Institute of Hotel Management Catering Technology and Applied Nutrition, Institute of Chartered Accountants of India, Institute of Cost and Works Accountants of India. IITs, IIMs and other recognized Technical/Professional/ Management Institutes etc.</p> <p>vi) All the vacancies will invariably be displayed on the Notice Boards of all the Recruitment Center of the Corporation.</p> <p>vii) In addition to the provisions contained above, the Competent Authority may request various recognized institutions to sponsor candidates for filling up suitable posts.</p>
12(A)	RECRUITMENT OF TRAINEES
	<p>a) The Appointing Authority may, with the approval of the Competent Authority, recruit trainees under the approved training scheme, including schemes for recruitment of Management Trainees in the Corporation. Such trainees may be selected through campus recruitment.</p> <p>b) The recruitment of trainees shall be on the basis of availability of sanctioned posts and the reservation for SC, ST, OBC and physically handicapped shall be strictly followed.</p>
12(B)	RECRUITMENT THROUGH CAREER DEVELOPMENT SCHEME
	<p>Corporation may introduce Special Career Development Scheme linked to the ladder of promotion With a view to providing incentives to the serving employees for advancing their skills. For the present; the employees on completion of three years service in a post below level in the scale of Rs.15600-39100+5400 GP(CDA) / Rs. 16400-40500 (IDA) will be provided with adequate training to equip themselves to come up to the executive level depending upon the requirement and availability of vacant sanctioned posts from time to time. The reservation for SC,ST,OBC & Physically handicapped as per rules shall be strictly followed.</p>

13	<p>ELIGIBILITY CRITERIA FOR DEPARTMENTAL CANDIDATES APPLYING FOR THE HIGHER POST EARMARKED FOR DIRECT RECRUITMENT (DR)</p>
	<p>Vacant posts which are earmarked to be filled up through Direct Recruitment, the Departmental candidates to become eligible for appointment to the higher post by selection, if he/she fulfill the following criteria</p> <ol style="list-style-type: none"> a) Such departmental candidate should not be on probation and also fulfill the academic, professional/technical qualifications, and experience prescribed for the said post. b) Age shall not be a bar provided the employee has atleast 2 years to superannuate and is medically fit. c) The DR post when filled in amongst departmental candidates as recruitment to the said post, the reservation order will apply accordingly. d) However performance appraisal of the departmental candidates in the Corpn. shall also be kept in view.
14	<p>SELECTION COMMITTEES</p>
	<p><u>A) Composition</u></p> <p>Selection Committees for the posts shall be constituted as under: -</p> <p>(a) for posts of VPs/Sr VPs in the scale of pay of Rs.43200-66000 (IDA)/51300-73000 (IDA)</p> <ol style="list-style-type: none"> i) Chairman-cum-Managing Director or Managing Director ii) Concerned Functional Director iii) Chief Vigilance Officer iv) A representative of the Administrative Ministry working in one grade above the post of Vice President. v) An outside expert, if considered necessary vi) A representative of SC/ST vii) Head of HR Division to act as Member Secretary to assist the Committee. (Co. Secy. to act as Member Secretary to assist the Committee if Head of HR is a Candidate) viii) A representative of Minority Community <p>(b) for post of GMs in the scale of pay of Rs. 32900-58000 (IDA)</p> <ol style="list-style-type: none"> i) Concerned Functional Director ii) Chief Vigilance Officer or his nominee iii) Concerned Head of the Division (other members but not below the level of Vice President may be co-opted) iv) VP/Sr.VP(HRD) v) Head of Corporate HR Division vi) A representative of the SC/ST vii) A representative of Minority Community

	<p>(c) For posts from Asstt. Mgr. to Dy. Gen.Mgr. level in following respective scale of pay:</p> <p>Rs.16400-40500 (IDA) - Assistant Manager level</p> <p>Rs. 20600-46500 (IDA) - Manager level</p> <p>Rs. 24900-50500 (IDA) - Sr Manager level</p> <p>Rs. 29100-54500 (IDA) - Dy General Manager level</p> <p>i) Concerned Head of the Division (other members but not below the level of Vice President may be co-opted)</p> <p>ii) VP /Sr.VP(HRD)</p> <p>iii) Head of Corporate HR Division</p> <p>iv) GM(Vigilance) or his nominee</p> <p>v) A representative of SC/ST</p> <p>vi) A representative of Minority Community.</p> <p>d) For posts of non-executives</p> <p>i) GM of the Divn. or his nominee / Head of Concerned Deptt.</p> <p>ii) A representative of Corporate or Unit HR Division / Deptt.</p> <p>iii) GM(Vig) or his nominee / Head of Security of the Unit or their nominee</p> <p>iv) A representative of SC/ST</p> <p>v) A representative of Minority Community.</p> <p>e) The Head of the Division / Department (HOD) will be the Chairman of the Selection Board from (b) to (d) above and will give the final grade to the candidates after consulting the other Selection Committee Member.</p> <p>f) Wherever considered necessary, an outside expert may be associated with the Selection Committee mentioned from (b) to (d)</p>
	<p><u>Special Selection Committee</u></p> <p>The Board of Directors of the Corporation may constitute a Special Selection Committee for selecting persons possessing expertise in various disciplines pertaining to tourism /travel and/or highly qualified, skilled and scarce categories of personnel such as Chefs, Cooks or technical personnel whose applications may have been received by the Corporation, provided all other modes of recruitment laid down in the Rules have been exhausted and requisite personnel are not available. The Standing Selection Committee will assess the suitability of the candidates on the basis of their qualifications, experience, performance in the interview and/or test and prepare a Select List.</p> <p>On specially negotiated terms, the management may secure the services of skilled persons like Cooks and Chefs on a consolidated salary.</p> <p>The Select List will be submitted for approval of the Board.</p>

B) Selection Procedure

- i) Selection Committee will assess the suitability of candidates on the basis of their qualifications, professional knowledge, experience, performance in interviews and / or tests and recommend select list in order of merit.

For selection of departmental candidates the Selection Committee will assess the suitability of candidates on the basis of their professional Knowledge or trade test wherever necessary, experience, performance appraisal, and recommend select list in order of merit.

- ii) A candidate, who has applied or whose name has been sponsored for a post in a higher scale of pay may be considered alongwith others for a post in the lower scale of pay in his own discipline provided he is willing to be considered for the lower post and such a vacancy exists in the Corporation/ Units and has also been advertised/notified and is yet to be filled up. This would; however, give no over riding preference to the candidate mentioned above vis-à-vis other candidates.

- iii) Selection Committee shall submit its recommendations to the Competent Authority who may approve in full or in part or disapprove its recommendations. The Competent Authority shall record its reasons in writing while setting aside the recommendations partly or wholly.

- iv) Select Lists will be valid for a period of one year from the date of it approval. With the approval of Chairman-cum-Managing Director or Managing Director the validity period of the Select Lists may be extended by another six months.

- v) The appointing authority shall make appointments in order of merit in the Select Lists unless for any special reasons to be recorded it is found necessary to vary that order in any particular case. Prior approval of the Competent Authority should be obtained for making any deviation in the order of merit in the Select List.

- vi) “Subject to the provisions of Conduct, Discipline & Appeal Rules-2010 as **amended upto date**/ Standing Orders, appointments shall be made on probation and the period of probation will be one year which may be extended upto a maximum period of another one year at the sole discretion of the Competent Authority. During the period of probation or extended period of probation, the Appointing Authority may terminate the services of the probationer without assigning any reasons whatsoever by giving one month’s notice in case of Executives and those Non-Executives, who have put in more than 90 days service. Other non-executives who have put in less than 90 days service, one day notice will be required. The probationer may like-wise quit the services of the Corporation by giving one month’s notice in the case of Executives and those Non-Executives who had put in 90 days of service. Pay in lieu of notice may also be given by either party to the other.

PROVIDED that the existing employees will be governed by the terms and conditions contained in their letter of appointment”.

PROMOTION

15 PROMOTION

I) The Executives & Non-Executives will have to complete the number of years of service in their respective categories/posts as stated hereunder to become eligible for promotion to the next higher post :-

A) Executives	No. of Years
i) Asstt. Mgr. to Manager level	- 5 yrs.
ii) Mgr. to Sr. Mgr./Exe. Mgr.level	- 3 yrs.
iii) Sr. Mgr. to Dy. GM level	- 3 yrs.
iv) DGM to Gen. Mgr. level	- 5 yrs.
v) Gen.Mgr. to Vice President	- 5 yrs.
vi) VP to Sr.VP	- 3 yrs.

B) Non-Executives (Hqrs.)

i) Sr. Asstt./PA/Sr. Acctt./Supervisor level to Asstt. Mgr.level	- 3 yrs.
ii) Asstt./Acctt./Sr.Steno. to Sr. Asstt/PA. level	- 3 yrs.
iii) Jr. Asstt/Jr.Steno. to Asstt/Sr.Steno/Acctt. level	- 3 yrs.
iv) Clerk to Jr. Asstt. level	- 3 yrs.

C) Non-Executives (HCE Units)

Promotion channel of Non-executive in various categories of A, B & C basket Units , method of recruitment, %age of vacancies to be filled by various methods as provided in Part-III.

- a) Each category of Executives (i) to (iv) above and all Non – Executives of Hqrs. and Hotel Catering Establishments (HCE), mentioned above will compulsorily undergo intensive training in their respective disciplines at least once during their tenure in the said post and on the successful completion of said training shall be considered eligible for selection to the corresponding higher level posts.
- b) If a post at the higher level is to be filled up on an urgent basis, the post may be filled up through promotion. However, the increment of the promotee shall be released only after undergoing the intensive training.
- c) From the post of Asstt. Mgr. to Sr. Manager level, an executive should have spent at least 3 years outstation posting.
- d) The Departmental Promotion Committee/Selection Committee shall meet twice in a year i.e. January and July to consider the promotion cases.
- e) ITDC employees following CDA pay pattern, on promotion shall be governed by IDA pay pattern including deputationists to ITDC.

II) In making promotions, the following guidelines shall be followed :-

- i) Promotion to posts mentioned in I(A)(i), to (vi) shall be by “selection”

- ii) **An employee will be considered as unfit if**
 - (a) **His overall grading in any of his Performance Appraisal Reports for the relevant period is rated unsatisfactory OR**
 - (b) **He is indicted by the Court of law for any criminal charge OR**
 - (c) **A minor / major penalty has been imposed on him following a departmental enquiry & the period of the penalty is subsisting on the date of promotion.**
- iii) While considering promotion to “Selection Posts”, the Departmental Promotion Committee (DPC) shall assess the suitability of the candidates on the basis of bench mark mentioned at Page No 25.

Departmental Promotion Committee /Selection Committee for various posts shall be constituted as under:-

(a) For posts of VP/Sr.VP level in the scale of pay of Rs. 51300-73000 (IDA)

- i) Chairman-cum-Managing Director or Managing Director
- ii) Concerned Functional Director
- iii) Chief Vigilance Officer
- iv) A representative of the Administrative Ministry working in one grade above the post of Vice President.
- v) An outside expert, if considered necessary
- vi) A representative of SC/ST
- vii) Head of HR Division to act as Member Secretary to assist the Committee. (Co. Secy to act as Member Secretary to assist the Committee if Head of HR is a Candidate)
- viii) A representative of Minority Community

(b) for posts of GM level in the scale of pay of Rs. 32900-58000(IDA)

- i) Concerned Functional Director
- ii) Chief Vigilance Officer **or his nominee**
- iii) Concerned Head of the Division(other members but not below the
- iv) level of Vice President may be co-opted).
- v) VP/ Sr.VP(HRD)
- vi) Head of Corporate HR Division
- vii) A representative of the SC/ST
- viii) A representative of Minority Community

(c) for posts of AM to DGM level in the respective scale of pay

Rs. 16400-40500 (IDA)
 Rs. 20600-46500 (IDA)
 Rs. 24900-50500 (IDA)
 Rs. 29100-54500 (IDA)

- i) Concerned Head of the Division (other members but not below the level of Vice President may be co-opted)
- ii) VP/Sr.VP(HRD)
- iii) Head of Corporate HR Division
- iv) GM(Vig.) or his nominee**
- v) A representative of SC/ST
- vi) A representative of Minority Community

d) For posts of non-executives

- i) GM of the Divn. or his nominee / Head of Concerned Deptt.
- ii) A representative of Corporate or Unit HR Division / Deptt.
- iii) GM(Vig) or his nominee/ Head of Security of the Unit or their nominee
- iv) A representative of SC/ST
- v) A representative of Minority Community.

e) The Head of the Division / Department (HOD) will be the Chairman of the Selection Board from (b) to (d) above and will give the final grade to the candidates after consulting the other Selection Committee Member.

f) Wherever considered necessary, an outside expert may be associated with the Selection Committee mentioned from (b) to (d)

III MODE OF PROMOTION

In the case of selection (merit) promotion, the hitherto existing distinction in the nomenclature (“selection by merit” and “selection-cum-seniority”) is dispensed with and the mode of promotion in all such cases is rechristened as “selection” only. The element of selectivity (higher or lower) shall be determined with reference to the relevant bench – mark (“Very Good” or “Good”) prescribed for promotion.

Selection for promotion

- a) The Departmental Promotion Committee (DPC) determine the merit of those being assessed for promotion with reference to the relevant bench – mark i.e “ Very Good” or “Good” and accordingly grade the officers as “fit” or “unfit” only.
- b) Only those employees who are graded “fit” in terms of the prescribed bench-mark by the DPC shall be included in the select panel in order of their inter-se seniority in the feeder grade.
- c) Those employees who are graded “unfit” in terms of the prescribed bench-mark by the DPC shall not be included in the select panel.
- d) There shall not be any supersession in promotion among those who are graded “fit” in terms of the prescribed bench-mark by the DPC.
- e) Although among those who meet the prescribed bench-mark, their inter-se seniority in the feeder grade shall remain intact, eligibility for promotion will be subject to fulfillment of all the conditions laid down in the ITDC Recruitment, Promotion & Seniority Rules including the conditions that one should be the holder of the relevant feeder post on regular basis and that he should have rendered the prescribed eligibility services in the feeder post.

Benchmark, Grading & Preparation of Select List

Category of Officers	Benchmark	Grading to be given by DPC	Preparation of Select list
For all Group "C", Group "B" and Group "A" posts below the level of Rs. 15600-39100 +7600 (Grade Pay) (CDA) / Rs.29100-54500 (IDA) (including promotion from lower groups to Group "A" posts / grade /services.	Good	Fit / Unfit	Those who are grade as "fit" shall be included in the select panel in order of their inter-se seniority in the feeder grade subject to availability of vacancies.
For all Group "A", posts of the level of Rs. 15600-39100 +7600 (Grade Pay) (CDA) / Rs.29100-54500 (IDA) and above	Very Good	Fit / Unfit	Those who are grade as "fit" shall be included in the select panel in order of their inter-se seniority in the feeder grade subject to availability of vacancies

When sufficient number of employees with the required Benchmark/Grade is not available, those to the extent available will be placed on the panel. For the unfilled vacancies, fresh DPC should be held for considering the required number of employees beyond the original zone.

Where the "Benchmark" is "Good" the DPC may assess the suitability of employees in the Zone of consideration up-to a number which is considered sufficient against the number of vacancies, and need not consider the remaining employees in the zone of consideration.

Assessment of Employees

The assessment of each employee will be made on non-discriminatory evaluation of the Performance Appraisal Report for the preceding 5 yrs. only.

The DPC should make its own assessment of the employees without being merely guided by the grading, if any, recorded in the Performance Appraisal Report and take into account, in addition, award of penalty or administering of displeasure of superior authority as reflected in the Performance Appraisal Report and remarks, if any, against the column "integrity". Where the remarks of the Reporting Officer have been overruled by the Reviewing Officer, the latter's remarks will prevail, provided the overruling is justified with reference to the contents of the Performance Appraisal Report.

	<p>The element of selectivity, higher or lower, shall be determined with reference to the relevant benchmark i.e. “very good” or “good” , prescribed for promotion. The DPC shall determine the merit of those being assessed for promotion with reference to the prescribed benchmark and accordingly grade the officers as “fit” or “unfit” only. There shall be no supersession in promotion among those who are graded fit.</p> <p>The DPC should take suitable note of non-communication of any adverse remark in Performance Appraisal Report. Where the time allowed for representation against an adverse remarks is not over , or a decision on the representation has not been taken, the DPC may defer consideration of the case until a decision is taken</p> <p>Promotion from the Select List shall be made on probation for a period of one year subject to Vigilance and disciplinary clearance and the promotion will be confirmed on satisfactory completion of the probationary period.</p> <p>If during or at the end of the probation period, his performance is found Unsatisfactory the appointing authority may extend the probationary period by a maximum of one year or revert him to the post held by him before such promotion.</p> <p>Eligibility conditions regarding age and educational qualifications prescribed for direct recruits may not generally apply in the case of promotees. The Management, however reserves its right to specify/prescribe such conditions as may be necessary for due performance of the duties of the post.</p>
	<p><u>IV PROMOTION OF EMPLOYEES PENDING ENQUIRIES OR UNDER SUSPENSION</u></p> <p>i) That the employees against whom charge sheets have been issued and disciplinary proceedings are pending or who are under suspension or in respect of whom prosecution for criminal charges is pending in the Court of Law, the same shall be informed to the DPC/Selection Committee and DPC/Selection Committee shall record separately its recommendations about their suitability in the select list in a sealed cover which will be opened on the conclusion of disciplinary proceedings/prosecution in the Court of Law. However, where an employee is found “UNFIT” for promotion on the basis of his record without taking into consideration the disciplinary cases pending / Contemplated, the Sealed cover method will not be adopted</p> <p>ii) That in case the employee has been awarded the penalty of 'censure', 'recovery from pay due to pecuniary loss to the Corporation' or suspension without pay for a particular period etc. under the relevant provisions of Standing Orders/ ITDC Conduct, Discipline & Appeal Rules, 2002 (amended upto date) , the suitability of such employees for promotion will be assessed by the DPC/Selection Committee as and when it meets after one year from the date of the Order imposing the penalty.</p> <p>iii) That in case of employees, who have been awarded the minor penalty under certified Standing Orders / Model Standing Orders or ITDC Conduct, Discipline & Appeal Rules, 2002, their cases for promotion shall be considered by the next DPC Selection Committee only after the period of punishment is over except in case of “censure” where promotion is considered after expiry of one year from the date of order of punishment.</p>

	<p>iv) In case an employee is already due for promotion from back date, he will be given promotion after expiry of one year from the date of order of Punishment of "Censure".</p> <p>v) That the employees on probation who are awarded any of the minor penalties like 'censure'. etc, their probation period will be extended by six months.</p>						
16	DEPUTATION						
	<p>i) In case no suitable candidate is available from within the Corporation, or despite repeated advertisements suitable candidates are not available, the services of Central/State Government/PSUs under Central/State Govts. employees with specialization in the relevant field may be obtained on such terms and conditions as determined by the Corporation, on deputation with the approval of Department of Public Enterprises (DPE) and Administrative Ministry.</p> <p>ii) Subject to suitability and satisfactory performance and with the approval of the Competent Authority the services of a person on deputation may be absorbed in public interest in the services of the Corporation on such terms and conditions of service as determined by the Corporation. Such persons shall be regarded as direct recruits for all purposes</p> <p>iii) An employee on deputation may elect to draw either pay in the scale of pay of deputation post or his basic pay in the parent department from time to time plus personal pay, if any, and Deputation Duty Allowance. The option should be exercised within one month of joining the deputation post. The option once exercised shall be final and cannot be changed except as per Govt. rules.</p> <p>iv) Rates of Deputation Allowance -</p> <table data-bbox="451 1102 1485 1239"> <tr> <td>Within the same station :</td> <td>5% of Pay Band +GP</td> <td>Subject to maximum of Rs.2000/-p.m.</td> </tr> <tr> <td>In other cases :</td> <td>10% of (Pay Band +GP)</td> <td>Subject to maximum of Rs.4000/- p.m.</td> </tr> </table> <p>v) On appointment to ex cadre post, it will be for maximum period of 3 years, pay will be fixed with reference to ex-cadre post.</p>	Within the same station :	5% of Pay Band +GP	Subject to maximum of Rs.2000/-p.m.	In other cases :	10% of (Pay Band +GP)	Subject to maximum of Rs.4000/- p.m.
Within the same station :	5% of Pay Band +GP	Subject to maximum of Rs.2000/-p.m.					
In other cases :	10% of (Pay Band +GP)	Subject to maximum of Rs.4000/- p.m.					

SENIORITY

The seniority of, employees will be determined as follows :

I) Direct Recruits

When appointments are made on the basis of competitive examination/test and/or interview, the seniority of the successful candidates shall be determined on the basis of marks secured and preparation of final select list on merit and subject to their successful completion of probationary period.

The direct recruits shall be sent the offer of appointment strictly in accordance with the select list. The seniority of direct recruits will be in accordance with the ranking in the select list by duly constituted selection committee as long as all the selected candidates through the process of direct recruitment assume charge of the concerned post within three months of the first person assuming the charge. In case of those direct recruits who join the post after a period of three months, their seniority will be determined according to date of their assumption of charge of the post..

II) Promotees

- a) There shall not be any supersession in promotion among those who are graded "fit" in terms of the prescribed bench-mark by the DPC.
- b) Although among those who meet the prescribed bench-mark, their inter-se seniority in the feeder grade shall remain intact, eligibility for promotion will be subject to fulfillment of all the conditions laid down in the ITDC Recruitment, Promotion & Seniority Rules including the conditions that one should be the holder of the relevant feeder post on regular basis and that he should have rendered the prescribed eligibility services in the feeder post.

Provided that if a candidate belonging to the SC or the ST is promoted to an immediate higher post/grade against a reserved vacancy earlier than his senior general/OBC candidate who is promoted later to the said immediate higher post/grade, the general/OBC candidate will regain his seniority over such earlier promoted candidate of the SC and ST in the immediate higher post/grade.

III) Seniority of Promotee vis-a-vis Direct Recruit

The seniority of promotees vis-a-vis those directly recruited in the same grade in the same transaction, will be determined on the basis of the date of assumption of the charge of the post. When the date of appointment in the case of promotees and the date of appointment of direct recruit are the same, promotees will be placed above the direct recruits.

IV) Seniority of Deputationists

The seniority of deputationists absorbed in the services of the Corporation shall be determined as under:

- a) From the date of their joining the Corporation, if their services are absorbed in the same scale as the scale of the post in which they join the Corporation on deputation.
- b) In the case their services are absorbed in the scale higher than the scale of the deputation post, from the date of their absorption in the higher post.

	<p>NOTE: The term 'Deputation' occurring in this rule would not include the employees applying for the post against advertised vacancies and joining the Corporation by retaining their lien in the present department and subsequently absorbed in the Corporation. Such persons will be regarded as direct recruits for all intents and purposes.</p> <p>V) <u>Transferred employees</u></p> <p>An employee covered under Rules 5 (i), (ii) transferred from one unit to another at his own request, will be ranked as the junior most in the particular category on the date he/she joins the new unit. If, however, such transfer in the opinion of the Competent Authority is in the interest of the Corporation, seniority of the transferee will be fixed in the new unit after giving full weightage to the service in the particular category in the old unit.</p> <p>VI) <u>Redeployed Employees</u></p> <p>In the event of a closure of a Division/Department due to outsourcing or for any other reason, the seniority of the employee shall be maintained in the parent cadre.</p> <p>VII) <u>Circulation of Seniority List</u></p> <p>To ensure transparency, the seniority list of employees, categorywise and cadrewise will be prepared and circulated for the information of employees on regular intervals.</p>
18	INTERPRETATION
	If any question arises relating to the interpretation of these rules, it shall be referred to the Chairman-cum-Managing Director or Managing Director whose decision thereon shall be final.
19	AMENDMENTS
	The Chairman-cum-Managing Director or Managing Director may amend, modify, repeal or add to these rules, from time to time, and all such amendments, modifications or additions, etc. shall take effect from the date stated therein.
20	DELEGATION OF POWERS
	Chairman-cum-Managing Director or Managing Director may sub-delegate his powers from time to time to such executive of the Corporation as he deems fit.
21	RELAXATIONS
	Notwithstanding anything contained in these rules, the Chairman-cum-Managing Director or Managing Director for reasons to be recorded in writing may relax any of the rules for the purpose of regulating matters in respect of employees in the posts which he is competent to create in terms of the powers delegated to him by the Board,

22	EXPLANATORY NOTES TO JOB SPECIFICATIONS AND JOB REQUIREMENTS
	<p>i) The departmental candidates and candidates from Govt./PSU applying for the posts earmarked for direct recruitment should be from a level next below the one to which direct recruitment is to be made. Departmental candidates should not be on probation and should fulfill the academic/professional/technical qualifications and experience prescribed for the post but age shall not be a bar provided the employee has at least 3 years to superannuate and is medically fit.</p> <p>ii) The post earmarked to be filled up by the direct recruitment when filled from amongst departmental candidates will be regarded as recruitment to the post and reservation orders will apply accordingly.</p> <p>iii) Percentage of posts to be filled by the direct recruitment or promotion has been indicated in the column 'Method of recruitment whether by direct recruitment or promotion. Such percentage of posts to be filled by direct recruitment or promotion has to be determined with reference to the sanctioned strength of each grade/category/group of posts as hereinafter contained in Part-III of these rules.</p> <p>iv) The Competent Authority may from time to time add, delete alter or substitute the nomenclature of posts in the various categories within the overall parameters regarding the method of recruitment and filling up of these posts as stated in Part-III of these rules.</p> <p>v) Mere completion of the prescribed period of service in a lower scale shall not entitle any employee to claim promotion to the higher level and such promotions shall be regulated only in accordance with the availability of sanctioned posts in the higher scales in that category.</p> <p>vi) While indicating the scales of pay for various posts, in the job specifications/requirements, only the minimum and maximum of the scales of pay have been indicated.</p> <p>vii) Seniority list: Seniority list of the employees categorywise/gradewise should be prepared and circulated for information of all the employees. Initially a provisional list should be issued inviting objections etc., if any, from any employee whereafter should be issued after carrying out the correction, if any.</p> <p>viii) Deputationists : Whenever a post is filled up by a deputationist from Government Departments or elsewhere, it should be counted for against the posts earmarked for direct recruitment.</p> <p>ix) Clerical and Office Staff: Clerical and Office Staff in Transport Division/Units and Duty Free Shops have been included in the job specification and job requirement statement in common with the Headquarters staff.</p>

Further, it is clarified that for the purpose of recruitment, Promotion and Seniority, the following cadres will be recognized :-

1. Hoteliering Cadre
2. Finance & Accounts Cadre
3. Engineering, Planning & Consultancy Cadre
4. IT Cadre
5. Legal Cadre
6. Integrated Management Cadre (Dy.GM & Above) (i.e. HR, Admn. MM&D, ATT, Security, ARMS,BD, AITD, AC,PR&C,CS, OL,Medical Wing etc)
7. Other Cadres – Executives (Rs.16400-40500(IDA)/Rs.15600-39100+5400(GP) CDA upto 24900-50500 (IDA)/15600-39100+6600(GP).
 - i) Human Resources
 - ii) Security.
 - iii) Ashok Travel & Tours
 - iv) Ashok Reservation & Marketing Services(Corpn. Marketing & Event)
 - v) Ashok International Trade
 - vi) Public Relations & Culture
 - vii) Ashok Creative
 - viii) Material Management & Development
 - ix) Administration
 - x) Business Development
 - xi) Misc. (Secretarial, Library, Official Language)

In the specialized cadre from (1) to (5), the seniority shall be maintained in the respective specialized cadre.

In the integrated Management Cadre (IMC) from the level of Dy. General Manger & above, the seniority will be integrated by combining their seniority.

The seniority from the level of Asstt. Mgr. to Sr. Mgr. level Executives other than in specialized cadre will be maintained in the respective disciplines

There will be no Vigilance Cadre and the Executives from other Divisions / Departments shall be deputed / posted in Vigilance Division for a period of 3 / 5 years.

THE MINIMUM AND MAXIMUM PAY SCALES

(A) EXECUTIVES

PAY SCALE REVISED w.e.f. 1.1.2006

CDA
15600-39100+5400(GP)
15600-39100+6600(GP)
15600-39100+6600(GP)
15600-39100+7600(GP)
37400-67000 + 8700 GP)
37400-67000 + 8900(GP)
37400-67000+ 10000 (GP)

REVISED EFFECTIVE FROM 1.1.2007

IDA
16400-40500
20600-46500
24900-50500
29100-54500
32900-58000
43200-66000
51300-73000

(B) **NON-OFFICERS NON HCE UNITS**

REVISED EFFECTIVE FROM 1.1.2006

CDA
4400-7440 + 1300 (GP)
4440-7400 + 1400 (GP)
4440-7400 + 1650 (GP)
5200-20200 +1900 (GP)
5200-20200 + 2400 (GP)
5200-20200 + 2800 (GP)
9300-34800 + 4200 (GP)

PAY SCALES EFFECTIVE FROM 1.1.1997

IDA
4060-5385
4100-5525
4200-5725
4530-6455
5050-7900
5600-9050
7040-11090

(C) NON OFFICER HCE UNITS

EFFECTIVE FROM 1.1.1997

IDA
4060-5385
4100-5525
4200-5725
4300-5925
4380-6105
4530-6455
4660-6910
4860-7310
5050-7900
5310-8360
5600-9050
6400-10100
7040-11090

PART – III

POLICY REGARDING METHOD OF RECRUITMENT, PERCENTAGE OF VACANCIES TO BE FILLED UP BY VARIOUS METHODS AND JOB SPECIFICATIONS

1) **INTEGRATED MANAGEMENT CADRE (From the level of DGM and above)**

The Integrated Management Cadre will include all the posts in all the disciplines except those in Hoteliering, Finance & Accounts, Engineering, Planning & Consultancy, Information Technology and Legal in the scale of pay of Rs. 29100 – 54800 (IDA) / Rs.15600 –39100+7600 (GP) (CDA) and above.

2) **From the level of Asstt. Mgr. to Sr. Manager**

Channel of Promotion for the posts in the scales of pay of Rs. 16400-40500 (IDA) / Rs.15600-39100 +5400(GP) (CDA) and e upto the level of Sr. Manger in the pay scale of Rs. 24900 – 50500 (IDA) / Rs.15600 -39100 +6600 (GP) (CDA) will be as per respective discipline.

3) **Intensive Training for Integrated Management Cadre (IMC)**

An intensive training programme will be provided for those who have put in 2 years service in the scale of pay of Rs. 24900 -50500 (IDA) / Rs.15600-39100 +6600(GP) (CDA) whereafter they could be consider for promotion to the scale of pay of Rs. 29100 –54500 (IDA) / Rs.15600-39100 + 7600 (GP) (CDA) subject to their suitability and performance on the basis of selection.

4) **Training Programme for the Non-Executives for promotion to the scale of pay of Rs16400-40500(IDA)/Rs.15600-39100 +5400(GP).**

The employees in the posts next below the officers' level on completion of two years service in that post will be provided with adequate training to equip them to come to the officers level in due course. The persons completing such training successfully will be considered eligible for officer's cadre, which will be through the process of selection.

5) The details of the job specifications, percentage of posts to be filled in through various methods and method of recruitment etc. shall be as hereinafter contained.

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS -HEADQUARTERS
LEVELS - POSTS IN THE SCALES OF PAY OF Rs.15600-
39100+5400(GP) (CDA)/
16400-40500 (IDA) & ABOVE
CADRE - EXECUTIVE
DIVISION - HOTELS

SERVICE

S. No	Name of Post	Scale of Pay	Max. Age limit for DR	Basic Educational/ Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3		5	6	7
1.	Astt. Mgr. (Hotel Operations)	Rs. 15600-39100 +5400(GP) (CDA) / 16400-40500 (IDA)	30 yrs.	Minimum 2 nd Class three years Degree / Diploma in Hospitality Management & Hotel Administration from a Govt. recognized Institute in India or equivalent Degree from abroad approved by Govt. of India with 3 years relevant experience. OR Management Trainee through Campus Recruitment with three years Degree in Hospitality Management & Hotel Administration from a Govt. recognized Institute in India secured minimum 65% marks.	70% Direct as well as through campus recruitment 30% promotion by selection as well as through Career Development Scheme	From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 -10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.
2.	Mgr. (Hotel Operations)	Rs.15600-39100 +6600(GP) (CDA)/ 20600-46500 (IDA)	35 yrs	Minimum 2 nd Class three years Degree / Diploma in Hospitality Management & Hotel Administration from a Govt. recognized Institute in India or equivalent Degree from abroad approved by Govt. of India with 5 years relevant experience in 3-5 star hotels.	50% Direct Recruitment 50% Promotion by Selection	From the post of Asstt. Manager (Hotel Operations) in the pay scale of Rs. 15600-39100 +5400(GP) (CDA)/16400-40500 (IDA) with 5 years service in that grade.

1	2	3	4	5	6	7
3.	Sr.Mgr (HO)	Rs.15600-39100 +6600(GP) (CDA)/ 24900-50500 (IDA)	-	-	100% Promotion by Selection	From the post of Manager (Hotel Operations) in the pay scale of Rs.15600-39100+6600(GP) (CDA) / 20600-46500 (IDA) with 3 years service in that grade.
4.	DGM (HO)	Rs.15600-39100 +7600(GP) (CDA)/ 29100-54500 (IDA)	45 yrs.	Minimum 2 nd Class three years Degree / Diploma in Hospitality Management & Hotel Administration from a Govt. recognized Institute in India or equivalent Degree from abroad approved by Govt. of India with 15 years experience in the trade out of which 5 years service in a DGM level position in a 5 Star Hotels..	40% Direct Recruitment 60% Promotion by Selection	From the post of Sr. Manager (HO) in the pay scale of Rs.15600-39100 + 6600(GP) (CDA) / 24900-50500 (IDA) with 3 years service in that grade.

1	2	3	4	5	6	7
5.	GM	Rs.37400-67000 +8700 (GP) (CDA) /32900- 58000 (IDA)	45 yrs	Minimum 2 nd Class three years Degree / Diploma in Hospitality Management & Hotel Administration from a Govt. recognized Institute in India or equivalent Degree from abroad approved by Govt. of India with 15 years experience in the trade out of which 7 years service in a senior level position in a 5 Star Hotels.	40% Direct Recruitment 60% Promotion by Selection	From the post of DGM(HO) in the pay scale of Rs.15600-39100+7600(GP) (CDA)/29100-54500 (IDA) with 5 years service in that grade..
6.	VP (Hotels)	Rs.37400-67000 +8900 (GP) (CDA) / 43200- 66000 (IDA)	50 years	Minimum 2 nd Class three years Degree / Diploma in Hospitality Management & Hotel Administration from a Govt. recognized Institute in India or equivalent Degree from abroad approved by Govt. of India with Minimum 15 years experience, Including 10 years in a responsible Senior Managerial position in a 5 star Hotel / Chain and should have handled Independent charge of a Division in the relevant field.	Promotion / Direct Recruitment. Preference will be given to eligible officers within the corporation. If suitable internal candidates are not available, the post/s will be filled by Direct Recruitment.	From the post of GM in the pay scale of Rs.37400-67000 +8700 (GP) (CDA) /32900-58000 (IDA) with 5 years service in that grade.

1	2	3	4	5	6	7
7.	Sr. Vice President (Hotels)	Rs.37400-67000 +10000(GP) (CDA)/ 51300-73000 (IDA)	-	-	Promotion to the post of Sr. VP by selection from amongst the VPs. Relaxation may be made in exceptional cases on merit by the Competent Authority.	From the post of Vice President (Hotels) in the pay scale of Rs.37400-67000 +8900 (GP) (CDA) / 43200-66000 (IDA) with 3 year service in that grade. Relaxation may be made in exceptional cases on merit by the Competent Authority.

PRODUCTION

S. No	Name of the Post	Scale of Pay	Max. Age limit for DR	Basic Educational/ Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	Chef	Rs.15600-39100 +5400(GP) (CDA)/ 16400-40500 (IDA)	30 Yrs	<p>Minimum 2nd Class three years Degree / Diploma in Hospitality Management & Hotel Administration from a Govt. recognized Institute in India or equivalent Degree from abroad approved by Govt. of India with 3 years experience in the trade.</p> <p style="text-align: center;">OR</p> <p>Management Trainee through Campus Recruitment with three years Degree in Hospitality Management & Hotel Administration from a Govt. recognized Institute in India secured minimum 65% marks.</p>	<p>70% Direct Recruitment</p> <p>30% Promotion by Selection.</p>	From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.
2.	Sous-Chef	Rs.15600-39100 +6600(GP) CDA/ 20600-46500 (IDA)	35 Yrs	<p>Minimum 2nd class three years Degree / Diploma in Hospitality Management & Hotel Administration from a Govt. recognized Institute in India or equivalent Degree/ Diploma from abroad approved by Govt. of India with 5 years relevant experience in 3-5 star Hotels.</p>	<p>50% Direct Recruitment</p> <p>50% Promotion by Selection</p>	From the post of Chef in the scale of pay of Rs.15600-39100 +5400(GP) (CDA)/ 16400-40500 (IDA) with 5 years service in that grade.

1	2	3	4	5	6	7
3.	Sr. Sous Chef	Rs.15600-39100 +6600 (GP) (CDA)/ 24900-50500 (IDA)-	-	-	100% Promotion by Selection	From the post of Sous-Chef in the scale of pay of Rs.15600-39100 +6600(GP) (CDA) / 20600-46500 (IDA) with 3 years service in that grade.
4.	Executive Sous Chef	Rs.15600-39100+7600 (GP) (CDA)/ 29100-54500 (IDA)	45 yrs	Minimum 2 nd class three years Degree / Diploma in Hospitality Management & Hotel Administration from a Govt. recognized Institute in India or equivalent Degree/ Diploma from abroad approved by Govt. of India with 15 years experience in the trade out of which 3 years service in a senior Chef position in a 3-5 Star Hotels.	40% Direct Recruitment 60% Promotion by Selection	From the post of Sr. Sous Chef in the scale of pay of Rs.15600-39100+6600(GP) (CDA)/ 24900-50500 (IDA)- with 3 years service in that grade.

1	2	3	4	5	6	7
5.	Sr. Executive Chef	Rs.37400-67000 +8700(GP) (CDA) /32900- 58000 (IDA)	45 yrs.	Minimum 2 nd class three years Degree / Diploma in Hospitality Management & Hotel Administration from a Govt. recognized Institute in India or equivalent Degree/ Diploma from abroad approved by Govt. of India with 20 years experience in the trade out of which 5 years service in a senior level position in a 5 Star Hotels.	40% Direct Recruitment 60% Promotion by Selection	From the post of Executive Sous Chef in the pay scale of Rs.15600-39100+7600 (GP) (CDA) / 29100-54500 (IDA) with 5 years service in that grade..
	Master Chef	Rs.37400-67000 +8700 (GP) (CDA) /32900- 58000 (IDA)		By holding special Selection Committee for selecting person on specially negotiated term, the Management may secure the services of skilled person like Master Chef in specialized cuisine on consolidated salary on contract basis.	Direct Recruitment	-

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS -HEADQUARTERS
LEVELS - POSTS IN THE SCALES OF PAY OF Rs.15600-
39100+5400(GP) (CDA)/
16400-40500 (IDA) & ABOVE
CADRE - EXECUTIVE
DIVISION – Finance & Accounts

S. No	Name of Post	Scale of Pay	Max. Age limit For DR	Basic Educational / Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3		5	6	7
1.	AM (Accounts/ Finance/ Costs/ Internal Audit/ Cash & Credits/ Bills & Credit)	Rs. 15600- 39100+5400 (GP) (CDA)/ 16400-40500 (IDA)	30 Years	CA/ICWA OR Post Graduate Diploma (Full Time) in Finance from IIM / Full time MBA (Finance) (in 1 st Divn. or “A” grade) from any University or Govt. recognized Institute in India or abroad The applicant must have 3 yrs. relevant experience in a company of repute and possess certificate course in Computer applications.	70% Direct as well as through campus recruitment 30% promotion by selection as well as through Career Development Scheme	From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.
2.	Mgr. (F&A)	Rs.15600- 39100+6600 (GP) (CDA)/ 20600-40500 (IDA)	35 Years	CA/ICWA OR Post Graduate Diploma (Full Time) in Finance from IIM / Full time MBA (Finance) (in 1 st Divn. or “A” grade) from any University or Govt. recognized Institute in India or Board The applicant must have 5 yrs. relevant experience in a company of repute and possess certificate course in Computer applications.	50% Direct Recruitment 50% Promotion by Selection	From the post of Asstt. Mgr. (F&A) in the pay scale of Rs. 15600-39100+5400(GP) (CDA)/ 16400-40500 (IDA) (including the corresponding pre-revised scale) with 5 years of service in that grade.

1	2	3		5	6	7
3.	Sr.Mgr. (F&A)	Rs.15600-39100 +6600 (GP) (CDA)/ 24900-50500 (IDA)	-	-	100% Promotion by Selection	From the post of Manager (F&A) in the pay scale of Rs.15600- 39100+6600(GP) (CDA)/20600- 46500 (IDA) (including the corresponding pre-revised scale)with 3 years service in that grade.
4.	DGM (F&A)	Rs.15600-39100- 7600+ (GP) (CDA) / 29100- 54500 (IDA)	45 yrs	CA/ICWA OR Post Graduate Diploma (Full Time) in Finance from IIM / Full time MBA (Finance) (in 1 st Divn. or "A" grade) from any University or Govt. recognized Institute in India or abroad The applicant must have 15 years relevant experience in a company of repute in Pvt. / PSU out of which at least 5 years he / she should have held direct responsibility for finalization of company accounts, MIS, Budget etc. and possess certificate course in Computer applications.	40% Direct Recruitment 60% Promotion by Selection	From the post of Sr. Manager (F&A) in the pay scale of Rs.15600-39100 +6600(GP)(CDA) /24900-50500 (IDA) (including the corresponding pre-revised scale) with 3 years service in that grade.

1	2	3		5	6	7
5.	GM (F&A)	Rs.37400- 67000+ 8700 (GP) (CDA) / 32900-58000 (IDA)	45 yrs.	CA/ICWA OR Post Graduate Diploma (Full Time) in Finance from IIM / Full time MBA (Finance) (in 1 st Divn. or "A" grade) from any University or Govt. recognized Institute in India or Board The applicant must have 15 years relevant experience in a company of repute in Pvt. / PSU out of which at least 7 years he / she should have held direct responsibility for finalization of company accounts, MIS, Budget etc. and possess certificate course in Computer applications.	40% Direct Recruitment 60% Promotion by Selection	From the post of DGM(F&A) in the pay scale of Rs.15600-39100+7600 (GP) (CDA) / 29100-54500 (IDA) (including the corresponding pre- revised scale) with 5 years experience in that grade.
6.	VP (F&A)	Rs. 37400- 67000+ 8900 (GP) (CDA) / 43200-66000 IDA	50 yrs.	Associate Member of the Institute of Chartered Accountants of India or UK OR Associate Member of the Institute of Cost & Works Accountants of India or UK. Experience: The applicant must have 15 years experience as a Senior Executive in a firm of repute out of which at least 5 yrs. should be in the scale of Rs. 32900-58000 (IDA) (including the corresponding pre- revised scale) or second position next to Head of Finance & Accounts Divn.	Promotion / Direct Recruitment. Preference will be given to eligible officers within the corporation. If suitable internal candidates are not available, the post/s will be filled by Direct Recruitment	From the post of GM (F&A) in the pay scale of Rs.37400-67000+ 8700 (GP) (CDA) / 32900-58000 (IDA) (including the corresponding pre- revised scale) with 5 years experience in that grade.
7.	Sr.VP (F&A.)	Rs.37400- 67000+ 10000 (GP) (CDA) /51300- 73000 (IDA)	-	-	Promotion to the post of Sr. VP by selection from amongst the VPs. Relaxation may be made in exceptional cases on merit by the Competent Authority.	From the post of Vice President (F&A) in the pay scale of Rs.37400-67000 +8900 (GP) (CDA) / 43200-66000 (IDA) with 3 year service in that grade.

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS-HEADQUARTERS
LEVELS – POSTS IN THE SCALES OF PAY OF
Rs.15600-39100+5400(GP) (CDA)/Rs.16400-40500 & above
CADRE – EXECUTIVE
DIVISION – ENGINEERING , PLANNING & CONSULTANCY

S No	Name of the Post	Scale of Pay	Max. limit For DR	Basic Educational/ Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	Asstt. Manager (Civil / Electrical & Mech.)	Rs. 15600-39100+5400 (GP) (CDA)/ 16400-40500 (IDA)	30 Yrs.	<p>1st Class Bachelor's Degree in respective field of Engineering / AMIE(Civil/Electrical/Mechanical) from Govt. recognized University or Institute with 2 years relevant experience in a firm of repute with working knowledge of Computer Application such as MS Office.</p> <p>Desirable: For Civil Category - Experience in planning and construction of multi-storeyed RCC buildings, specialized foundations, water-supply and sanitary engineering works, sophisticated finishings and interior works etc.</p> <p>For E&M Category – Experience in designing installations, commissioning, operation and maintenance of air-conditioning plants of 200-2000 tons capacity HT/LT installations, lifts, hot water boilers, music systems, laundry equipment, swimming pool and filtration points, in-door and out-door lighting, telephone etc.</p> <p align="center">AND</p> <p>Knowledge of PERT/CPM techniques, specifications, quality control procedures, cost control etc.</p>	<p>70% Direct as well as through campus recruitment</p> <p>30% promotion by selection as well as through Career Development Scheme</p>	From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.
1	2	3	4	5	6	7

2.	Manager (Civil/ Electrical & Mech.)	Rs.15600- 39100 +6600(GP) (CDA)/20600 -46500 (IDA)	35 Yrs	<p>1st Class Bachelor's degree in respective field of Engineering/AMIE Civil/Electrical/Mechanical) from Govt. recognized University or Institute with 8 years relevant experience in a firm of repute with working knowledge of Computer Application such as MS Office.</p> <p>Desirable : For Civil category - Experience in planning and construction of multi-storeyed RCC buildings, specialized foundations, water-supply and sanitary engineering works, sophisticated finishing and interior works etc. For E&M category – In designing installations, commissioning, operation and maintenance of air-conditioning plants of 200-2000 tons capacity HT/LT installations, lifts, hot water boilers, music systems, laundry equipment, swimming pool and filtration points, in-door and out-door lighting, telephone etc.</p> <p>AND Knowledge of PERT/CPM techniques, techniques, specifications, quality control procedures, cost control etc.</p>	50% Direct Recruitment 50% Promotion by Selection	From the post of Aed sstt. Manager (Civil/Electrical & Mechanical) in the scale of pay of Rs. 15600-39100+5400 (GP) (CDA)/ 16400-40500 (IDA) with 5 years of service in that grade.
3.	Sr.Mgr (Civil/ Electrical & Mech.)	Rs. 15600- 39100+6600 (GP) (CDA)/ 24900-50500 (IDA)--	-	-	100% Promotion by Selection	From the post of Manager in respective field (Civil/ Electrical & Mechanical) in the scale of pay of. Rs.15600-39100+6600 (GP) (CDA)/ 20600-46500 (IDA) with 3 years of service in that grade..

1	2	3	4	5	6	7
4.	Dy. General Manager (Civil/ Electrical & Mech.)	Rs.15600-39100-7600+ (GP) (CDA) / 29100-54500 (IDA).	45 yrs.	<p>Bachelor's degree in respective field of Engineering/AMIE (Civil/Electrical/Mechanical) from Govt. recognized University or Institute with 12 years relevant experience, out of which 3 years service in next below level position in a reputed concern. & with working knowledge of Computer Application such as MS Office.</p> <p>Desirable : <u>For Civil category</u> - Experience in planning and construction of multi-storeyed RCC buildings, specialized foundations, water supply and sanitary engineering works, sophisticated finishings and interior works, etc. <u>For E&M category</u> – Experience in designing installations, commissioning, operation and maintenance of air-conditioning plants of 200-2000 tons capacity, HT/LT installations, lifts, hot water boilers, music systems, laundry equipments, swimming pool and filtration points, in-door and out-door lighting, telephone etc.</p> <p style="text-align: center;">AND</p> <p>Knowledge of PERT/CPM techniques, specification, quality control procedures, cost control etc.</p>	<p>40% Direct Recruitment</p> <p>60% Promotion by Selection</p>	<p>From the post of Senior Manager in respective field (Civil/ Electrical & Mechanical) in the scale of pay of Rs. 15600-39100+6600(GP)(CDA)/ 24900-50500 (IDA) with 3 years of service in that grade.</p>

1	2	3	4	5	6	7
5	General Manager (Civil Electrical & Mechanical)	Rs. 37400-67000+8700 (GP) CDA/ 32900-58000 (IDA)	45 Years	<p>Bachelor's Degree in respective field of Engineering/AMIE (Civil/ Electrical/Mechanical) from Govt. recognized University or Institute with 17 years relevant experience, out of which 5 years in a responsible capacity in next below scale in a firm/company of repute, he/she should have held direct responsibility of the Division & with working knowledge of Computer Application such as MS Office.</p> <p>Desirable :</p> <p>For Civil category - Experience in planning and construction of multi-storeyed RCC buildings, specialized foundations, water supply and sanitary engineering works, sophisticated finishing and interior works, etc.</p> <p>For E&M category - In designing installations, commissioning, operation and maintenance of air-conditioning plants of 200-2000 tons capacity, HT/LT installations, lifts, hot water boilers, music systems, laundry equipments, swimming pool and filtration points, in-door and out-door lighting, telephone etc.</p> <p>ii) Knowledge of PERT/CPM techniques, specification, quality control procedures, cost control etc.</p>	<p>40% Direct Recruitment</p> <p>60% Promotion by Selection.</p>	<p>From the post of Dy. General Manager (Civil/ Electrical & Mechanical) in the scale of pay Rs.15600-39100-7600+ (GP) (CDA) / 29100-54500 (IDA) with 5 years of service in that grade..</p>

1	2	3	4	5	6	7
6.	Vice President (Engg.)	Rs. 37400-67000+8900 (GP) (CDA) / 43200-66000 (IDA)	50 Years	Bachelor's degree in Engineering/AMIE (Civil/ Electrical / Mechanical) from Govt. recognized University or Institute with a minimum of 20 years of experience, out of which 3 years should be in a senior managerial position in the next below scale and should have handled independent charge of Engineering Division of a reputed concern & with working knowledge of Computer Application such as MS Office. . Knowledge and experience in designing and maintenance of kitchen equipments will be an additional qualification.	Promotion / Direct Recruitment. Preference will be given to eligible officers within the corporation. If suitable internal candidates are not available, the post/s will be filled by Direct Recruitment	From the post of GM (Engg.) in the pay scale of Rs.37400-67000+ 8700 (GP) (CDA) / 32900-58000 IDA with 3 years experience in that grade.
7.	Sr. Vice President (Engg.)	Rs.37400-67000+10000 (GP) (CDA) /51300-73000 (IDA)	-	-	Promotion to the post of Sr. VP by selection from amongst the VPs. Relaxation may be made in exceptional cases on merit by the Competent Authority.	From the post of Vice President (Engg) in the pay scale of Rs.37400-67000 +8900 (GP) (CDA) / 43200-66000 (IDA) with 3 year service in that grade. .

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS-HEADQUARTERS
LEVELS – POSTS IN THE SCALES OF PAY OF
Rs.15600-39100+5400(GP) (CDA)/Rs.16400-40500 & above
CADRE - EXECUTIVE
DIVISION – ENGINEERING , PLANNING & CONSULTANCY

S No.	Name of the Post	Scale of Pay	Max. Age limit For DR	Basic Educational/ Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	Assistant Manager (Planning/ Consultancy)	Rs.15600-39100 +5400 (GP)(CDA)/ 16400-40500 (IDA)	30 Years	Minimum 2 nd class Graduate in Economics / Commerce / Statistics with MBA (Specialization in Finance & Accounts) from recognized university OR Bachelors in Engineering / Architecture from recognized University with 3 yrs, relevant experience in Planning & Consultancy in a firm of repute.	70% Direct as well as through campus recruitment 30% promotion by selection as well as through Career Development Scheme	From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.

1	2	3	4	5	6	7
2.	Manager (Planning/ Consultancy)	Rs.15600-39100 +6600(GP)(CDA)/ 20600-46500 (IDA)	35 Years	Minimum 2 nd Class Graduate in Economics / Commerce / Statistics with MBA (Specialization in Finance & Accounts) from recognized university OR Bachelors in Engineering / Architecture from recognized University with 5 yrs, relevant experience in Planning & Consultancy in a firm of repute.	50% Direct Recruitment 50% Promotion by Selection	From the post of Asstt. Manager(Planning & Consultancy) in the pay scale of Rs. 15600-39100 +5400(GP) (CDA)/16400-40500 (IDA) with 5 years service in that grade.
3.	Senior Manager (Planning/Cons ultancy)	Rs.15600-39100 +6600(GP)(CDA)/ 24900-50500 (IDA)	-	-	100% Promotion by Selection	From the post of Manager (Public Relations) in the pay scale of Rs.15600-39100+6600(GP) (CDA)/ 20600-46500 (IDA) with 3 years service in that grade.

INDIA TOURISM DEVELOPMENT CORPORATION

ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS - HEADQUARTERS

LEVELS - POSTS IN THE SCALES OF PAY OF

Rs.15600-39100+5400(GP) (CDA)/Rs.16400-40500 & above

Cadre – Executive Division - INFORMATION TECHNOLOGY

No	Name of the Post	Scale of Pay (Rs.)	Max. Age limit for direct Recruits	Basic Educational/ Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	Asstt Manager(IT)	Rs.15600-39100 +5400(GP)(CDA)/ 16400-40500 (IDA))	30 Years	1st class Graduate in Computer Science/ B.Tech (Computer Sc.) / BE(IT) /Master in Computer Application from recognized University / 'B' level of DOEACC Experience: 2 years experience of developing / implementing computer applications in a commercial firm.	70% Direct as well as through campus recruitment 30% promotion by selection as well as through Career Development Scheme	From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.
2.	Manager (IT)	Rs.15600-39100 +6600(GP)(CDA)/ 20600-46500 (IDA))	35 Years	1 st class Graduate in Computer Science / B. Tech (Computer Science / BE (IT) / Master Degree in Computer Application from recognized University / 'B' level of DOEACC. Experience: 5 yrs. experience of developing / implementing computer applications in a commercial firm.	50% Direct Recruitment 50% Promotion by Selection	From the post of Asstt. Manager (IT) in the pay scale of Rs. 15600-39100 +5400(GP) (CDA)/16400-40500 (IDA) with 5 years service in that grade.

1	2	3	4	5	6	7
3.	Senior Manager (IT)	Rs. 15600-39100 +6600 (GP) (CDA)/ 24900-50500 (CDA)	-	-	100% Promotion by Selection	From the post of Manager (IT) in the pay scale of Rs.15600-39100+6600(GP) (CDA) / 20600-46500 (IDA) with 3 years service in that grade.
4	Dy.Gen.Manager (IT)	Rs.15600-39100-7600+ (GP) (CDA) /29100-54500 (IDA).	45 Years	1 st class Graduate in Computer Science / B. Tech (Computer Science / BE (IT) / Master Degree in Computer Application from recognized University / 'B' level of DOEACC. Experience: 10 years experience of developing / implementing computer applications in a commercial firm. Out of 10 yrs., 3 yrs. experience should be of middle managerial level in a commercial organization	40% Direct Recruitment 60% Promotion by Selection	From the post of Sr. Mgr. (IT) in the pay scale of Rs. 15600-39100 +6600 (GP) (CDA) / 24900-50500 (IDA) with 3 years service in that grade.
5	Gen.Manager (IT)	Rs. 37400-67000+8700 (GP) CDA)/ 32900-58000 (IDA)	45 Years	1 st class Graduate in Computer Science / B. Tech (Computer Science / BE (IT) / Master Degree in Computer Application from recognized University / 'B' level of DOEACC. Experience: 15 yrs. experience of developing / implementing computer applications in a commercial firm. Out of 15 yrs, 5 yrs. experience should be of senior managerial level in a commercial organization.	40% Direct Recruitment 60% Promotion by Selection	From the post of Dy. Gen. Mgr. (IT) in the pay scale of Rs. 15600-39100 +7600 (GP) (CDA) / 29100-54500 (IDA) with 5 years service in that grade.

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS-HEADQUARTERS

**LEVELS – POSTS IN THE SCALES OF PAY OF
Rs.15600-39100+5400(GP) (CDA)/Rs.16400-40500 & above
CADRE - EXECUTIVE
DIVISION – LEGAL**

S No.	Name of the Post	Scale of Pay	Max. Age limit For direct Recruits	Basic Educational/ Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	Assistant Manager (Legal)	Rs.15600-39100 +5400 (GP)(CDA)/ 16400-40500 (IDA)	30 Years	Ist Class Law Graduate with 3 years experience at the bar out of which 1 year should be in conducting cases independently in courts and thorough familiarity and experience in dealing with Civil, Taxation, Company Law/ Labour Law, Estate matters etc. in a firm of repute or Asstt. Law Officer in 3 years relevant experience in a PSU or reputed Pvt. Organization	70% Direct as well as through campus recruitment 30% promotion by selection as well as through Career Development Scheme	From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.
2.	Manager (Legal)	Rs.15600-39100 +6600(GP)(CDA)/ 20600-46500 (IDA)	35 Years	Ist Class Law Graduate with at least 5 years experience at the bar out of which 3 years should be in conducting cases independently in court and thorough familiarity and experience in dealing with civil, taxation, Company Law/ Labour Laws, Estate matters etc. in a firm of repute or as Law Officer with 5 years relevant experience in a PSU or reputed Pvt. Organization	50% Direct Recruitment 50% Promotion by Selection	From the post of Asstt. Manager (Legal) in the pay scale of Rs. 15600-39100 +5400(GP) (CDA)/16400-40500 (IDA) with 5 years service in that grade.
1	2	3	4	5	6	7

3.	Sr.Manager (Legal)	Rs.15600-39100 +6600(GP)(CDA)/ 24900-50500 (IDA)	-	--	100% Promotion by Selection	From the post of Manager (Legal) in the pay scale of Rs.15600-39100+6600(GP) (CDA)/ 20600-46500 (IDA) with 3 years service in that grade.
4.	DGM (Legal)	Rs.15600-39100 +7600 (GP)(CDA)/ 29100-545001 (IDA)	45 Years	Full time regular course in LLB / LLM from a recognized University with at least 2 nd Divn. with minimum 15 yrs. of experience including 5 yrs. as professional advocate in the High Court or District Court. Well conversed in drafting and knowledge of various Acts and statutes and judicial pronouncements should be able to brief and instruct Counsels in legal matters pertaining to the Company. Experience in legal matters in PSUs / Private sector of repute or in a law firm etc. essential. Working knowledge / conversant in computer applications such as MS Office.	40% Direct Recruitment 60% Promotion by Selection	From the post of Sr. Mgr. (Legal) in the pay scale of Rs. 15600 –39100 +Rs.6600 (GP) CDA / Rs.24900 –50500 (IDA) with 3 yrs. service in that grade
5.	GM (Legal)	Rs.37400 -67000 +8700(GP)(CDA) / 32900-58000 (IDA)	45 yrs.	Full time regular course in LLB / LLM from a recognized University with at least 2 nd Divn. with minimum 15 yrs. of experience including 7 yrs. as professional advocate in the High Court or District Court. Well conversed in drafting and knowledge of various Acts and statutes and judicial pronouncements should be able to brief and instruct Counsels in legal matters pertaining to the Company. Experience in legal matters in PSUs / Private sector of repute or in a law firm etc. essential. Working knowledge / conversant in computer applications such as MS Office.	40% Direct Recruitment 60% Promotion by Selection	From the post of DGM. (Legal) or equivalent in the pay scale of Rs. 15600 –39100 +Rs.7600 (GP) CDA / Rs.29100 –54500 (IDA) with 5 yrs. service in that grade..

1	2	3	4	5	6	7
6..	VP(Legal)	Rs. 37400-67000+8900 (GP) (CDA) / 43200-66000 (IDA)	50 yrs.	Full time regular course in LLB / LLM from a recognized University with at least 2 nd Divn. with minimum 15 yrs. of experience including 10 yrs. as professional advocate in the High Court or District Court. Well conversed in drafting and knowledge of various Acts and statutes and judicial pronouncements should be able to brief and instruct Counsels in legal matters pertaining to the Company. Experience in legal matters in PSUs / Private sector of repute or in a law firm etc. essential. Working knowledge / conversant in computer applications such as MS Office.	Promotion / Direct Recruitment. Preference will be given to eligible officers within the corporation. If suitable internal candidates are not available, the post/s will be filled by Direct Recruitment	From the post of GM (Legal.) in the pay scale of Rs.37400-67000+ 8700 (GP) (CDA) / 32900-58000 IDA with 3 years experience in that grade.

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS -HEADQUARTERS
LEVELS - POSTS IN THE SCALES OF PAY OF Rs.15600-
39100+5400(GP) (CDA)/
16400-40500 (IDA) & ABOVE
CADRE - EXECUTIVE
DIVISION - INTEGRATED MANAGEMENT CADRE

S. No	Name of Post	Scale of Pay	Max. Age limit for DR	Basic Educational / Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for Promotion
1.	DGM(IMC) (HR, Admn., MM&D, ATT, Security, ARMS, BD, AITD, AC, PR&C, CS, OL, Medical Wing etc.)	Rs.15600-39100-7600+ (GP) (CDA) / 29100-54500 (IDA).	45 Yrs	Ist Class MBA (Full Time) or Ist class 2-Yrs. PG Diploma or PG Professional Degree from any recognized university or IIM or Equivalent Institute in respective discipline relevant to the job and activities of the Corporation. Experience : 15 years relevant experience out of which 5 years should have been in DGM level in a firm of repute with working knowledge of Computer Application such as MS Office etc.	40% Direct Recruitment 60% Promotion by Selection	From the post of Sr. Manager in the scale of Rs. 15600-39100+6600 (GP) (CDA)/24900-50500 (IDA) with 3 years of service in the relevant field / discipline.

1	2	3	4	5	6	7
2.	GM(IMC) (HR,, Admn., MM&D, ATT, Security, ARMS, BD, AITD, AC, PR&C, CS, OL, Medical Wing etc.)	Rs. 37400- 67000+8700 (GP) (CDA)/ 32900-58000 (IDA)	45 yrs.	Ist Class MBA (Full Time) or Ist class 2-Yrs. PG Diploma or PG Professional Degree from any recognized university or IIM or Equivalent Institute in respective discipline relevant to the job and activities of the Corporation. Experience : 15 years relevant experience out of which 7 years should have been in DGM level in a firm of repute with working knowledge of Computer Application such as MS Office etc.	40% Direct Recruitment 60% Promotion by Selection	From the post of. Dy. Gen. Mgr. (IMC) in the scale of Rs.15600-39100-7600+ (GP) (CDA) / 29100-54500 (IDA). with 5 years of service in the relevant field / discipline.
3.	VP (IMC) (HR, Admn., MM&D, ATT, Security, ARMS, BD, AITD, AC, PR&C, CS, OL, Medical Wing etc.)	Rs. 37400- 67000+8900 (GP) (CDA) / 43200-66000 (IDA)	-	-	Promotion / Direct Recruitment. Preference will be given to eligible officers within the corporation. If suitable internal candidates are not available, the post/s will be filled by Direct Recruitment	From the post of GM (IMC) in the pay scale of Rs.37400- 67000+ 8700 (GP) (CDA) / 32900-58000 IDA with 5 years experience in the relevant field / discipline

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS -HEADQUARTERS
LEVELS - POSTS IN THE SCALES OF PAY OF Rs.15600-39100+5400(GP) (CDA)/16400-40500 (IDA) & ABOVE
CADRE - EXECUTIVE
DIVISION - HRM

S. No	Name of Post	Scale of Pay	Max. Age limit for DR	Basic Educational / Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	AM(HR)	Rs. 15600-39100+5400 (GP) (CDA)/16400-40500 (IDA)	30 yrs.	<p>Minimum 2nd Class Graduate with MBA (HR) full time</p> <p align="center">OR</p> <p>Minimum 2nd Class Graduate with in Social Science 1st Class 2-yrs PG Diploma in HR / Industrial Relations.</p> <p align="center">OR</p> <p>Minimum 2nd Class Graduate with 1st Class Master Degree in Social Work</p> <p align="center">OR</p> <p>1st Class Integrated MBA(HR) (Full time)</p> <p>The above degrees should be obtained from government recognized University or Institute.</p> <p>Experience: 2 yrs. relevant experience in a firm of repute with working knowledge of Computer Application such as MS Office etc.</p> <p>Desirable :</p> <p>i) Degree in Law</p> <p>ii) Post Graduate diploma in Labour Laws.</p>	<p>70% Direct as well as through campus recruitment</p> <p>30% promotion by selection as well as through Career Development Scheme</p>	<p>From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 -10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.</p>

1	2	3	4	5	6	7
2.	Mgr.(HR)	Rs.15600-39100 +6600(GP) (CDA)/ 20600-46500 (IDA)	35 Yrs	<p>Minimum 2nd Class Graduate with MBA (HR) full time</p> <p>OR</p> <p>Minimum 2nd Class Graduate with in Social Science 1st Class 2-yrs PG Diploma in HR / Industrial Relations.</p> <p>OR</p> <p>Minimum 2nd Class Graduate with 1st Class Master Degree in Social Work</p> <p>OR</p> <p>1st Class Integrated MBA(HR) (Full time)</p> <p>The above degrees should be obtained from government recognized University or Institute.</p> <p>Experience: 5 yrs. relevant experience in a firm of repute or PSU with working knowledge of Computer Application such as MS Office etc.</p> <p>Desirable :</p> <p>i) Degree in Law ii) Post Graduate diploma in Labour Laws.</p>	<p>50% Direct Recruitment</p> <p>50% Promotion by Selection</p>	<p>From the post of Asstt. Manager (HR) in the scale of Rs. 15600-39100+5400 (GP) (CDA)/ 16400-40500 (IDA) with 5 years of service in that grade.</p>
3.	Senior Manager (HR)	Rs. 15600-39100+6600 (GP) (CDA)/ 24900-50500 (IDA)	-	-	100% Promotion by Selection	<p>From the post of. Manager (HR) in the scale of Rs.15600-39100+6600 (GP) (CDA)/20600-46500 (IDA) with 3 years of service in that grade.</p>

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS-HEADQUARTERS
LEVELS - POSTS IN THE SCALES OF PAY OF
Rs.15600-39100+5400) GP) (CDA)/Rs.16400-40500 & above
CADRE - EXECUTIVE
DIVISION - SECURITY

S No	Name of the FPost	Scale of Pay	Max. Age limit For direct Recruits	Basic Educational/ Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for Promotion
1	2	3	4	5	6	7
1.	Assistant Manager (Security)	Rs.15600-39100 +5400(GP)(CDA)/ 16400-40500 (IDA)	30 Years	<p>Minimum 2nd class Graduate from recognized University.</p> <p>Experience: At least 2 years experience as a Commissioned Officer / Sub-Inspector of Police.</p> <p>Desirable: Familiarity with modern methods and practice of industrial security and fire prevention & protection techniques. Experience in organizing security/ fire fighting operations with knowledge of industrial/factory security arrangement/ investigation/enquiries etc. in a firm a Commercial Organisation of repute whether Public /Private/ or Government.</p>	<p>70% Direct as well as through campus recruitment</p> <p>30% promotion by selection as well as through Career Development Scheme</p>	<p>From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.</p>

1	2	3	4	5	6	7
2.	Manager (Security)	Rs.15600-39100 +6600(GP)(CDA)/20600-46500 (IDA)	35 Years	<p>Minimum 2nd class Graduate from recognized University.</p> <p>Experience: At least 5 years experience as a Commissioned Officer / Asstt. Commandant / equivalent in Police Force.</p> <p>Desirable: Knowledge of modern methods and practice of industrial security and fire prevention & protection techniques. Experience in organizing security/fire/fighting operations with knowledge of industrial/factory security arrangement/ investigation/ enquiries/vigilance, etc. in a firm of repute.</p>	<p>50% Direct Recruitment</p> <p>50% Promotion by Selection.</p>	From the post of Asstt. Manager (Security) in the pay scale of Rs. 15600-39100 +5400(GP) (CDA)/16400-40500 (IDA) with 5 years service in that grade
3.	Senior Manager (Security)	Rs.15600-39100 +6600(GP)(CDA)/24900-50500 (IDA)	-	-	100% Promotion by Selection	From the post of Manager (Security) in the pay scale of Rs.15600-39100 + 6600 (GP) (CDA)/20600-46500 (IDA) with 3 years service in that grade.

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS -HEADQUARTERS
LEVELS - POSTS IN THE SCALES OF PAY OF Rs.15600-
39100+5400(GP) (CDA)/
16400-40500 (IDA) & ABOVE
CADRE - EXECUTIVE
DIVISION:ASHOK TRAVELS & TOURS

S. No	Name of Post	Scale of Pay	Max. Age limit for DR	Basic Educational / Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	AM(ATT)	Rs. 15600-39100+5400 (GP) (CDA)/ 16400-40500 (IDA)	30 yrs.	<p>BBA/MBA with specialization in Marketing / Tourism (with IATA Qualified) with one year experience in relevant field OR Graduate in Social Science / Economics / commerce / tourism with Diploma (with IATA qualified) with 2 yrs experience in relevant field OR 2nd Class graduate with Diploma (IATA qualified) with 3 years experience in relevant filed in a firm of repute.</p> <p>The above degrees should be obtained from government recognized University or Institute.</p> <p>Desirable : Working knowledge of Computer Application such as MS Office etc. Experience of Hotel / Travel/ Tourism / Airlines</p>	<p>70% Direct as well as through campus recruitment</p> <p>30% promotion by selection as well as through Career Development Scheme</p>	<p>From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 – 10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.</p>

1	2	3	4	5	6	7
2.	Mgr.(ATT)	Rs.15600-39100 +6600(GP) (CDA)/ 20600-46500 (IDA)	35 Yrs	<p>BBA/MBA with specialization in Marketing / Tourism (with IATA Qualified) with 2 year experience in relevant field OR Graduate in Social Science / Economics / commerce / tourism with Diploma (with IATA qualified) with 3 yrs experience in relevant field OR 2nd Class graduate with Diploma (IATA qualified) with 5 years experience in relevant filed in a firm of repute.</p> <p>The above degrees should be obtained from government recognized University or Institute.</p> <p>Desirable : Working knowledge of Computer Application such as MS Office etc. Experience of Hotel / Travel/ Tourism / Airlines</p>	<p>50% Direct Recruitment</p> <p>50% Promotion by Selection</p>	From the post of Asstt. Manager (ATT) in the scale of Rs. 15600-39100+5400 (GP) (CDA)/ 16400-40500 (IDA) with 5 years of service in that grade.
3.	Senior Manager (ATT)	Rs. 15600-39100+6600 (GP) (CDA)/ 24900-50500 (IDA)-	-	-	100% Promotion by Selection	From the post of. Manager (ATT) in the scale of Rs.15600-39100+6600 (GP) (CDA) / Rs.20600-46500 (IDA) with 3 years of service in that grade.

**INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT**

**CLASSIFICATION OF UNITS -HEADQUARTERS
LEVELS - POSTS IN THE SCALES OF PAY OF Rs.15600-
39100+5400(GP) (CDA)/
16400-40500 (IDA) & ABOVE
CADRE - EXECUTIVE
DIVIN:ASHOK RESERVATION & MARKETING SERVICES
(Corporate Marketing & Events)**

S. No	Name of Post	Scale of Pay	Max. Age limit for DR	Basic Educational / Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	AM(ARMS-Corp. Mktg. & Events)	Rs. 15600-39100+5400 (GP) (CDA)/ 16400-40500 (IDA)	30 years	<p>Minimum 2nd Class three years Degree / Diploma in Hospitality Management & Hotel Administration or equivalent Degree from abroad approved by Govt. of India</p> <p align="center">OR</p> <p>2nd Class Graduate with 1st Class MBA (Mktg.)/ MTA / PGD in Tourism / 2-yrs PG Diploma in Marketing full time</p> <p align="center">OR</p> <p>1st Class Integrated MBA (Mktg) Full time</p> <p>The above degrees should be obtained from government recognized University or Institute.</p> <p>Experience: 3 yrs. relevant experience in a firm of repute with working knowledge of Computer Application such as MS Office etc.</p> <p>Desirable: Experience of Hotel / Travel / Tourism / Mktg. /Event Management</p>	<p>70% Direct as well as through campus recruitment</p> <p>30% promotion by selection as well as through Career Development Scheme</p>	<p>From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.</p>

1	2	3	4	5	6	7
2.	Mgr.(ARMS-Corp. Mktg. & Events)	Rs.15600-39100+6600(GP) (CDA)/20600-46500 (IDA)	35 Yrs	<p>Minimum 2nd Class three years Degree / Diploma in Hospitality Management & Hotel Administration or equivalent Degree from abroad approved by Govt. of India</p> <p style="text-align: center;">OR</p> <p>2nd Class Graduate with 1st Class MBA (Mktg.)/ MTA / PGD in Tourism / 2-yrs PG Diploma in Marketing full time</p> <p style="text-align: center;">OR</p> <p>1st Class Integrated MBA (Mktg) Full time</p> <p>The above degrees should be obtained from government recognized University or Institute.</p> <p>Experience: 5 yrs. relevant experience in a firm of repute with working knowledge of Computer Application such as MS Office etc.</p> <p>Desirable: Experience of Hotel / Travel/ Tourism /Mktg. / Event Management</p>	<p>50% Direct Recruitment</p> <p>50% Promotion by Selection</p>	<p>From the post of Asstt. Manager (ARMS) in the scale of Rs. 15600-39100+5400 (GP) (CDA)/ 16400-40500 (IDA) with 5 years of service in that grade.</p>
3.	Senior Manager (ARMS – Corp. Mktg. & Events)	Rs. 15600-39100+6600 (GP) (CDA)/ 24900-50500 (IDA)	-	-	100% Promotion by Selection	<p>From the post of. Manager (ARMS) in the scale of Rs.15600-39100+6600 (GP) (CDA)/20600-46500 (IDA) with 3 years of service in that grade.</p>

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS -HEADQUARTERS
LEVELS - POSTS IN THE SCALES OF PAY OF Rs.15600-
39100+5400(GP) (CDA)/
16400-40500 (IDA) & ABOVE
CADRE - EXECUTIVE
DIVISION:ASHOK INTERNATIONAL TRADE DIVN.

S. No	Name of Post	Scale of Pay	Max. Age limit for DR	Basic Educational / Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	AM(AITD)	Rs. 15600-39100+5400 (GP) (CDA)/ 16400-40500 (IDA)	30 years	BBA/ MBA with specialization in Marketing with one year experience in the relevant field in a firm of repute OR Post Graduate in Social Science / Economics / Commerce / Tourism with Diploma in the relevant field with 2 years experience in a firm of repute OR 2 nd Class Graduate with diploma in relevant field with 3 years experience in a firm of repute.. Desirable : Working knowledge of Computer Application such as MS Office etc. Experience of Import-Export Merchandizing	70% Direct as well as through campus recruitment 30% promotion by selection as well as through Career Development Scheme	From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 -10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.

1	2	3	4	5	6	7
2.	Mgr.(AITD)	Rs.15600-39100 +6600(GP) (CDA)/ 20600-46500 (IDA)	35 Yrs	BBA/ MBA with specialization in Marketing with 2 year experience in the relevant field in a firm of repute OR Post Graduate in Social Science / Economics / Commerce / Tourism with Diploma in the relevant field with 3 years experience in a firm of repute OR 2 nd Class Graduate with diploma in relevant field with 5 years experience in a firm of repute. Desirable : Working knowledge of Computer Application such as MS Office etc. Experience of Import-Export Merchandizing	50% Direct Recruitment 50% Promotion by Selection	From the post of Asstt. Manager (AITD) in the scale of Rs. 15600-39100+5400 (GP) (CDA)/ 16400-40500 (IDA) with 5 years of service in that grade.
3.	Senior Manager (AITD)	Rs. 15600-39100+6600 (GP) (CDA)/ 24900-50500 (IDA)	-	-	100% Promotion by Selection	From the post of. Manager (AITD) in the scale of Rs.15600-39100+6600 (GP) (CDA)/20600-46500 (IDA) with 3 years of service in that grade.

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS - HEADQUARTERS

LEVELS - POSTS IN THE SCALES OF PAY OF

Rs.15600-39100+5400(GP) (CDA)/Rs.16400-40500 & above

CADRE - EXECUTIVE

DIVISION - PUBLIC RELATION

S No.	Name of the Post	Scale of Pay (Rs.)	Max. Age limit For direct Recruits	Basic Educational/ Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	Asstt. Manager (Public Relations)	Rs.15600-39100 +5400(GP)(CDA)/ 16400-40500 (IDA)	30 Years	Minimum 2 nd Class Graduate with 1 st Class PG Diploma (1-2 yrs.) in Public Relation/Mass Communication from a recognized Institute / University with 3 years relevant experience in a firm of repute. Desirable: Experience in Hotel/Travel Trade/Airlines.	70% Direct as well as through campus recruitment 30% promotion by selection as well as through Career Development Scheme	From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.

1	2	3	4	5	6	7
2.	Manager (Public Relations)	Rs.15600-39100 +6600(GP)(CDA)/20600-46500 (IDA)	35 Years	Minimum 2 nd class Graduate with 1 st class 1-2 years Diploma/PG Diploma in Public Relation/Mass Communication from recognized Institute/University with 5 years experience in a firm of repute.	50% Direct Recruitment 50% Promotion by Selection.	From the post of Asstt. Manager (Public Relations) in the pay scale of Rs. 15600-39100 +5400(GP)(CDA)/16400-40500 (IDA) with 5 years service in that grade.
3.	Sr. Manager (Public Relations)	Rs.15600-39100 +6600(GP)(CDA)/24900-50500 (IDA)	-	-	100% Promotion by Selection	From the post of Manager (Public Relations) in the pay scale of Rs.15600-39100+6600(GP)(CDA)/20600-46500 (IDA) with 3 years service in that grade.

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS-HEADQUARTERS
LEVELS – POSTS IN THE SCALES OF PAY OF
Rs.15600-39100+5400(GP) (CDA)/Rs.16400-40500 & above
CADRE – EXECUTIVE
DIVISION – ASHOK CREATIVE

S. No	Name of Post	Scale of Pay	Max. Age limit for DR	Basic Educational / Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1	A M (Ashok Creative)	Rs. 15600-39100+5400 (GP) CDA/ 16400-40500 (IDA)	30 yrs.	<p>Production 2nd Class Graduate with Diploma in Printing Technology.</p> <p>Design 2nd Class Degree / Diploma in Commercial Arts from recognized Institute.</p> <p>Advertising 2nd class Graduate with Diploma in Advertising OR MBA with specialization in Marketing / Advertising.</p> <p>Editorial 2nd Class Graduate with Diploma in Journalism OR 2nd Class Degree in Journalism</p> <p>Experience : 3 yrs. in writing, editing, reporting and proof reading. Candidate should be capable of seeing a magazine / publication through the press independently and also liaison with the advertising agencies, printing presses and others. Desirable: Knowledge of different printing processes and photography will be an added qualification The above degrees should be obtained from government recognized University or Institute.</p> <p>Experience : 3 yrs. in the relevant field in a firm of repute.</p>	<p>70% Direct as well as through campus recruitment</p> <p>30% promotion by selection as well as through Career Development Scheme</p>	<p>From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.</p>

1	2	3	4	5	6	7
2	Mgr. (Ashok Creative)	Rs.15600- 39100 +6600(GP) (CDA)/ 20600-46500 (IDA)	35 yrs.	<p><u>Production</u> Qualification as prescribed above for the post of Asstt. Mgr. (Production)</p> <p><u>Design</u> Qualification as prescribed above for the post of Asstt. Mgr. (Design)</p> <p><u>Advertising</u> Qualification as prescribed above for the post of Asstt. Mgr. (Advertising)</p> <p><u>Editorial</u> Qualification as prescribed above for the post of Asstt. Mgr. (Editorial)</p> <p>Experience : 5 yrs. in the relevant field in a firm of repute.</p>	50% Direct Recruitment 50% Promotion by Selection	From the post of Asstt. Manager (Production) / Design / Advertising/ Editorial in the scale of Rs. 15600-39100+5400 (GP) (CDA)/ 16400-40500 (IDA) with 5 years of service in that grade.
3	Sr.Mgr. (Ashok Creative)	Rs.15600- 39100 +6600(GP) (CDA)/ 24900-59500 (IDA)	-	-	100% Promotion by Selection	From the post of. Manager (Prod.) / Design / Advertising / Editorial in the scale of Rs.15600-39100+6600 (GP) (CDA)/20600-46500 (IDA) with 3 years of service in that grade.

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS - HEADQUARTERS
LEVELS - POSTS IN THE SCALES OF PAY OF
Rs.15600-39100+5400)GP) (CDA)/Rs.16400-40500 & above
CADRE - EXECUTIVE
DIVISION - MATERIAL MANAGEMENT DEVELOPMENT.

S No.	Name of the Post	Scale of Pay (Rs.)	Max. Age limit For direct Recruits	Basic Educational/ Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	Assistant Manager (MM&D)	Rs.15600-39100 +5400(GP)(CDA)/ 16400-40500 (IDA)	30 Years	<p>Minimum 2nd Class Graduate with 1st Class MBA (Material Management) full time</p> <p align="center">OR</p> <p>Minimum 2nd Class Graduate with 1st Class 2-yrs PG Diploma in Material Management</p> <p align="center">OR</p> <p>Minimum 2nd Class Graduate with 1st Class 2-yrs PG Diploma in Quality Management.</p> <p align="center">OR</p> <p>Ist Class Integrated MBA(Material Management) full time</p> <p>The above degrees should be obtained from government recognized University or Institute.</p> <p>Experience: 2 yrs. relevant experience in a firm of repute with working knowledge of Computer Application such as MS Office etc.</p>	<p>70% Direct as well as through campus recruitment</p> <p>30% promotion by selection as well as through Career Development Scheme</p>	<p>From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.</p>

1	2	3	4	5	6	7
2.	Manager (MM&D)	Rs.15600-39100 +6600(GP)(CDA)/ 20600-46500 (IDA)	35 Years	Qualification as prescribed above for the post of Asstt. Mgr. (MM&D). Experience: 5 yrs. relevant experience in a firm of repute with working knowledge of Computer Application such as MS Office etc. Desirable: Membership of professional bodies in Materials Management.	50% Direct Recruitment 50% Promotion by Selection	From the post of Asstt. Manager (MM&D) in the pay scale of Rs. 15600-39100 +5400(GP) (CDA) / 16400-40500 (IDA) with 5 years service in that grade.
3.	Sr. Manager (MM&D)	Rs.15600-39100 +6600(GP)(CDA)/ 24900-50500 (IDA)	--	--	100% Promotion by Selection	From the post of Manager (MM&D) in the pay scale of Rs.15600-39100+6600(GP) (CDA)/ 20600-46500 (IDA) with 3 years service in that grade.

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS-HEADQUARTERS
LEVELS – POSTS IN THE SCALES OF PAY OF
Rs.15600-39100+5400(GP) (CDA)/Rs.16400-40500 & above
CADRE - EXECUTIVE
DIVISION – ADMINISTRATION

S No.	Name of the Post	Scale of Pay	Max. Age limit For direct Recruits	Basic Educational/ Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	Assistant Manager (Admn.)	Rs.15600-39100 +5400 (GP)(CDA)/ 16400-40500 (IDA)	30 Years	<p>2nd Class Graduate with 1st Class MBA full time</p> <p align="center">OR</p> <p>2nd Class Graduate with 1st Class 2-yrs PG Diploma in Administration</p> <p align="center">OR</p> <p>2nd Class Graduate with 1st Class Master Degree in Public Administration</p> <p align="center">OR</p> <p>1st Class Integrated MBA (Full time)</p> <p>The above degrees should be obtained from government recognized University or Institute.</p> <p>Experience: 2 yrs. relevant experience in a firm of repute with working knowledge of Computer Application such as MS Office etc.</p>	<p>70% Direct as well as through campus recruitment</p> <p>30% promotion by selection as well as through Career Development Scheme</p>	<p>From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.</p>

1	2	3	4	5	6	7
2.	Manager (Admn.)	Rs.15600-39100 +6600(GP)(CDA)/ 20600-46500 (IDA)	35 Years	Qualification as prescribed above for the post of Asstt. Mgr. (Admn.) Experience: 5 yrs. relevant experience in a firm of repute with working knowledge of Computer Application such as MS Office etc.	50% Direct Recruitment 50% Promotion by Selection	From the post of Asstt. Manager (Admn.) in the pay scale of Rs. 15600-39100 +5400(GP) (CDA)/16400-40500 (IDA) with 5 years service in that grade..
3.	Senior Manager (Admn.)	Rs.15600-39100 +6600(GP)(CDA)/ 24900-50500 (IDA)	-	-	100% Promotion by Selection.	From the post of Manager (Admn.) in the pay scale of Rs.15600-39100+6600(GP) (CDA)/ 20600-46500 (IDA) with 3 years service in that grade.

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS -HEADQUARTERS
LEVELS - POSTS IN THE SCALES OF PAY OF Rs.15600-
39100+5400(GP) (CDA)/
16400-40500 (IDA) & ABOVE
CADRE - EXECUTIVE
DIVISION: BUSINESS DEVELOPMENT

S. No	Name of Post	Scale of Pay	Max. Age limit for DR	Basic Educational / Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	AM(BD)	Rs. 15600-39100+5400 (GP) (CDA)/ 16400-40500 (IDA)	30 yrs.	<p>Full time MBA (Mktg)</p> <p align="center">OR</p> <p>2 years full time Post Graduate Diploma in Business/ Marketing Management</p> <p>The above degrees should be obtained from government recognized University or Institute.</p> <p>Experience: 2 years relevant experience in Business Development / Corporate marketing in the Commercial Organisation of repute whether Public/ Private or Govt with working knowledge of Computer Application such as MS Office etc.</p> <p>Desirable: Knowledge and experience of identifying areas of potential commercially viable diversified activities related to Hospitality & Tourism Industry</p>	<p>70% Direct as well as through campus recruitment</p> <p>30% promotion by selection as well as through Career Development Scheme</p>	<p>From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.</p>

1	2	3	4	5	6	7
2.	Mgr.(BD)	Rs.15600-39100 +6600(GP) (CDA)/ 20600-46500 (IDA)	35Yrs	<p>Full time MBA (Mktg)</p> <p style="text-align: center;">OR</p> <p>2 years full time Post Graduate Diploma in Business/ Marketing Management</p> <p>The above degrees should be obtained from government recognized University or Institute.</p> <p>Experience: 5 years relevant experience in Business Development / Corporate marketing in the Commercial Organisation of repute whether Public/ Private or Govt with working knowledge of Computer Application such as MS Office etc.</p> <p>Desirable: Knowledge and experience of identifying areas of potential commercially viable diversified activities related to Hospitality & Tourism Industry</p>	<p>50% Direct Recruitment</p> <p>50% Promotion by Selection</p>	<p>From the post of Asstt. Manager (BD) in the scale of Rs. 15600-39100+5400 (GP) (CDA)/ 16400-40500 (IDA) with 5 years of service in that grade.</p>
3.	Senior Manager (BD)	Rs. 15600-39100+6600 (GP) (CDA)/ 24900-50500 (IDA)-	-	-	100% Promotion by Selection	<p>From the post of. Manager (BD) in the scale of Rs.15600-39100+6600 (GP) (CDA)/20600-46500 (IDA) with 3 years of service in that grade.</p>

INDIA TOURISM DEVELOPMENT CORPORATION
ELIGIBILITY CRITERIA FOR RECRUITMENT

CLASSIFICATION OF UNITS - HEADQUARTERS
LEVELS - POSTS IN THE SCALES OF PAY OF
Rs.15600-39100+5400(GP) (CDA)/Rs.16400-40500 & above
CADRE - EXECUTIVE
DIVISION - MISCELLANEOUS POSTS

S No.	Name of the Post	Scale of Pay (Rs.)	Age limit For direct Recruits	Basic Educational/ Technical Qualifications and Experience required for direct recruits	Method of recruitment Whether direct or By promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1.	Assistant Manager (Library)	Rs.15600-39100 +5400 (GP)(CDA)/ 16400-40500 (IDA)	30 Years	Graduate with 1 st class diploma in Library Science with 3 years experience in Library at Supervisory level in a firm of repute.	70% Direct as well as through campus recruitment 30% promotion by selection as well as through Career Development Scheme	From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.

1	2	3	4	5	6	7
2.	Asstt. Manager (Official Language)	Rs.15600-39100 +5400 (GP)(CDA)/ 16400-40500 (IDA)	30 Years	M.A. 2 nd Class in Hindi, English and Hindi as a main subject at graduation level, with 3 years experience in translation from English to Hindi and vice versa in a firm of repute. Desirable: Experience in implementation of official language policy and familiarity with provisions relating to official language.	70% Direct as well as through campus recruitment 30% promotion by selection as well as through Career Development Scheme	From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.

1	2	3	4	5	6	7
3.	Asstt. Manager (Secretarial)	Rs.15600-39100 +5400 (GP)(CDA)/ 16400-40500 (IDA)	30 Years	Graduate having membership of Institute of Company Secretaries with 3 years experience in Secretarial work in a firm of repute OR CS with LLB with 1 years experience in the Secretarial work in a firm of repute. Desirable: Good drafting ability.	70% Direct as well as through campus recruitment 30% promotion by selection as well as through Career Development Scheme	From the post of Sr. Asstt / Sr. Accountant / Selection Grade / Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450 –10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units.
4.	Asstt. Co. Secy.	Rs.15600-39100 +6600(GP)(CDA)/ 20600-46500 (IDA)	35 Years	1st class Graduate having membership of Institute of Company Secretaries with 5 years experience in Secretarial work in a firm of repute. OR CS with LLB with at least 3 years experience as a Company Secretary in a firm of repute. Desirable: Law Degree / Chartered Accountancy.	50% Direct Recruitment 50% Promotion by Selection	From the post of Secretarial Officer in the scale of pay of Rs.15600- 39100 +5400 (GP) (CDA) / 16400-40500 (IDA) with 5 years relevant service in that grade.

INDIA TOURISM DEVELOPMENT CORPORATION LTD.
ELIGIBILITY CRITERIA FOR RECRUITMENT

Clerical & Office Establishments.

Sl. No.	Category of Post	Pay Scale	Age limit	Basic Educational / Technical qualification and experience required for direct recruits	Method of recruitment whether direct or by promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1	Clerk,/Clerk Typist	5200-20200 + GP 1900 (CDA)/ 4530-6455 (IDA)	26 yrs	Graduate with Diploma in Computer operation with with 1 year experience. Departmental Candidates: Matriculation/Higher Secondary with Diploma/Certificate in computer operation with minimum of 3 years satisfactory service	100% Direct Recruitment	
2	Jr. Asstt.	5200-20200 + GP 2400(CDA)/ 5050-7900 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of Rs.5200-20200 + GP 1900/4530-6455 (IDA) at Sl.No.1 above with a minimum satisfactory service of 3 years
3	Assistant/ Documentation Assistant	5200-20200 + GP 2800(CDA)/ 5600-9050 (IDA)	30 years	Graduate with one year diploma in computer operation and 3 years experience Desirable : Diploma or Certificate in Secretarial course	50% Direct Recruitment 50% on promotion on the basis of seniority subject to rejection of unfits.	From the posts in the scale of Rs.5200-20200 + GP 2400/5050-7900 (IDA) at Sl.No.2 above with a minimum satisfactory service of 3 years
4	Sr. Assistant	9300-34800 + GP 4200/ 7040-11090 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of Rs.5200-20200 + GP 2800/5600-9050 (IDA) at Sl.No.3 above with a minimum of 2 years satisfactory service in relevant field.

II Stenographer (English)						
1	Jr. Stenographer	5200-20200 + GP 2400(CDA) / 5050-7900 (IDA)	30 yrs	<p>Graduate with Shorthand / typing speed of 100/40 w.p.m. respectively determined as per test with one year Diploma in Computer Operation Desirable : Experience in relevant field</p> <p>Departmental candidates: Hr. Secondary/Matriculate with the speed of 100/40 w.p.m. in shorthand/typing respectively as per test, with minimum 3 years satisfactory service. The candidates with certificate / diploma in computer operation shall be given preference.</p>	100% Direct Recruitment	
2	Sr. Stenographer	5200-20200 + GP 2800/ 5600-9050 (IDA)	30 years	Graduate with Shorthand / Typing speed of 120/50 w.p.m. respectively with one year Diploma in computer operation.	50% Direct Recruitment	50% promotion on the basis of seniority subject to rejection of unfits.
						From the post of Jr. Stenographer in the pay scale of Rs.5200-20200 +GP 2400/5050-7900 (IDA) with a minimum satisfactory service of three years
3	Personal Assistant	9300-34800 + GP 4200(CDA)/ 7040-11090 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the post of Sr. Stenographer in the pay scale of Rs.5200-20200 +GP 2800/5600-9050 (IDA) with a minimum satisfactory service of three years

INDIA TOURISM DEVELOPMENT CORPORATION LTD.
ELIGIBILITY CRITERIA FOR RECRUITMENT

Finance & Accounts

Sl. No.	Category of Post	Pay Scale	Age limit	Basic Educational / Technical qualification and experience required for direct recruits	Method of recruitment whether direct or by promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1	Accounts Clerk	5200-20200 + GP 1900(CDA)/4530-6455(IDA)	26 years	Graduate in Commerce with one year experience Essential : Certificate in Computer Application preference will be given to candidates having knowledge of accounting software	100% Direct Recruitment	
2	Jr.Asstt.(A/cs)	5200-20200 + GP 2400(CDA)/5050-7900 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the post of A/cs Clerk in the pay scale of Rs.5200-20200 + GP 1900(CDA)/4530-6455 (IDA) with a minimum service of 3 years
3	Accountant	5200-20200 + GP 2800(CDA)/5600-9050 (IDA)	32 years	Graduate in Commerce with 50% mark with 7 years experience OR CA inter or ICWA inter with two years experience in Finance & Account Deptt. Essential : Certificate in Computer Application preference will be given to candidates having knowledge of accounting software	50% Direct Recruitment 50% promotion on the basis of seniority subject to rejection of unfits	From the post of A/cs Clerk in the pay scale of Rs.5200-20200 + GP 1900(CDA)/4530-6455 (IDA) with a minimum service of 3 years
4	Sr. Accountant	9300-34800 + GP 4200(CDA)/7040-11090 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the pay scale of Rs.5200-20200 + GP 2800(CDA)/5600-9050 (IDA) at Sl. No.3 above with a minimum satisfactory service of 3 years

**INDIA TOURISM DEVELOPMENT CORPORATION LTD.
ELIGIBILITY CRITERIA FOR RECRUITMENT**

ADMINISTRATION

Sl. No.	Category of Post	Pay Scale	Age limit	Basic Educational / Technical qualification and experience required for direct recruits	Method of recruitment whether direct or by promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
3						
1	Office Coordinator Gr.II (Peon/Safaiwala/Packer)	4440-7440 + GP 1300(CDA)/4060-5385 (IDA)	30 years	Matriculate/Hr. Sec.,	100% Direct Recruitment	
2	Office Coordinator Gr.I (Peon/Safaiwala/Pakcer)	4440-7440 + GP 1400 (CDA) / 4100-5525 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the pay scale of Rs.4440-7440 +GP 1300/4060-5385 (IDA) of Gr.II at (1) above with a minimum satisfactory service of 5 years
3	Office Coordinator Sr. Grade (Peon/Safaiwala / Pakcer)	4440-7440 + GP 1650 (CDA)/4200-5725 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the pay scale of Rs.4440-7440 +GP 1400/4100-5525 (IDA) of Gr.I at (2) above with 5 years service in that grade OR a total of 8 years service in Gr.II and Gr.I at (1) and (2) above
Not e	The above categories in Gr.II, Gr.I and Sr. Grade will be operative in the ratio of 40% : 30% : 30% respectively of the total sanctioned strength of the posts and the promotion will be regulard in the respective caategory of the employees					
4	Record Attendant (Daftry)	4440-7440 + +GP 1650/4200-5725 (IDA)			100% promotion by selection	Minimum 8th pass from the post in the pay scale of Rs.4440-7440 +GP 1400 (CDA /4100-5525(IDA) at (2) above with a min imum satisfactory service of 3 years OR In the scale of Rs.4440-7440 + GP 1300/4060-5385(IDA) at (1) above with a minimum service of 5 years
5	Despatch Rider	5200-20200 + GP 1900/4530-6455(IDA)	26 years	Matriculate/Hr. Sec., with knowledge of scooter/motor cycle driving with a driving licence. Desirable : Car driving licence. Past experience in the related filed	50% Direct Recruitment 50% promotion by selection	Minimum 8th standard pass with atleast 3 years service in the scale of pay of Rs.4440-7440 + GP1650/4200-5725(IDA) in the above category at (3) and (4) Essential : knowledge of driving scooter/motor cycle. Possessing a driving licene.

Technical						
1	Electrician Gr.III/Air Conditioning Mechanic	5200-20200 + GP 1900(CDA)/4530-6455(IDA)	30 years	Matriculate/ Higher Secondary with licence in electricity Air conditioning wherever required with minimum of 3 years service in the line	100% Direct Recruitment	
2	Electrician Gr.II	5200-20200 + GP 2400 (CDA)/5050-7900 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of Rs.5200-20200 + GP 1900/4530-6455 (IDA) at Sl.No.1 above with a minimum satisfactory service of 3 years with relevant experience
3	Electrician Gr.I	5200-20200 + GP 2800(CDA) / 5600-9050 (IDA)		ITI Certificate and Authorised Licence in eletrical trade with 3 years relevant experience.	50% Direct Recruitment 50% on promotion on the basis of seniority subject to rejection of units.	From the posts in the scale of Rs.5200-20200 + GP 2400 / 5050-7900 (IDA) at Sl.No.2 above with a minimum satisfactory service of 3 years with relevant experience
4	Sr. Technician (Electrical)	9300-34800 + GP 4200(CDA) / 7040-11090 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of Rs.5200-20200 + GP 2800 / 5600-9050 (IDA) at Sl.No.3 above with a minimum satisfactory service of 3 years with relevant experience

Staff Car Drivers						
1	Staff Car Drivers Gr.II	5200-20200 + GP 1900(CDA)/4530-6455(IDA)	30 years	Matriculation Clean Driving Licence with a minimum of 3 years driving experience Desirable : Motor Mechanic Course/Heavy Vehicle Driving Licence with Tourist Badge	100% Direct Recruitment	
2	Staff Car Driver Gr.I	5200-20200 + GP 2400(CDA)/5050-7900 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the post of Staff Car Driver Gr.II in the pay scale of Rs.5200-20200 + GP 1900/4530-6455 (IDA) at (1) above with a <u>minimum service of 5 years</u>
3	Staff Car Driver Sr. Grade	5200-20200 + GP 2800 (CDA)/5600-9050 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the post of Staff Car Driver Gr.I in the pay scale of Rs.5200-20200 + GP 2400 / 5050-7900 (IDA) with a minimum service of <u>3 years</u>
Note : The total sanctioned strength of staff Car Driver in Gr.II in the pay scale of Rs.5200-20200 + GP 1900/4530-6455 (IDA) and Gr. In the						

Receptionists - Telephone Operators						
1	Junior Receptionist /Jr. Receptionist cum Telephone Operator / Jr. Telephone Operator	5200-20200 + GP 2400(CDA)/ 5050-7900 (IDA)	30 years	Graduate with knowledge of operating PBX/PABX Board with certificate in Telephone Operations Minimum experience of one year in the relevant filed. Desirable : Operation of Fax	100% Direct Recruitment	
2	Receptionist	5200-20200 + GP 2800(CDA)/ 5600-9050 (IDA)	30 years	Graduate with knowledge of operating PBX/PABX Board with certificate in Telephone operation. Minimum experience of 3 years in the relevant field Desirable : Operation of Fax	50% Direct Recruitment 50% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of Rs.5200-20200 + GP 2400 / 5050-7900(IDA) at SI.No.1 above with a minimum satisfactory service of 3 years with relevant experience
3	Sr. Receptionist/ Sr. Telephone Operator/ Sr. Receptionist cum Telephone Operator	9300-34800 + GP 4200 (CDA)/ 7040-11090 (IDA)			100% promotion by selection	From the posts in the scale of Rs.5200-20200 + GP 2800 / 5600-9050(IDA) at SI.No.2 above with a minimum satisfactory service of 3 years with relevant experience

CLERICAL & OFFICE ESTABLISHMENT (HINDI)

Sl.No	Category of Post	Pay Scale	Age limit	Basic Educational / Technical qualification and experience required for direct recruits	Method of recruitment whether direct or by promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1	Clerk/ Clerk cum Typist (Hindi)	5200-20200 + GP 1900(CDA) / 4530-6455 (IDA)	26 years	Graduate with Hindi as main subject Hindi typing speed of 25 w.p.m. Desirable : 1 year experience Departmental Candidates : Matriculation/Hr. Secondary with minimum of 3 years satisfactory service subject to their passing the typing test as prescribed for direct recruitment	100% Direct Recruitment	
2	Jr. Asstt. (Hindi)	5200-20200 + GP 2400 (CDA)/ 5050-7900 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the pay scale of Rs.5200-20200 + GP 1900/4530-6455 (IDA) at sl.no. (1) above with a minimum service of 3 years
3	Assistant (Hindi)	5200-20200 + GP 2800(CDA)/ 5600-9050 (IDA)	30 years	Graduate with 2nd Division with Hindi as main subject. Minimum 3 years experience in relevant field	50% Direct Recruitment 50% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of Rs.5200-20200 + GP 2400/5050-7900(IDA) at Sl.No.2 above with a minimum of 3 years service.
4	Sr. Asstt. (Hindi)	9300-34800 + GP 4200(CDA)/ 7040-11090 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of Rs.5200-20200 + GP 2800/5600-9050 (IDA) at Sl.No.3 above with a minimum of 3 years satisfactory service in relevant field.
5	Jr. Hindi Translator	5200-20200 + GP 2800 (CDA)/ 5600-9050 (IDA)	30 years	M.A. in Hindi or Sanskrit and Graduate in English with 3 years experience in Translation work. Desirable : Diploma/Certificate course in Hindi Translation / Doctorate in Hindi/I.I.B	100% Direct Recruitment	
6	Sr. Hindi Translator	9300-34800 + GP 4200(CDA)/ 7040-11090 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of Rs.5200-20200 + GP 2800/5600-9050 (IDA) at Sl.No.5 above with a minimum of 3 years satisfactory service in relevant field.

**INDIA TOURISM DEVELOPMENT CORPORATION LTD.
ELIGIBILITY CRITERIA FOR RECRUITMENT**

Ashok International Trade

As per initial R,P& S Rules notified in 1982-83						
Sl.No	Category of Post	Pay Scale	Age limit	Basic Educational/Technical qualification and experience required for direct recruits	Method of recruitment whether direct or by promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1	Sales Assistant	5200-20200 + GP 2400(CDA) / 5050-7900 (IDA)	30 years	Graduate with experience of Sales/Marketing of at least one year	50% Direct Recruitment 50% promotion by Selection	From the post of Clerk/Clerk cum Typist/Bond Clerk in the pay scale of Rs.5200-20200 +GP 1900/4530-6455 (IDA) with a minimum satisfactory service of 3 years
2	Sr. Sales Asstt.	5200-20200 + GP 2800(CDA) / 5600-9050 (IDA)	30 years	Graduate with 2nd Division with 3 years experience of Sales, marketing, bonded warehouses work and/or import of goods etc. Desirable : Diploma in Marketing/Sales	50% Direct Recruitment 50% promotion on the basis of seniority subject to reject of unfits	From the posts in the scale of pay of Rs.5200-20200 + GP Rs.2400/5050-7900 (IDA) with a minimum service of 3 years
3	Sales Supervisor	9300-34800 + GP 4200(CDA)/ 7040-11090 (IDA)	30 years	IInd Division Graduate with Diploma in Marketing/Sales with 3 years experience of sales / Marketing / Bonded warehouse work/import of goods, etc.	50% Direct Recruitment 50% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of pay of Rs.5200-20200 + GP Rs.2800 with a minimum of 3 years service

Sl. No.	Category of Post	Pay Scale	Age limit	Basic Educational / Technical qualification and experience required for direct recruits	Method of recruitment whether direct or by promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	Bond Clerk	5200-20200 + GP 1900(CDA) / 4530-6455 (IDA)	26 yrs	Graduate with typing speed of 35 w.p.m. with 1 year experience. Departmental Candidates: Matriculation/Higher Secondary with minimum of 3 years satisfactory service subject to their passing the typing test as prescribed for Direct Recruitment	100% Direct Recruitment	
2	Jr. Asstt. (Bond)	5200-20200 + GP 2400(CDA)/ 5050-7900 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of Rs.5200-20200 + GP 1900/4530-6455 (IDA) at Sl.No.1 above with a minimum satisfactory service of 3 years
3	Assistant/ Documentation Assistant	5200-20200 + GP 2800(CDA)/ 5600-9050 (IDA)	30 years	Graduate with IInd Division with a minimum of 3 years experience Desirable : Diploma or Certificate in Secretarial course, knowledge of typing	50% Direct Recruitment 50% on promotion on the basis of seniority subject to rejection of unfits.	From the posts in the scale of Rs.5200-20200 + GP 2400/5050-7900 (IDA) at Sl.No.2 above with a minimum satisfactory service of 3 years
4	Sr.Asstt.(Custom & Documentation)	9300-34800 + GP 4200(CDA)/ 7040-11090 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of Rs.5200-20200 + GP 2800/5600-9050 (IDA) at Sl.No.3 above with a minimum of 2 years satisfactory service in relevant field.

**INDIA TOURISM DEVELOPMENT CORPORATION LTD.
ELIGIBILITY CRITERIA FOR RECRUITMENT**

Ashok Reservations & Marketing Services (Corp. Mktg. & Events)

Sl. No.	Category of Post	Pay Scale	Age limit	Basic Educational / Technical qualification and experience required for direct recruits	Method of recruitment whether direct or by promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1	Jr. Reservation Asstt.	5200-20200 + GP 2400(CDA) / 5050-7900 (IDA)	30 years	3 years Diploma in Hotel Management OR Hr. Secondary / Sr. Secondary with craft course in Book Keeping / Reception with minimum of one year experience in sales/ reservation.	50% Direct Recruitment 50% promotion by Selection	From the post of Clerk in the scale of Rs.5200-20200 + GP 1900(CDA)/4530-6455 (IDA) with 3 years satisfactory service
2	Reservation Asstt.	5200-20200 + GP 2800(CDA) / 5600-9050 (IDA)	30 years	3 years Diploma in Hotel Management OR Hr. Secondary / Sr. Secondary with craft course in Book Keeping / Reception with minimum of two year experience in sales/ reservation.	50% Direct Recruitment 50% promotion on the basis of seniority subject to rejection of unfits	From the post of Jr. Reservation Assistant in the pay scale of Rs.5200-20200 + GP Rs.2400(CDA)/5050-7900 (IDA) with a minimum service of 3 years
3	Sr. Reservation Asstt.	9300-34800 + GP 4200(CDA)/ 7040-11090 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts of Reservation Assistant in the pay scale of Rs.5200-20200 + GP Rs.2800(CDA)/5600-9050 (IDA) with a minimum service of 3 years
4	Sales Executive	9300-34800 + GP 4200 (CDA) / 7040-11090 (IDA)	30 years	Minimum 2nd class three years Degree/Diploma in Hospitality Management & Hotel Administration from a Govt. recognized Institute in India or equivalent Degree from abroad approved by Govt. of India with 2 years relevant experience.	100% Direct Recruitment	

**INDIA TOURISM DEVELOPMENT CORPORATION LTD.
ELIGIBILITY CRITERIA FOR RECRUITMENT**

Ashok Creative

Sl. No.	Category of Post	Pay Scale	Age limit	Basic Educational / Technical qualification and experience required for direct recruits	Method of recruitment whether direct or by promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1	Photo Librarian	5200-20200 + GP 2400 (CDA)/ 5050-7900 (IDA)	30 years	Matriculate/Higher Secondary with minimum of one year experience in library work, preferably in photo library. Desirable : Diploma in Library Science/knowledge of handling black and white/colour photography.	100% Direct Recruitment	
2	Sr.Photo Librarian	5200-20200 + GP 2800(CDA) / 5600-9050 (IDA)			50% Direct Recruitment 50% on promotion on the basis of seniority subject to rejection of unfits.	From the posts in the scale of Rs.5200-20200 + GP 2400/5050-7900 (IDA) at Sl.No.1 above with a minimum satisfactory service of 3 years
3	Sr.Photo Librarian Gr.I	9300-34800 + GP 4200(CDA) / 7040-11090 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of Rs.5200-20200 + GP 2800/5600-9050 (IDA) at Sl.No.2 above with a minimum of 3 years satisfactory service in relevant field.
4	Proof Reader	5200-20200 + GP 2800(CDA) / 5600-9050 (IDA)	30 years	Graduate with 2nd Division in English literature with a minimum of 2 years experience as Proof Reader in a leading press or in 'A' class newspapers.	100% Direct Recruitment	
5	Sr. Proof Reader	9300-34800 + GP 4200 (CDA)/ 7040-11090 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the scale of Rs.5200-20200 + GP 2800/5600-9050 (IDA) at Sl.No.4 above with a minimum of 3 years satisfactory service in relevant field.

**INDIA TOURISM DEVELOPMENT CORPORATION LTD.
ELIGIBILITY CRITERIA FOR RECRUITMENT**

SEL

Sl.No	Category of Post	Pay Scale	As per initial R,P& S Rules notified in 1982-83			
			Age limit	Basic Educational/Technical qualification and experience required for direct recruits	Method of recruitment whether direct or by promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1	Mechanic	5200-20200 + GP 2400(CDA) / 5050-7900 (IDA)	35 years	Matriculate or Higher Secondary with 2 years experience of operating cinema equipment. Desirable : Graduate	100% Direct Recruitment	
2	Sr.Mechanic	5200-20200 + GP 2800(CDA) / 5600-9050 (IDA)			50% Direct Recruitment 50% on promotion on the basis of seniority subject to rejection of units.	From the posts in the scale of Rs.5200-20200 + GP 2400 / 5050-7900 (IDA) at Sl.No.1 above with a minimum satisfactory service of 3 years
3	Ushers (SEL)	4440-7440 + GP 1650(CDA)/ 4200-5725 (IDA)			100% promotion by selection	Minimum 8th pass from the post of Office Coordinator with minimum 3 years satisfactory service in the pay scale of Rs.4440-7440 +GP 1400(CDA/4100-5525(IDA) OR from the post of Office Coordinator with minimum 5 years satisfactory service in the pay scale of Rs.4440-7440 + GP 1300/4060-5385(IDA)
4	SEL Show Operator	5200-20200 + GP 1900(CDA)/ 4530-6455(IDA)	30 years			

INDIA TOURISM DEVELOPMENT CORPORATION LTD.
ELIGIBILITY CRITERIA FOR RECRUITMENT

INFORMATION TECHNOLOGY

Sl. No.	Category of Post	Pay Scale	Age limit	Basic Educational / Technical qualification and experience required for direct recruits	Method of recruitment whether direct or by promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1	Computer Operator	4530-6455 (IDA)	26 years	Graduate with 6 months Diploma in Computer Application Development from a recognized institute. OR Graduate with 'O' level Certificate from DOEACC Desirable : 6 months experience	100% Direct Recruitment	
2	Jr. Asstt. (Computer)	5050-7900 (IDA)			100% promotion	Minimum 3 years service as Computer Operator
3	Asstt. (Computer)	5600-9050 (IDA)		Graduate with 1 year Diploma in Computer Application Development from a recognized institute. OR Graduate with 'A' level Certificate from DOEACC 2 years experience required in relevant field	40% Direct Recruitment 60% promotion on the basis of seniority subject to rejection of unfits	Minimum 3 years service as Jr. Asstt.(Computer)
4	Sr.Asstt. (Computer)	7040-11090 (IDA)			100% promotion by DPC	Minimum 3 years service as Asstt.(Computer)

INDIA TOURISM DEVELOPMENT CORPORATION LTD.
ELIGIBILITY CRITERIA FOR RECRUITMENT

Security

Sl. No.	Category of Post	Pay Scale	Age limit	Basic Educational / Technical qualification and experience required for direct recruits	Method of recruitment whether direct or by promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	2	3	4	5	6	7
1	Security Guard Grade II	4440-7440 + GP 1300(CDA)/ 4060-5385 (IDA)	30 years	Matriculate/Hr. Sec., Ex-Serviceman from Armed/Police Forces(Central/State) with minimum one year experience in the private sector. Civilian candidates having 5 years experience in Industrial Security.	100% Direct Recruitment	
2	Security Guard Grade I	4440-7440 + GP 1400(CDA)/ 4100-5525 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the pay scale of Rs.4440-7440 +GP 1300/4060-5385 (IDA) of Gr.II at (1) above with a minimum satisfactory service of 5 years
3	Security Guard Sr. Grade	4440-7440 + GP 1650(CDA)/ 4200-5725 (IDA)			100% promotion on the basis of seniority subject to rejection of unfits	From the posts in the pay scale of Rs.4440-7440 +GP 1400/4100-5525 (IDA) of Gr.I at (2) above with 5 years service in that grade OR a total of 10 years service in Gr.II and Gr.I at (1) and (2) above
Hotel Project at Gulmarg						
1	Security Supervisor cum Liaisoning Asstt.	5600-9050(IDA)		Graduate Ex.Serviceman from Armed/Police Forces (Central/State) with 2 years experience in private sector	100% Direct Recruitment	

**INDIA TOURISM DEVELOPMENT CORPORATION LTD.
ELIGIBILITY CRITERIA FOR RECRUITMENT**

Ashok Travels and Tours						
Sl.No	Category of Post	Pay Scale	Age limit	Basic Educational/ Technical Qualification and experience required for direct recruits	Method of recruitment whether direct or by promotion and %age of vacancies to be filled by various method	Criteria for promotion
1	Counter Clerk	5200-20200 +GP 1900(CDA)/ 4530-6455(IDA)	26 yrs.	Graduate or class 12 with Travel Tourism Diploma from recognised institute or class 12 with IATA qualification with one year experience in sales/travel trade <u>Essential : Computer literate</u>	100% Direct Recruitment	
2	Counter Assistant	5200-20200 +GP 2400(CDA)/ 5050/7900(IDA)	30 yrs.	Graduate or class 12 with Travel Tourism Diploma from recognised institute or class 12 with IATA qualification with three year experience in sales/travel trade <u>Essential : Computer literate</u>	50% Direct Recruitment 50% Promotion on the basis of seniority subject to rejection of unfitness	From the scale of 5200-20200+GP1900(CDA)/4530-6455 (IDA) at Sl.No. 4 above with a minimum of 3 years service
3	Assistant Traffic Supervisor	5200-20200 +GP 2800(CDA)/ 5600-9050(IDA)	35 yrs.	Graduate with Diploma in Marketing/Tourism/Sales/ /Travel Trade(IATA qualified) with 3 years relevant experience	50% Direct Recruitment 50% Promotion on the basis of seniority subject to rejection of unfitness	From the scale of 5200-20200+GP2400(CDA)/5050-7900 (IDA) as at Sl.No. 5 above with 3 years service .
4	Traffic Supervisor	9300-34800+GP 4200(CDA)/ /7400- 11090(IDA)			100% Promotion on the basis of seniority subject to rejection of unfitness	From the scale of 9300-34800+GP4200(CDA)/7040-11090 (IDA) at Sl.No. 6 above with 3 years service

Driver Tourist Vehicle						
1	Driver Tourist Vehicle Gr.II	5200-20200 +GP 1900(CDA)/ 4530-6455(IDA)	30 yrs.	Class 8 pass having heavy/light vehicle driving licence with tourist badge with 3 years experience	100% Direct recruitment	
2	Driver Gr.I	5200-20200 +GP 2400(CDA)/ 5050/7900(IDA)			100% Promotion on the basis of seniority subject to rejection of units	From the post of Driver Gr.II with 5 years satisfactory service.
3	Sr. Driver Gr.I	5200-20200 +GP 2800(CDA)/ 5600-9050(IDA)			100% Promotion on the basis of seniority subject to rejection of units	From the post of Driver Gr.I with 5 years satisfactory service.

**INDIA TOURISM DEVELOPMENT CORPORATION LTD.
ELIGIBILITY CRITERIA FOR RECRUITMENT**

Ashok Tourist Service Station

Sl.No.	Category of Post	Pay Scale	Age limit	Basic Educational/ Technical Qualification and experience required for direct recruits	Metod of recruitment whether direct or by promotion and %age of vacabcues to be filled by various metod	Criteria for promotion
1	2	3	4	5	6	7
Office Coordinator/Security Guard/Daftries/Despatch Riders						
1	Cleaner/Safaiwala/ Peon/Security Guard	4440-7440+GP 1300(CDA)/4060-5385 (IDA)	26 yrs.	Class 8 pass, Ex-Servicemen preferred for posts in Security Department	100% Direct Recruitment	
2	Helper	4440-7440+GP 1300(CDA)/4060-5385 (IDA)	26 yrs.	Matric or Hr. Secondary with ITI or NCTVT Certificate in Motor Mechanic/Diesel Mechanic / Electrical/Air conditioning /Denting/Welding/Blacksmith/ Vulcanising/Painting	100% Direct Recruitment	
Mechanical Staff						
3	Asstt. Painter/ Tyreman	4440-7440+GP 1650(CDA)/4200-5725 (IDA)	26 yrs.	Matric with ITI or NCTVT certificate with one year experience in the relevant trade	50% Direct Recruitment 50% Promotion on the basis of seniority subject to rejection of unfits	From lower level at Sr.No.1 &2 above or NCTVT certificate in the relevant trade with minimum 3 years satisfactory service
4	Asstt. Mechanic/ Electric/ Motor Vehicle/Dentor/ Welder/ Painter	5200-20200 +GP 1900 (CDA)/ 4530-6455(IDA)	30 yrs.	Matric with ITI or NCTVT certificate with two year experience	50% Direct Recruitment 50% Promotion on the basis of seniority subject to rejection of unfits	From lower level at Sr.No.1 &2 above or NCTVT certificate in the relevant trade with minimum 5 years satisfactory service or from the level of Rs.4440-7440 +GP 1650(CDA)/4530-6455(IDA) at sr. no. 3 above with ITI/NCTVT certificate with 3 years satisfactory service.

5	Mechanic (Motor Vehicle/Mechanic (Electrical)/Mechanic (A/C)/Sr.Welder/Sr. Dentor/Sr. Painter	5200-20200+GP 2400(CDA)/ 5050/7900(IDA)	35 yrs.	Matric/Hr. Secondary with ITI or NCTVT Certificate in the relevant trade with 3 years experience	50% Direct Recruitment 50% Promotion on the basis of seniority subject to rejection of unfits	From the level of 5200-20200+GP1900(CDA)/4530-6455 (IDA) at SI.No. 4 above with a minimum of 3 years service in the relevant field.
6	Sr. Mechanic/Motor Vehicle/Electrical/AC	5200-50200 + GP 2800(CDA)/ 5600-9050(IDA)	-	-	100% Placement by Selection	From the scale of 5200-20200+GP2400(CDA)/5050-7900 (IDA) at SI.No. 5 above with minimum 3 years service in the relevant field.
7	Chargeman (A/C) Motor	5200-20200 +GP 2800(CDA)/ 5600-9050(IDA)	35 yrs.	Matric with ITI or NCTVT Certificate in the relevant trade with 5 years experience	50% Direct Recruitment	From the scale of 5200-20200+GP2400(CDA)/5050-7900 (IDA) at SI.No. 6 above with minimum 3 years service in the relevant field.
8	Asstt. Traffic Supervisor (Tech.)	5200-20200 +GP 2800(CDA)/5600-9050(IDA)	30 yrs.	Diploma in Automobile Engineering with 2 years relevant experience	100% Direct Recruitment	
9	Traffic Supervisor (Technical)	9300-34800+GP 4200(CDA)/ 7400-11090			100% Promotion by Selection	From the scale of 5200-20200+GP2800(CDA)/5600-9050 (IDA) at SI.No. 8 above with minimum 3 years service
10	Asstt. Store-Keeper/Asstt. Time Keeper	5200-20200 +GP 1900 (CDA)/ 4530-6455(IDA)	26 yrs.	Graduate with typng speed of 35 w.p.m.	100% Direct Recruitment	
11	Store Keeper/ Time Keeper	5200-20200 +GP 2400(CDA)/ 5050/-900(IDA)			100% Promotion on the basis of seniority subject to rejection of units	From the level of 5200-20200+GP1900(CDA)/4530-6455 (IDA) at SI.No. 10 above with 3 years service in the relevant trade.

Sales Staff						
12	Petrol Pump Helper	4440-7440+GP 1300(CDA)/ 4060-5385 (IDA)	26 yrs.	Matric or Higher Secondary desirable: 1 to 2 years experience in a petrol pump.	100% Direct Recruitment	
13	Petrol Pump Salesman	5200-20200 +GP 1900(CDA)/ 4530-6455(IDA)	30 yrs.	Matric or Higher Secondary with 3 years experience in a petrol pump. Desirable 2 years experience	50% Direct Recruitment. 50% Promotion by Selection	From the level of 4400- 7400+GP1300(CDA)/4060--5385 (IDA) at SI.No. 12 above with 5 years satisfactory service in the grade.
14	Sr. Petrol Pump Salesman	5200-20200 +GP 2400(CDA)/ 5050-7900(IDA)				From the level of 5200- 20200+GP1900(CDA)/4530-6455 (IDA) at SI.No. 13 above with 3 years service. .

FOR A, B & C BASKET HCE UNITS

Clerical & Office Establishment (MINISTERIAL)

S.No.	Name of the Post	Scale of pay (Rs.)	Age limit for DirectRecruits	Basic Educational/Technical Qualifications and Experience required for direct recruits	Method of Recruitment Whether Direct or by Promotion and %age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
1	Clerks-Gen., Time Office, Stores, Bills, Cash, Accounts, etc.	4660-6910	26 yrs.	Graduate in the relevant field with one year computer course and having computer typing speed @ of 40 w.p.m. with two years relevant experience. Departmental Candidates: 10+2 with 35 w.p.m. speed in computer typing and a minimum of 3 yrs. Regular service in the respective unit.	100% Direct Recruitment	
2	Sr. Clerk-I	4860-7310			Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Clerk.
3	Jr. Asstt.-II	5050-7900			Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Sr. Clerk-I
4	Jr. Asstt.-I	5310-8360			Automatic Elevation as per CRC	Min. of 3 years satisfactory service in the scale of Rs. 5050-7900 as Jr. Asstt.-II

1	2	3	4	5	6	7
5	Sr. Asstt.-II	5600-9050	35 years	2 nd Class Graduate in the relevant field and diploma in Office Administration/Personnel Management/Tally with 4 years experience and Proficiency in computer operations	40% Direct Recruitment 60% Promotion by selection	Min. of 3 yrs. Satisfactory service in the scale of Rs. 5310-8360 as Jr. Asstt.-I
6	Sr. Asstt.-I	6450-10100		-	Automatic Elevation as per CRC	Minimum of 2 yrs. Satisfactory service in the scale of 5600-9050 as Sr. Asstt.-II
7	Supdt.	7040-11090		-	100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 6450-10100 as Sr. Asstt.-I

SECRETARIAL

1	2	3	4	5	6	7
1	Steno-Typist	4860-7310	26 years	2 nd Class Graduate with shorthand/computer typing speed @ 100/40 w.p.m. One Year course in computer operations with one year relevant experience.	100% Direct Recruitment	
2	Jr. Steno-II	5050-7900		-	Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Steno-Typist
3	Jr. Steno-I	5310-8360		-	Automatic Elevation as per CRC	Min. of 3 years satisfactory service in the scale of Rs. 5050-7900 as Jr. Steno-II
4	PA Gd.-II	5600-9050	35 years	2 nd Class Graduate with shorthand/computer typing speed @ 100/40 w.p.m. One Year course in computer operations with 3 years relevant experience.	40% Direct Recruitment 60% Promotion by selection	Min. of 3 yrs. Satisfactory service in the scale of Rs. 5310-8360 as Jr. Steno-I
6	PA Gd.-I	6450-10100		-	Automatic Elevation as per CRC	Minimum of 2 yrs. Satisfactory service in the scale of 5600-9050 as PA Gd.-II
7	Sr.PA	7040-11090		-	100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 6450-10100 as PA Gd.-I

(IT) INFORMATION TECHNOLOGY

S.No	Name of the Post	Scale of pay (Rs.)	Age limit for Direct Recruits	Basic Educational/Technical Qualifications and Experience required for direct recruits	Method of Recruitment Whether Direct or by Promotion and %age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
1.	Computer Operator	4660-6910	26 yrs.	Graduate with 6 months Diploma in Computer Application Development from a recognized University. OR Graduate with 'O' level Certificate from DOEACC. Desirable: 6 months experience in relevant field.	100% Direct Recruitment	
2.	Sr. Computer Operator	4860-7310		-	Automatic Elevation as per CRC	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Computer Operator .
3.	Jr. Computer Asstt.-II	5050-7900		-	Automatic Elevation as per CRC	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Sr. Computer Operator.
4.	Jr. Computer Asstt.-I	5310-8360		-	Automatic Elevation as per CRC	Min. of 3 years satisfactory service in the scale of Rs. 5050-7900 as Jr. Computer Asstt.-II.
5.	ACP-II	5600-9050	30 yrs.	Graduate with 1 year Diploma in Computer Application Development from a recognized University. OR Graduate with 'A' level Certificate from DOEACC. 2 years experience required in relevant field	40% Direct Recruitment 60% Promotion by selection	Min. of 3 years satisfactory service in the scale of Rs. 5310-8360 as Jr. Computer Asstt.-I.
6.	ACP-I	6450-10100		-	Automatic Elevation as per CRC	Min. of 2 years satisfactory service in the scale of Rs. 5600-9050 as ACP-II.
7.	Suptd. (IT)	7040-11090		-	100% Promotion by selection	Min. of 3 years satisfactory service in the scale of Rs. 6450-10100 as ACP-I.

TELEPHONE STAFF

S. No.	Name of the Post	Scale of pay (Rs.)	Age limit for Direc Recruits	Basic Educational/Technical Qualifications and Experience required for direct recruits	Method of Recruitment Whether Direct or by Promotion and %age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
1	Telephone Operator-II	4660-6910	26 yrs.	Three yrs. Diploma/degree in Hospitality Management and Hotel Administration with 2 yrs. Relevant Experience and a Good command of the English language.	100% Direct Recruitment	
2	Telephone Operator-I	4860-7310		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Tel. Opt.-II
3	Sr. Telephone Operator-II	5050-7900		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Tel. Opt.-I
4	Sr. Telephone Operator-I	5310-8360		.	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 5050-7900 as Sr. Tel. Opt.-II
5	Telephone Supervisor-II	5600-9050	35 years	Three yrs. Diploma/ degree in Hospitality Management and Hotel Administration with 5 years relevant Experience and a Good command of the English language -	40% Direct Recruitment 60% Promotion by selection	Min. 3 yrs. Satisfactory service in the scale of Rs. 5310-8360 as Tel. Operator.-I
6	Telephone Supervisor-I	6450-10100			Automatic Elevation as per CRC	Min. 2 yrs. Satisfactory service in the scale of Rs. 5600-9050 as Tel. Sup.-II
7	Supdt (Telephone)	7040-11090		-	100% Promotion by selection	Min. 3 yrs. Satisfactory service in the scale of Rs. 6450-10100 as Tel. Sup.-I

DRIVERS

S. No.	Name of the Post	Scale of pay (Rs.)	Age limit for Direc Recruits	Basic Educational/Technical Qualifications and Experience required for direct recruits	Method of Recruitment Whether Direct or by Promotion and %age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
1	Driver/Despatch Rider-II	4530-6455	30 yrs.	10+2 with Clean Driving Licence with endorsement for light and heavy vehicles. 5 yrs. Driving experience.	100% Direct Recruitment	
2	Driver/Despatch Rider-I	4660-6910			Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4530-6455 as Driver/Despatch Rider-II
e	Sr. Driver/ Despatch Rider-II	4860-7310			Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Driver/Despatch Rider-I
4	Sr. Driver/ Despatch Rider-I	5050-7900			Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Sr. Driver/ Sr. Despatch Rider-II

MESSENGER AND DAFTRY

S.No.	Name of the Post	Scale of pay (Rs.)	Age limit for Direct Recruits	Basic Educational/Technical Qualifications and Experience required for direct recruits	Method of Recruitment Whether Direct or by Promotion and %age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
1	Messenger-III	4060-5385	26 years	10+2 with one year experience in record keeping	100% Direct Recruitment	
2	Messenger-II	4300-5925		-	Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4060-5385 as Messenger-III
3	Messenger-I	4380-6105		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Messenger-II
DAFTRY						
4	Daftry-II	4300-5925		-	100% promotion by selection	Min. 3 yrs. Satisfactory service in the scale of Rs. 4060-5385/ 4300-5925 as Messenger-III
5	Daftry-I	4380-6105		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Daftry-II
6	Sr. Daftry	4530-6455		-	Automatic Elevation as per CRC	Min.3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Daftry-I

STOREKEEPERS

S. No.	Name of the Post	Scale of pay (Rs.)	Age limit for Direct Recruits	Basic Educational/Technical Qualifications and Experience required for direct recruits	Method of Recruitment Whether Direct or by Promotion and %age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
1	Storekeeper	4660-6910	26 years	Graduate with proficiency in computer operations with 3 years relevant experience. Preference shall be given to diploma in Material Management holders. Departmental Candidates: 10+2 with 35 w.p.m. speed in computer typing and a minimum of 3 yrs. Regular service in the respective unit.	100% Direct Recruitment	
2	Sr. Storekeeper-I	4860-7310		-	Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Storekeeper-I
3	Jr. Asstt. (Store)-II	5050-7900		-	Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Storekeeper-I
4	Jr. Asstt. (Store)-I	5310-8360		-	Automatic Elevation as per CRC	Min. of 3 years satisfactory service in the scale of Rs. 5050-7900 as Jr. Asstt.-II(Store)
5	Sr. Asstt. (Store)-II	5600-9050	35 years	2 nd Class Graduate in the relevant field and diploma in Office Administration/Personnel Management/Tally with 4 years experience and Proficiency in computer operations	40% Direct Recruitment 60% Promotion by selection	Min. of 3 yrs. Satisfactory service in the scale of Rs. 5310-8360 as Jr.Asstt.-I (Store)

1	2	3	4	5	6	7
6	Sr. Asstt. (Store)-I	6450-10100		-	Automatic Elevation as per CRC	Minimum of 2 yrs. Satisfactory service in the scale of 5600-9050 as Sr. Asstt. (Store)-II
7	Supdt.	7040-11090		-	100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 6450-10100 as Sr. Asstt. (Store)-I

LAUNDRY

S. No.	Name of the Post	Scale of pay (Rs.)	Age limit for Direct Recruits	Basic Educational/Technical Qualifications and Experience required for direct recruits	Method of Recruitment Whether Direct or by Promotion and %age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
1	Laundryman-III	4300-5925	26 yrs.	Literate with through knowledge of washing clothes with soap, detergents etc. Desirable: Experience of working in a mechanised laundry for one year.	100% Direct Recruitment	
2	Laundryman-II	4380-6105			Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Laundryman-III
3	Laundryman-I	4660-6910			Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Laundryman-II
4	Sr. Laundryman	4860-7310			Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Laundryman-I
5	Laundry Supervisor-II	5050-7900	35 yrs.	Preferably Matriculate with 7 yrs. Experience as a Laundryman out of which 3 yrs. Should be as in charge of Laundry.	100% Promotion by selection	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Sr. Laundryman
6	Laundry Supervisor-I	5310-8360			AE	Min. of 4 yrs. Satisfactory service in the scale of Rs. 5050-7900 as Laundry Supervisor-II
7	Sr. Laundry Supervisor-II	5600-9050			40% DR 60% Promotion by selection	Min. of 3 yrs. Satisfactory service in the scale of Rs. 5310-8360 as Laundry Supervisor-I
8	Sr. Laundry Supervisor-I	6450-10100			AE	Min. of 2 yrs. Satisfactory service in the scale of Rs. 5600-9050 as Sr. Laundry Supervisor-II

AQUATIC STAFF/LIFE GUARDS

Sl. No.	Name of the Post	Scale of pay (Rs.)	Age limit for Direct Recruits	Basic Educational/Technical Qualifications and Experience required for direct recruits	Method of Recruitment Whether DR/ Promotion	Criteria for Promotion
1	2	3	4	5	6	7
1	Swimming Pool Att.-II	4300-5925	30 yrs.	10+2 with 5 yrs. Relevant experience.	100% Direct Recruitment	
2	Swimming Pool Att.-I	4380-6105		-	Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Swimming Pool Attd.-II
3	Sr. Swimming Pool Att.	4530-6455		-	Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Swimming Pool Attd.-I
LIFE GUARDS						
4	Life Guard-II	4860-7310	30 years	10+2 with knowledge of first-aid and life saving service. Certificate in swimming with 5 yrs. relevant experience.	100% Direct Recruitment	
5	Life Guard-I	5050-7900		-	Automatic Elevation as per CRC	Min. of 4 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Life Guard-II
6	Sr. Life Guard	5310-8360		-	Automatic Elevation as per CRC	Min. of 4 yrs. Satisfactory service in the scale of Rs. 5050-7900 as Life Guard-I
7	Spl. Life Guard-II	5600-9050	35 years	Graduate with knowledge of first-aid and life saving service. Certificate in swimming with 5 yrs. relevant experience. Fluency in English.	40% Direct Recruitment 60% Promotion by selection	Min. of 3 yrs. Satisfactory service in the scale of Rs. 5310-8360 as Sr. Life Guard
8	Spl. Life Guard-I	6450-10100		-	Automatic Elevation as per CRC	Min. of 2 yrs. Satisfactory service in the scale of Rs. 5600-9050 as Spl. Life Guard-II
9	Sel. Gd. Life Guard	7040-11090		-	100% Promotion by Selection	Min. of 3 yrs. Satisfactory service in the scale of Rs. 6450-10100 as Spl. Life Guard-I

**CLASSIFICATION OF UNITS - HCE 'A' CLASS
CADRE – NON EXECUTIVE**

F&B(PRODUCTION/PANTRY/KITCHEN)

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1	2	3	4	5	6	7
1	Utility Worker	4060-5385	26 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Cooks through AIH&TM or one year diploma in Cookery/Bakery through AIH&TM with one year experience	100% Direct Recruitment (DR) – 90% IHMs/FCIs 10% Ministry of Tourism recognized skills	
2	Commis-V (UW)	4300-5925		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4060-5385 as Utility Worker(UW)
3	Commis-IV (UW)	4380-6105		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4300-5925 as Commis-V(UW)
4	Commis-III (UW)	4530-6455		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4380-6105 as Commis-IV(UW)
5	Commis-II	4660-6910	26 yrs.	Diploma/Degree in Hospitality Mgmt. & Hotel Administration with 1 yrs. relevant experience. OR 10+2 with diploma from a Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Cooks through AIH&TM or one year Diploma in Cookery/Bakery through AIH&TM with 3 years experience in a 3/5 star hotel or in a reputed stand alone restaurant. Relaxable for highly skilled professionals having 5 years experience.	40% DR 60% Promotion by Selection	Minimum 3 years satisfactory service in the scale of Rs.4300-5925 as Commis-V (UW).

1	2	3	4	5	6	7
6	Commis-I	4860-7310		-	Automatic Elevation as per CRC	Minimum 4 years satisfactory service in the scale of Rs.4660-6910 as Commis-II.
7	Demi-Chef-de-Partie - II	5050-7900		-	Automatic Elevation as CRC	Minimum 3 years satisfactory service in the scale of Rs.4860-7310 as Commis-I.
8	Demi Chef-de-Partie Gd-I	5310-8360		-	Automatic Elevation as CRC	Minimum 3 years satisfactory service in the scale of Rs.5050-7900 as Demi Chef-de-Partie Gd.-II.
9	Chef-de-Partie Gd-II	5600-9050	35 Yrs.	Minimum 2 nd class Diploma/Degree in Hospitality Mgmt. & Hotel Administration with 3 yrs. relevant experience. OR 10+2 with diploma from a Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Cooks through AIH&TM or one year Diploma in Cookery/Bakery through AIH&TM with 5 years experience in a 3/5 star hotel or in a reputed stand alone restaurant. Relaxable for highly skilled professionals having 5 years experience.	40% DR 60% promotion by selection	Minimum 3 years satisfactory service in the scale of Rs.5310-8360 Demi Chef-de-Partie Gd.-I.
10.	Chef-de-Partie Gd-I	6450-10100		-	Automatic Elevation as per CRC	Minimum 2 years satisfactory service in the scale of Rs.5600-9050 Chef-de-Partie Gd.-II.
11	Sel. Gd. Chef-de-Partie	7040-11090		-	100% Promotion by Selection	Minimum 3 years satisfactory service in the scale of Rs.6450-10100 Chef-de-Partie Gd.-I.

F & B (SERVICE)

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1	2	3	4	5	6	7
1	Commis de-Rang Gd.-I (CDR-I)	4300-5925	26 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Stewards through AIH&TM or one year Diploma in F&B Service through AIH&TM. OR 10+2 with diploma in Restaurant & Counter Service from Food Craft Institute. Fluency in English. Experience: Two years in a 3/5 star hotel or in a reputed stand alone restaurant. Desirable: Knowledge in foreign language.	100% Direct Recruitment (DR) – 90% IHMs/FCIs 10% Ministry of Tourism recognized skills	
2	Sr. Commis-de-Rang	4380-6105		-	Automatic Elevation as per CRC	Minimum 4 years satisfactory service in the scale Rs.4300-5925 as CDR-I.
3	Demi-Chef-de-Rang	4660-6910		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale Rs.4380-6105 as Sr.CDR.
4	Chef-de-Rang	4860-7310	30 years	Diploma/Degree in Hospitality Mgmt. & Hotel Administration with 1 yrs. relevant experience. OR 10+2 with diploma from a Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Stewards through AIH&TM or one year Diploma in F&B Service through AIH&TM with 3 years experience in a 3/5 star hotel or in a reputed stand alone restaurant.	40% Direct Recruitment 60% Promotion by Selection	Minimum 3 years satisfactory service in the pay scale of 4660-6910 as DCDR

1	2	3	4	5	6	7
5	Jr. Maitre de Hotel-II (Jr.MDH-II)	5050-7900		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4860-7310 as Chef de Rang
6	Jr.Maitre de Hotel Gr.-I	5310-8360		-	Automatic Elevation as per CRC	Minimum 4 years satisfactory service in the scale of Rs.5050-7900 as Jr.MDH-II.
7	Sr. Maitre de Hotel Gr._II	5600-9050	35 years	Minimum 2 nd class Diploma/Degree in Hospitality Mgmt. & Hotel Administration with 3 yrs. relevant experience. OR 10+2 with diploma from a Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Stewards through AIH&TM or one year Diploma in F&B Service through AIH&TM with 5 years experience in a 3/5 star hotel or in a reputed stand alone restaurant.	40% DR 60% Promotion by selection	Minimum 3 years satisfactory service in the scale of Rs.5310-8360 as Jr.MDH-I.
8	Sr.Maitre de Hotel Gr.I	6450-10100		-	Automatic Elevation as per CRC	Minimum 2 years satisfactory service in the scale of Rs.5600-9050 as Sr.MDH-II.
9	Selection Grade Maitre de Hotel	7040-11090		-	100% Promotion by selection	Minimum 3 years satisfactory service in the scale of Rs. 6450-10100 as Sr.MDH-i

ACCOMMODATION (FRONT OFFICE)

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1	2	3	4	5	6	7
1	Porter/Page Boy Gr.V	4060-5385	26 yrs.	10+2 with one year craft course in Reception & Booking. Fluency in English. Desirable: Knowledge of foreign language.	100% Direct Rrecruitment	
2	Porter/Page Boy Gr.-II	4300-5925		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4060-5385 as Porter/Page boy-V.
3	Porter/Page Boy/Gr.-I	4380-6105		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Porter/Page boy-II.
4	Sr. Porter/ Page Boy	4530-6455		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Porter/Page boy-I.
5	Bell Captain-II	4660-6910		-	100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 4530-6455 as Sr. Porter/Page Boy.
6	Bell Captain Gd-I	4860-7310		-	Automatic Elevation as CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Bell Captain-II.
7	Sr. Bell Captain	5050-7900		-	Automatic Elevation as CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Bell Captain-I.

1	2	3	4	5	6	7
1	Front Office Asstt. Gd-I (FOA-I)	5310-8360	35 Yrs.	Three yrs. Diploma/ Degree in Hospitality Management and Hotel Administration with 2 yrs. experience in a 3/5 star hotel. Proficiency in computer operations. Desirable: Knowledge of a foreign language.	100% Direct Recruitment	
2	Sr. Front Office Asstt.-II	5600-9050		-	Automatic Elevation as per CRC	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 5310-8360 as FOA-I.
3	Sr. Front Office Asstt.-I	6450-10100		-	Automatic Elevation as CRC	Minimum of 2 yrs. Satisfactory service in the scale of 5600-9050 as FOA-II.
4	Selection Gd. Front Office Asstt.	7040-11090		-	100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 6450-10100 as Sr. FOA-I.

ACCOMMODATION (HOUSEKEEPING)

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1	2	3	4	5	6	7
1	Houseman Gd.-V	4060-5385	26 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Houseman through AIH&TM or one year diploma in Housekeeping through AIH&TM with one year experience	100% Direct Recruitment	
2	Houseman Gd.-II	4300-5925		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4060-5385 as Houseman-V.
3	Houseman Gd.-I	4380-6105		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Houseman-II.
4	Sr. Houseman	4530-6455	30 yrs.	-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Houseman-I.

1	2	3	4	5	6	7
1	Cloak Room Attd/Polish Boy/Mender-V	4060-5385	26 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Houseman through AIH&TM or one year diploma in Housekeeping through AIH&TM with one year experience	100% Direct Recruitment (DR) – 90% IHMs/FCIs 10% Ministry of Tourism recognized skills	
2	Cloak Room Attd/Polish Boy/Mender-II	4300-5925		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4060-5385 as Room Attd./CRA/ Polish Boy/Mender-V
3	Cloak Room Attd/Polish Boy/Mender-I	4380-6105		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4300-5925 as Room Attd./CRA/ Polish Boy/Mender-II
4	Sr.Cloak Room Attd/Polish Boy/Mender	4530-6455		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4380-6105 as Room Attd./CRA/ Polish Boy/Mender-I

1	2	3	4	5	6	7
1	Room Attendant-II	4300-5925	30 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Housekeeping through AIH&TM or one year diploma in Housekeeping through AIH&TM with two years relevant experience	40% Direct Recruitment 60% Promotion by selection	Min. 3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Houseman Gd-II.
2	Room Attendant-I	4380-6105		-	Automatic Elevation as per CRC	Min. 4yrs. Satisfactory service in the scale of Rs. 4300-5925 as Room Attd. Gd-II.
3	Sr. Room Attendant-II	4530-6455		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Room Attd.-I
4	Sr. Room Attendant-I	4660-6910		-	Automatic Elevation as per CRC	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 4530-6455 as Sr. Room Attd.-II
5	Sr. Room Attend. (Spl. Gd)	4860-7310		-	Automatic Elevation as per CRC	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Sr. Room Attd.-I
6	Housekeeper-I	5310-8360	35 yrs.	Three yrs. Diploma/ Degree in Hospitality Management and Hotel Administration with 2 yrs. experience in a 3/5 star hotel. Proficiency in computer operations. Desirable: Knowledge of a foreign language.	100% Direct Recruitment	
7	Sr. Housekeeper-II	5600-9050		-	Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 5310-8360 as Housekeeper-I
8	Sr. Housekeeper-I	6450-10100		-	Automatic Elevation as per CRC	Minimum of 2 yrs. Satisfactory service in the scale of 5600-9050 as Sr. Housekeeper-II.
9	Sel. Grade Housekeeper	7040-11090			100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 6450-10100 as Sr. Housekeeper-I.

MAINTENANCE

Sl. No	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1	2	3	4	5	6	7
1	Helper-III	4060-5385	26 yrs.	10 th pass with ITI in the relevant trade with one year relevant experience.	100% Direct Recruitment	
2	Helper-I	4300-5925		-	Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4060-5385 as Helper-III
3	Tech. Gd.-II	4380-6105	30 YRS.	10 th pass with ITI /Licence in the relevant trade with 4 years experience in the relevant field	40% Direct Recruitment 60% Promotion by selection	Min. 3yrs. Satisfactory service in the scale of Rs. 4300-5925 as Helper-I.
4	Tech. Gd-I	4530-6455		-	Automatic Elevation as per CRC	Min. 4 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Tech.-II
5	Sr. Tech. Gd-III	4660-6910		-	Automatic Elevation as per CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4530-6455 as Tech.-I
6	Sr.Tech. Gd-II	4860-7310		-	100% Promotion by selection	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Sr. Tech.-II.
7	Sr. Tech. Gd-I	5050-7900		-	Automatic Elevation as per CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Sr. Tech.-II

1	2	3	4	5	6	7
8	Sr. Tech. Spl. Gd.	5310-8360		-	Automatic Elevation as per CRC	Min. of 4 years satisfactory service in the scale of Rs. 5050-7900 as Sr. Tech.-I
9	Foreman-II	5600-9050	35 Yrs.	Diploma in the concerned trade from a recognized institute with 3 years relevant experience	40% Direct Recruitment 60% Promotion by selection	Min. of 3 yrs. Satisfactory service in the scale of Rs. 5310-8360 as Sr. Tech. Spl. Gd.
10	Foreman-I	6450-10100		-	Automatic Elevation as per CRC	Minimum of 2 yrs. Satisfactory service in the scale of 5600-9050 as Foreman-II
11	Foreman Sel. Gd.	7040-11090		-	100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 6450-10100 as Foreman-I

GARDENING STAFF

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
1	Gardner-II	4300-5925	30 yrs.	Preferably 10+2 with knowledge and experience in gardening work for at least 2 yrs.	100% Direct Recruitment	
2	Gardner-I	4380-6105			Automatic Elevation as per CRC	Min. of 4 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Gardner-II
3	Sr. Gardener	4660-6910			Automatic Elevation as per CRC	Min. of 4 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Gardner-I
4	Gardener Supervisor-II	4860-7310	35 yrs.	Diploma in Horticulture/Agriculture. Experience of 3 yrs. As Garden supervisor, Desirable: BSc (Agriculture) with Horticulture.	100% Promotion by selection	Min. of 5 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Sr. Gardener
5	Gardener Supervisor-I	5050-7900			Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Gardner Supervisor-II

SECURITY

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
1	Security Guard-I / Durban-II	4300-5925	35 Yrs.	Matriculate/Higher Secondary Ex-Serviceman from Armed/ Police forces(Central/State) with minimum one year experience in private sector. Civilian candidates with the above qualifications having 5 years experience in industrial security	100% Direct Recruitment	
2	Security Havaldar – II / Durban-I	4380-6105			Automatic Elevation as CRC	Min. 4 yrs satisfactory service in the pay scale of Rs.4300-5925 as Security Guard I / Durban-II
3	Sr. Security Havaldar/Sr. Durban-I	4860-7310			Automatic Elevation as CRC	Min. 4 yrs satisfactory service in the pay scale of Rs.4380-6105 as Security Havaldar-II/ Durban-I
4	Spl. Security Havaldar	5050-7900				Min. 4 yrs satisfactory service in the pay scale of Rs.4860-7310 as Sr. Security Havaldar / Sr. Durban-I.
5	Asstt. Security Officer	5310-8360	40 yrs.	-Graduate Ex-Serviceman from Armed/ Police forces (Central/State) with knowledge of computer application and with minimum 5 years experience in private industrial security. Preference would be given to the persons having experience in handling CCTV systems and baggage scanner	100% Direct Recruitment	

1	2	3	4	5	6	7
7	Dy. Security Officer -II	5600-9050	-	-	Automatic Elevation as CRC	Min. 3 yrs. satisfactory service in the scale of pay of Rs.5310- 8360 as ASO.
8	Dy. Security Officer -.I	6450-10100	-	-	Automatic Elevation as CRC	Min. 2 yrs. satisfactory service in the scale of Rs..5600-9050 as Dy. Sec. Officer-II.
9	Sel.Gd-Dy. Security Officer	7040-11090	-	-	100% Promotion by Selection	.Min. 3 yrs. satisfactory service in the scale of Rs..6450-10100 as Dy. Sec. Officer-I.

STOREMAN/ LINEN HELPER

S.N	Name of the Post	Scale of pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualifications and Experience required for direct recruits	Method of Recruitment Whether Direct or by Promotion and %age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
1	Storeman-III /Linen Helper-III	4060-5385	26 years	10+2 with one year experience in the relevant field	100% Direct Recruitment	
2	Storeman-I/ Linen Helper-I	4300-5925		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4060-5385 as Storeman-III/Linen Helper-III
3	Sr.Storeman-II/ Sr.Linen Helper-II	4380-6105		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Storeman-I/L. Helper-I
4	Sr. Storeman-I/ Sr.L. Helper-I	4530-6455		-	Automatic Elevation as per CRC	Min.3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Sr. Storeman-II/Sr.L. Helper-II.

**CLASSIFICATION OF UNITS - HCE 'B' CLASS
CADRE – NON EXECUTIVE**

F&B(PRODUCTION/PANTRY/KITCHEN)

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1.	2.	3.	4.	5.	6.	7.
1	Utility Worker	4060-5385	26 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Cooks through AIH&TM or one year diploma in Cookery/Bakery through AIH&TM with one year experience	100% Direct Recruitment (DR) – 90% IHMs/FCIs 10% Ministry of Tourism recognized skills	
2	Commis-VI (UW)	4200-5725		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4060-5385 as Utility Worker(UW)
3	Commis-V UW)	4300-5925		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4200-5725 as Commis-VI(UW)
4	Commis-IV (UW)	4380-6105		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4300-5925 as Commis-V(UW)
5	Commis-III	4530-6455	26 yrs.	Diploma/Degree in Hospitality Mgmt. & Hotel Administration with 1 yrs. relevant experience. OR 10+2 with diploma from a Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Cooks through AIH&TM or one year Diploma in Cookery/Bakery through AIH&TM with 3 years experience in a 3/5 star hotel or in a reputed stand alone restaurant. Relaxable for highly skilled professionals having 5 years experience.	40% DR 60% Promotion by Selection	Minimum 3 years satisfactory service in the scale of Rs.4200-5725 as Commis-VI (UW).

1.	2.	3.	4.	5.	6.	7.
6	Commis-II	4660-6910		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4530-6455 as Commis-III.
7	Commi-I	4860-7310		-	Automatic Elevation as CRC	Minimum 2 years satisfactory service in the scale of Rs.4660-6910 as Commis-II.
8	Demi Chef-de-Partie Gd-II	5050-7900		-	Automatic Elevation as CRC	Minimum 3 years satisfactory service in the scale of Rs.4860-7310 as Commis-I.
9	Demi Chef-de-Partie Gd-I	5310-8360		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.5050-7900 Demi Chef-de-Partie Gd.-II.
10.	Chef-de-Partie Gd-II	5600-9050	35 Yrs.	Minimum 2 nd class Diploma/Degree in Hospitality Mgmt. & Hotel Administration with 3 yrs. relevant experience. OR 10+2 with diploma from a Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Cooks through AIH&TM or one year Diploma in Cookery/Bakery through AIH&TM with 5 years experience in a 3/5 star hotel or in a reputed stand alone restaurant. Relaxable for highly skilled professionals having 5 years experience.	40% DR 60% promotion by selection	Minimum 3 years satisfactory service in the scale of Rs.5310-8360 as Demi Chef-de-Partie Gd.-I.
11	Chef-de-Partie Gd-I	6450-10100		-	Automatic Elevation as per CRC	Minimum 2 years satisfactory service in the scale of Rs.5600-9050 Chef-de-Partie Gd.-II.
12	Sel. Gd. Chef-de-Partie	7040-11090		-	100% Promotion by selection	Min.3 yrs. satisfactory service in the scale of Rs.6450-10100 as Chef de Partie Gd.I.

F & B (SERVICE)

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1.	2.	3.	4.	5.	6.	7.
1	Commis de-Rang Gd.-II (CDR-II)	4200-5725	26 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Stewards through AIH&TM or one year Diploma in F&B Service through AIH&TM. OR 10+2 with diploma in Restaurant & Counter Service from Food Craft Institute. Fluency in English. Experience: Two years in a 3/5 star hotel or in a reputed stand alone restaurant. Desirable: Knowledge in foreign language.	100% Direct Recruitment (DR) – 90% IHMs/FCIs 10% Ministry of Tourism recognized skills	
2	Commis-de-Rang-I	4300-5925		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale Rs.4200-5725 as CDR-II.
3	Sr. Commi-de-Rang	4380-6105		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale Rs.4300-5925 as CDR-I.
4	Demi-Chef-de-Rang (DCDR)	4660-6910		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale Rs.4380-6105 as Sr.CDR.
5	Chef-de-Rang	4860-7310	30 years	Diploma/Degree in Hospitality Mgmt. & Hotel Administration with 1 yrs. relevant experience. OR 10+2 with diploma from a Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Stewards through AIH&TM or one year Diploma in F&B Service through AIH&TM with 3 years experience in a 3/5 star hotel or in a reputed stand alone restaurant.	40% Direct Recruitment 60% Promotion by Selection	Minimum 3 years satisfactory service in the pay scale of 4660-6910 as DCDR

1.	2.	3.	4.	5.	6.	7.
6	Jr. Maitre de Hotel-II (Jr..MDH-II)	5050-7900		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4860-7310 as Chef de Rang
7	Jr.Maitre de Hotel Gr.-I	5310-8360		-	Automatic Elevation as per CRC	Minimum 4 years satisfactory service in the scale of Rs.5050-7900 as Jr.MDH-II.
8	Sr. Maitre de Hotel Gr._II	5600-9050	35 years	Minimum 2 nd class Diploma/Degree in Hospitality Mgmt. & Hotel Administration with 3 yrs. relevant experience. OR 10+2 with diploma from a Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Stewards through AIH&TM or one year Diploma in F&B Service through AIH&TM with 5 years experience in a 3/5 star hotel or in a reputed stand alone restaurant.	40% DR 60% Promotion by selection	Minimum 3 years satisfactory service in the scale of Rs.5310-8360 as Jr.MDH-I.
9	Sr.Maitre de Hotel Gr.I	6450-10100		-	Automatic Elevation as per CRC	Minimum 2 years satisfactory service in the scale of Rs.5600-9050 as Sr.MDH-II.
10	Selection Grade Maitre de Hotel	7040-11090		-	100% Promotion by selection	Minimum 3 years satisfactory service in the scale of Rs. 6450-10100 as Sr.MDH-I

ACCOMMODATION (FRONT OFFICE)

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1.	2.	3.	4.	5.	6.	7.
1	Porter/Page Boy Gd.V	4060-5385	26 yrs.	10+2 with one year craft course in Reception & Booking. Fluency in English. Desirable: Knowledge of foreign language.	100% Direct Recruitment	
2	Porter/Page Boy / Gd.-III	4200-5725		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4060-5385 as Porter/Page boy-V.
3	Porter/Page Boy/Gd.-II	4300-5925		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4200-5725 as Porter/Page boy-III.
4	Porter/Page Boy Gd-I	4380-6105		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Porter/Page boy-II.
5	Bell Captain-III	4530-6455		-	100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Porter/Page Boy-I.
6	Bell Captain -II	4660-6910		-	Automatic Elevation as CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4530-6455 as Bell Captain-III.
7	Bell Captain -I	4860-7310		-	Automatic Elevation as CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Bell Captain-II.

1.	2.	3.	4.	5.	6.	7.
1	Front Office Asstt. Gd-IV (FOA-IV)	4660-6910	30Yrs.	Three yrs. Diploma/ Degree in Hospitality Management and Hotel Administration with 2 yrs. experience in a 3/5 star hotel. Proficiency in computer operations. Desirable: Knowledge of a foreign language.	100% Direct Recruitment	
2	Front Office Asstt.-III	4860-7310		-	Automatic Elevation as per CRC	Minimum of 3 yrs. Satisfactory service in the scale of Rs.4660-6910 as FOA-IV.
3	Front Office Asstt.-II	5050-7900		-	Automatic Elevation as CRC	Minimum of 3 yrs. Satisfactory service in the scale of 4860-7310 as FOA-III.
4	Front Office Asstt.-I	5310-8360		-	Automatic Elevation as CRC	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 5050-7900 as FOA-II.
5	Sr. Front Office Asstt-II	5600-9050	35 Yrs.	Three yrs. Diploma/ Degree in Hospitality Management and Hotel Administration with 5 yrs. experience in a 3/5 star hotel. Proficiency in computer operations. Desirable: Knowledge of a foreign language.	40% Direct Recruitment 60% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 5310-8360 as FOA-I.
6	Sr. Front Office Asstt-I	6450-10100			Automatic Elevation as CRC	Minimum of 2 yrs. Satisfactory service in the scale of Rs. 5600-9050 as Sr. FOA-II.
7	Sel.Gd. Front Office Asstt.	7040-11090			100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 6450-10100 as Sr. FOA-I.

ACCOMMODATION (HOUSEKEEPING)

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1.	2.	3.	4.	5.	6.	7.
1	Houseman Gd.-V	4060-5385	26 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Houseman through AIH&TM or one year diploma in Housekeeping through AIH&TM with one year experience	100% Direct Recruitment	
2	Houseman Gd.-III	4200-5725		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4060-5385 as Houseman-V.
3	Houseman Gd.-II	4300-5925		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4200-5725 as Houseman-III.
4	Houseman I	4380-6105		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Houseman-II.

1.	2.	3.	4.	5.	6.	7.
1	Cloak Room Attd/Polish Boy/Changing Room Attend. -V	4060-5385	26 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Houseman through AIH&TM or one year diploma in Housekeeping through AIH&TM with one year experience	100% Direct Recruitment (DR) – 90% IHMs/FCIs 10% Ministry of Tourism recognized skills	
2	Cloak Room Attd/Polish Boy/Changing Room Attend. -III	4200-5725		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4060-5385 as Room Attd./CRA/ Polish Boy/ Changing Room Attend -V
3	Cloak Room Attd/Polish Boy/Changing Room Attend. -II	4300-5925		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4200-5725 as Room Attd./CRA/ Polish Boy/ Changing Room Attend -III
4	Cloak Room Attd/Polish Boy/Changing Room Attend. -I	4380-6105		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4300-5925 as Room Attd./CRA/ Polish Boy/ Changing Room Attend -II

1.	2.	3.	4.	5.	6.	7.
1	Room Attendant-II	4300-5925	30 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Housekeeping through AIH&TM or one year diploma in Housekeeping through AIH&TM with two years relevant experience	40% Direct Recruitment 60% Promotion by selection	Min. 3 yrs. Satisfactory service in the scale of Rs. 4200-5725 as Houseman Gd-III.
2	Room Attendant-I	4380-6105		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Room Attd. Gd-II.
3	Sr. Room Attendant-II	4530-6455		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Room Attd.-I
4	Sr. Room Attendant-I	4660-6910		-	Automatic Elevation as per CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4530-6455 as Sr. Room Attd.-II
5	Housekeeper-III	4860-7310	35 yrs.	Three yrs. Diploma/ Degree in Hospitality Management and Hotel Administration with 2 yrs. experience in a 3/5 star hotel. Proficiency in computer operations. Desirable: Knowledge of a foreign language.	100% Direct Recruitment	Departmental candidate with Matriculate and having 6 years relevant experience in the field.

1.	2.	3.	4.	5.	6.	7.
6	Housekeeper-II	5050-7900		-	Automatic Elevation as per CRC	Min. of 4 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Housekeeper-III
7	Housekeeper-I	5310-8360		-	Automatic Elevation as per CRC	Minimum of 3 yrs. Satisfactory service in the scale of 5050-7900 as Housekeeper-II.
8	Sr. Housekeeper Gd.II	5600-9050		Three yrs. Diploma/ Degree in Hospitality Management and Hotel Administration with 5 yrs. experience in a 3/5 star hotel. Proficiency in computer operations. Desirable: Knowledge of a foreign language.	40% Direct Recruitment 60% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 5310-7900 as Housekeeper-I.
9	Sr. Housekeeper Gd.I	6450-10100		-	Automatic Elevation as per CRC	Min.2 years satisfactory service in he scale of Rs. 5600-9050 as Sr.Housekeeper –II
10	Sel. Grade Housekeeper	7040-11090		-	100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 6450-10100 as Sr. Housekeeper-I.

MAINTENANCE

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1.	2.	3.	4.	5.	6.	7.
1	Helper-III	4060-5385	26 yrs.	10 th pass with ITI in the relevant trade with one year relevant experience.	100% Direct Recruitment	
2	Helper-II	4200-5725		-	Automatic Elevation as per CRC	Min. 3 years satisfactory service in the scale of Rs.4060-5385 as Helper-III
3	Helper-I	4300-5925		-	Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4200-5725 as Helper-II
4	Tech. Gd.-II	4380-6105	30 Yrs.	10 th pass with ITI /Licence in the relevant trade with 4 years experience in the relevant field	40% Direct Recruitment 60% Promotion by selection	Min. 3yrs. Satisfactory service in the scale of Rs. 4300-5925 as Helper-I.
5	Tech. Gd-I	4530-6455		-	Automatic Elevation as per CRC	Min. 4 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Tech.-II
6	Sr. Tech. Gd-III	4660-6910		-	Automatic Elevation as per CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4530-6455 as Tech.-I

1.	2.	3.	4.	5.	6.	7.
7	Sr.Tech. Gd-II	4860-7310		-	100% Promotion by selection	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Sr. Tech.-III.
8	Sr. Tech. Gd-I	5050-7900		-	Automatic Elevation as per CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Sr. Tech.-II
9	Sr. Tech. Spl. Gd.	5310-8360		-	Automatic Elevation as per CRC	Min. of 4 years satisfactory service in the scale of Rs. 5050-7900 as Sr. Tech.-I
10	Foreman-II	5600-9050	35 Yrs.	Diploma in the concerned trade from a recognized institute with 3 years relevant experience	40% Direct Recruitment 60% Promotion by selection	Min. of 3 yrs. Satisfactory service in the scale of Rs. 5310-8360 as Sr. Tech. Spl. Gd.
11	Foreman-I	6450-10100		-	Automatic Elevation as per CRC	Minimum of 2 yrs. Satisfactory service in the scale of 5600-9050 as Foreman-II
12	Foreman Sel. Gd.	7040-11090		-	100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 6450-10100 as Foreman-I

GARDENING STAFF

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1.	2.	3.	4.	5.	6.	7.
1	Gardner-III	4200-5725	26 yrs.	Preferably 10+2 with knowledge and experience in gardening work for at least 2 yrs.	100% Direct Recruitment	
2	Gardner-II	4300-5925			Automatic Elevation as per CRC	Min. of 4 yrs. Satisfactory service in the scale of Rs. 4200-5725 as Gardner-III
3	Gardener-I	4380-6105			Automatic Elevation as per CRC	Min. of 4 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Gardner-II
4	Sr. Gardener	4660-6910		.	Automatic Elevation as per CRC	Min. of 4 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Gardner-I
5	Gardener Supervisor-II	4860-7310			100% Promotion by selection	Min. of 4 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Sr. Gardner
6.	Gardener Supervisor-I	5050-7900			Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4860-7310 as . Gardner Supervisor-II.

SECURITY

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1.	2.	3.	4.	5.	6.	7.
1	Security Guard-I / Durban-II	4300-5925	35 Yrs.	Matriculate/Higher Secondary Ex-Serviceman from Armed/ Police forces(Central/State) with minimum one year experience in private sector. Civilian candidates with the above qualifications having 5 years experience in industrial security	100% Direct Recruitment	
2	Security Havaldar – II/ Durban-I	4380-6105			Automatic Elevation as CRC	Min. 4 yrs satisfactory service in the pay scale of Rs.4300-5925 as Security Guard I/Durban-II.
3	Security Havaldar-I/ Sr. Durban-II	4660-6910			Automatic Elevation as CRC	Min. 4 yrs satisfactory service in the pay scale of Rs.4380-6105 as Security Havaldar-II/Durban-I.
4.	Sr. Security Havaldar / Sr .Durban - I	4860-7310			Automatic Elevation as CRC	Min. 4 yrs satisfactory service in the pay scale of Rs.4660-6910 as Security Havaldar-I/Sr.Durban-II
5	Spl.. Gd. Security Havaldar/ Durban	5050-7900	40 yrs.		Automatic Elevation as CRC	Min. 4 yrs satisfactory service in the pay scale of Rs.4860-7310 as Security Havaldar-I/ Sr. Durban-I
6	Asstt. Security Officer	5310-8360	-	-Graduate Ex-Serviceman from Armed/ Police forces (Central/State) with knowledge of computer application and with minimum 5 years experience in private industrial security. Preference would be given to the persons having experience in handling CCTV systems and baggage scanner	100% Direct Recruitment	.

1	2	3	4	5	6	7
7	Dy. Security Officer -II	5600-9050	-	-	Automatic Elevation as CRC	Min. 3 yrs. satisfactory service in the scale of pay of Rs.5310-8360 as Asstt. Security Officer .
8	Dy. Security Officer -.I	6450- 10100	-	-	Automatic Elevation as CRC	Min. 2 yrs. satisfactory service I in the scale of Rs..5600-9050 as Dy. Security Officer –II.
9	Sel. Gd- Dy. Security Officer	7040- 11090	-	-	100% Promotion by Selection	. Min. 3 yrs. satisfactory service in the scale of Rs..6450-10100 as Dy. Security Officer-I.

STOREMAN / LINEN HELPER

S. No.	Name of the Post	Scale of pay (Rs.)	Age limit for Direct Recruits	Basic Educational/Technical Qualifications and Experience required for direct recruits	Method of Recruitment Whether Direct or by Promotion and %age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
1	Storeman-III /Linen Helper-III	4060-5385	26 years	10+2 with one year experience in the relevant field	100% Direct Recruitment	
2	Storeman-II/ Linen Helper-II	4200-5725		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4060-5385 as Storeman-III/Linen Helper-III
3	Storeman-I/ Linen Helper-I	4300-5925		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4200-5725 as Storeman-II/L. Helper-II
4	Sr. Storeman-II/ Sr. Linen Helper-II	4380-6105		-	Automatic Elevation as per CRC	Min.3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Storeman-I/L. Helper-I.
5	Sr. Storeman-I/ Sr. Linen Helper-I	4530-6455			100% Promotion by Selection	Min.3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Sr. Storeman-II/L. Helper-II

**CLASSIFICATION OF UNITS - HCE 'C' CLASS
CADRE – NON EXECUTIVE**

F&B(PRODUCTION/PANTRY/KITCHEN)

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1.	2.	3.	4.	5.	6.	7.
1	Utility Worker	4060-5385	26 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Cooks through AIH&TM or one year diploma in Cookery/Bakery through AIH&TM with one year experience	100% Direct Recruitment (DR) – 90% IHMs/FCIs 10% Ministry of Tourism recognized skills	
2	Commis-VI(UW)	4200-5725		-	Automatic Elevation as per CRC	Minimum 5 years satisfactory service in the scale of Rs.4060-5385 as Utility Worker(UW)
3	Commis-V(UW)	4300-5925		-	Automatic Elevation as per CRC	Minimum 4 years satisfactory service in the scale of Rs.4200-5725 as Commis-VI(UW)
4	Commis-IV	4380-6105	30 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Cooks through AIH&TM or one year diploma in Cookery/Bakery through AIH&TM with 3 years experience	40% Direct Recruitment 60% Promotion by selection	Minimum 5 years satisfactory service in the scale of Rs.4060-5385 as Utility Worker OR 5 years in the scale of Rs.4200-5725 as Commis-VI(UW)
5	Commis-III	4530-6455		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4380-6105 as Commis-IV (Cook).

1	2	3	4	5	6	7
6	Commis-II	4660-6910		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4530-6455 as Commis-III.
7	Commi-I	4860-7310		-	Automatic Elevation as CRC	Minimum 2 years satisfactory service in the scale of Rs.4660-6910 as Commis-II.
8	Demi Chef-de-Partie Gd-II	5050-7900		-	Automatic Elevation as CRC	Minimum 3 years satisfactory service in the scale of Rs.4860-7310 as Commis-I.
9	Demi Chef-de-Partie Gd-I	5310-8360		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.5050-7900 Demi Chef-de-Partie Gd.-II.
10.	Chef-de-Partie Gd-II	5600-9050	35 Yrs.	Minimum 2 nd class Diploma/Degree in Hospitality Mgmt. & Hotel Administration with 3 yrs. relevant experience. OR 10+2 with diploma from a Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Cooks through AIH&TM or one year Diploma in Cookery/Bakery through AIH&TM with 5 years experience in a 3/5 star hotel or in a reputed stand alone restaurant. Relaxable for highly skilled professionals having 5 years experience.	40% DR 60% promotion by selection	Minimum 3 years satisfactory service in the scale of Rs.5310-8360 as Demi Chef-de-Partie Gd.-I.
11	Chef-de-Partie Gd-I	6450-10100		-	Automatic Elevation as per CRC	Minimum 2 years satisfactory service in the scale of Rs.5600-9050 Chef-de-Partie Gd.-II.
12	Sel. Gd. Chef-de-Partie	7040-11090		-	100% Promotion by selection	Min.3 yrs. satisfactory service in the scale of Rs.6450-10100 as Chef de Partie Gd.I.

F & B (SERVICE)

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1	2	3	4	5	6	7
1	Commis de-Rang Gd.-II (CDR-II)	4200-5725	26 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Stewards through AIH&TM or one year Diploma in F&B Service through AIH&TM. OR 10+2 with diploma in Restaurant & Counter Service from Food Craft Institute. Fluency in English. Experience: Two years in a 3/5 star hotel or in a reputed stand alone restaurant. Desirable: Knowledge in foreign language.	100% Direct Recruitment (DR) – 90% IHMs/FCIs 10% Ministry of Tourism recognized skills	
2	Commis-de-Rang-I	4300-5925		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale Rs.4200-5725 as CDR-II.
3	Sr. Commi-de-Rang	4380-6105		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale Rs.4300-5925 as CDR-I.
4	Demi-Chef-de-Rang (DCDR)	4660-6910		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale Rs.4380-6105 as Sr.CDR.
5	Chef-de-Rang	4860-7310	30 years	Diploma/Degree in Hospitality Mgmt. & Hotel Administration with 1 yrs. relevant experience. OR 10+2 with diploma from a Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Stewards through AIH&TM or one year Diploma in F&B Service through AIH&TM with 3 years experience in a 3/5 star hotel or in a reputed stand alone restaurant.	40% Direct Recruitment 60% Promotion by Selection	Minimum 3 years satisfactory service in the pay scale of 4660-6910 as DCDR

1	2	3	4	5	6	7
6	Jr. Maitre de Hotel-II (Jr..MDH-II)	5050-7900		-	Automatic Elevation as per CRC	Minimum 3 years satisfactory service in the scale of Rs.4860-7310 as Chef de Rang
7	Jr.Maitre de Hotel Gr.-I	5310-8360		-	Automatic Elevation as per CRC	Minimum 4 years satisfactory service in the scale of Rs.5050-7900 as Jr.MDH-II.
8	Sr. Maitre de Hotel Gr -II	5600-9050	35 years	Minimum 2 nd class Diploma/Degree in Hospitality Mgmt. & Hotel Administration with 3 yrs. relevant experience. OR 10+2 with diploma from a Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Stewards through AIH&TM or one year Diploma in F&B Service through AIH&TM with 5 years experience in a 3/5 star hotel or in a reputed stand alone restaurant.	40% DR 60% Promotion by selection	Minimum 3 years satisfactory service in the scale of Rs.5310-8360 as Jr.MDH-I.
9	Sr.Maitre de Hotel Gr.I	6450-10100		-	Automatic Elevation as per CRC	Minimum 2 years satisfactory service in the scale of Rs.5600-9050 as Sr.MDH-II.
10	Selection Grade Maitre de Hotel	7040-11090		-	100% Promotion by selection	Minimum 3 years satisfactory service in the scale of Rs. 6450-10100 as Sr.MDH-I

ACCOMMODATION (Front Office)

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1	2	3	4	5	6	7
1	Porter/Page Boy Gd.V	4060-5385	26 yrs.	10+2 with one year craft course in Reception & Booking. Fluency in English. Desirable: Knowledge of foreign language.	100% Direct Recruitment	
2	Porter/Page Boy Gd.-III	4200-5725		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4060-5385 as Porter-cum-Page boy-V.
3	Porter/Page Boy/Gd.-II	4300-5925		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4200-5725 as Porter-cum-Page boy-III.
4	Porter/Page Boy Gd-I	4380-6105		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Porter-cum-Page boy-II.
5	Bell Captain-III	4530-6455		-	100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Bell Captain-IV.
6	Bell Captain Gd-II	4660-6910		-	Automatic Elevation as CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4530-6455 as Bell Captain-III.
7	Bell Captain Gd-I	4860-7310		-	Automatic Elevation as CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Bell Captain-II.

1	2	3	4	5	6	7
1	Front Office Asstt. Gd-IV (FOA-IV)	4660-6910	30Yrs.	Three yrs. Diploma/ Degree in Hospitality Management and Hotel Administration with 2 yrs. experience in a 3/5 star hotel. Proficiency in computer operations. Desirable: Knowledge of a foreign language.	100% Direct Recruitment	
2	Front Office Asstt.-III	4860-7310		-	Automatic Elevation as per CRC	Minimum of 3 yrs. Satisfactory service in the scale of Rs.4660-6910 as FOA-IV.
3	Front Office Asstt.-II	5050-7900		-	Automatic Elevation as CRC	Minimum of 3 yrs. Satisfactory service in the scale of 4860-7310 as FOA-III.
4	Front Office Asstt.-I	5310-8360		-	100% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 5050-7900 as FOA-II.
5	*Sr. Front Office Asstt-II	5600-9050	35 Yrs.	Three yrs. Diploma/ Degree in Hospitality Management and Hotel Administration with 5 yrs. experience in a 3/5 star hotel. Proficiency in computer operations. Desirable: Knowledge of a foreign language.	40% Direct Recruitment 60% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 5310-8360 as FOA-I.
6	Sr. Front Office Asstt-I	6450-10100			Automatic Elevation as CRC	Minimum of 2 yrs. Satisfactory service in the scale of Rs. 5600-9050 as Sr. FOA-II.
7	*Sel.Gd. Front Office Asstt.	7040-11090				Minimum of 3 yrs. Satisfactory service in the scale of Rs. 6450-10100 as Sr. FOA-I.

*Subject to sanction post at the Unit.

ACCOMMODATION (HOUSEKEEPING)

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1	2	3	4	5	6	7
1	Houseman Gd.-V	4060-5385	26 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Houseman through AIH&TM or one year diploma in Housekeeping through AIH&TM with one year experience	100% Direct Recruitment	
2	Houseman Gd.-III	4200-5725		-	Automatic Elevation as per CRC	Min. 5 yrs. Satisfactory service in the scale of Rs. 4060-5385 as Houseman-V.
3	Houseman Gd.-II	4300-5925		-	Automatic Elevation as per CRC	Min. 4 yrs. Satisfactory service in the scale of Rs. 4200-5725 as Houseman-III.

1	2	3	4	5	6	7
1	Room Attendant-III/ Room Attd. Cum-Houseman-III	4200-5725	26 yrs.	10+2 with diploma from Food Craft Institute through NCHMCT or NCTVT apprenticeship training in the trade of Housekeeping through AIH&TM or one year diploma in Housekeeping through AIH&TM with two years relevant experience	100% Direct Recruitment	
2	Room Attd-II/ Room Attd-cum Houseman-II	4300-5925		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4200-5725 as Room Attd. Cum-Houseman Gd-III.Min.
3	Room Attd-I/ Room Attd-cum Houseman-I	4380-6105		-	Automatic Elevation as per CRC	Min.3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Room Attd. Cum Houseman-II.
4	Housekeeper-III	4860-7310	30 yrs.		40% Direct Recruitment 60% Promotion by selection	Min. 3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Room Attd.-cum Houseman-I.
5	Housekeeper-II	5050-7900		-	Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Housekeeper-III

1	2	3	4	5	6	7
6	Housekeeper-I	5310-8360		-	Automatic Elevation as per CRC	Minimum of 4 yrs. Satisfactory service in the scale of 5050-7900 as Housekeeper-II.
7	Sr. Housekeeper Gd.II	5600-9050	35 yrs.	Three yrs. Diploma/ Degree in Hospitality Management and Hotel Administration with 5 yrs. experience in a 3/5 star hotel. Proficiency in computer operations. Desirable: Knowledge of a foreign language.	40% Direct Recruitment 60% Promotion by selection	Minimum of 3 yrs. Satisfactory service in the scale of Rs. 5310-7900 as Housekeeper-I.
8	Sr. Housekeeper Gd.I	6450-10100		-	Automatic Elevation as per CRC	Min.2 years satisfactory service in he scale of Rs. 5600-9050 as Sr.Housekeeper –II

MAINTENANCE

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1	2	3	4	5	6	7
1	Helper-III	4060-5385	26 yrs.	10 th pass with ITI in the relevant trade with one year relevant experience.	100% Direct Recruitment	
2	Helper-II	4200-5725		-	Automatic Elevation as per CRC	Min. 3 years satisfactory service in the scale of Rs.4060-5385 as Helper-III
2	Helper-I	4300-5925		-	Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4200-5725 as Helper-II
3	Tech. Gd.-II	4380-6105		10 th pass with ITI /Licence in the relevant trade with 4 years experience in the relevant field	40% Direct Recruitment 60% Promotion by selection	Min. 3yrs. Satisfactory service in the scale of Rs. 4300-5925 as Helper-I.
4	Tech. Gd-I	4530-6455		-	Automatic Elevation as per CRC	Min. 4 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Tech.-II
5	Sr. Tech. Gd-III	4660-6910		-	Automatic Elevation as per CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4530-6455 as Tech.-I
6	Sr.Tech. GGd-II	4860-7310		-	100% Promotion by selection	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Sr. Tech.-III.
7	Sr. Tech. Gd-I	5050-7900		-	Automatic Elevation as per CRC	Minimum of 4 yrs. Satisfactory service in the scale of Rs. 4860-7310 as Sr. Tech.-II
8	Sr. Tech. Spl. Gd.	5310-8360		-	Automatic Elevation as per CRC	Min. of 4 years satisfactory service in the scale of Rs. 5050-7900 as Sr. Tech.-I
9	Foreman-II	5600-9050		Personal to the Incumbents		
10	Foreman-I	6450-10100				

GARDENING STAFF

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1	2	3	4	5	6	7
1	Gardner-III	4200-5725	26 yrs.	Preferably 10+2 with knowledge and experience in gardening work for at least 2 yrs.	100% Direct Recruitment	
2	Gardner-II	4300-5925			Automatic Elevation as per CRC	Min. of 4 yrs. Satisfactory service in the scale of Rs. 4200-5725 as Gardner-III
3	Gardener-I	4380-6105			Automatic Elevation as per CRC	Min. of 4 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Gardner-II
4	Sr. Gardener	4660-6910		.	Automatic Elevation as per CRC	Min. of 4 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Gardner-I
5	Gardener Supervisor-II	4860-7310			100% Promotion by selection	Min. of 4 yrs. Satisfactory service in the scale of Rs. 4660-6910 as Sr. Gardener
6.	Gardener Supervisor-I	5050-7900			Automatic Elevation as per CRC	Min. of 3 yrs. Satisfactory service in the scale of Rs. 4860-7310 as . Gardner Supervisor-II.

SECURITY

Sl. No.	Name of the Post	Scale of Pay (Rs.)	Age limit for DR	Basic Educational/Technical Qualification and Experience required for direct recruits	Method of Recruitment whether Direct or by Promotion and % age of vacancies to be filled by various methods	Criteria for Promotion.
1	2	3	4	5	6	7
1	Security Guard-I	4300-5925	35 Yrs.	Matriculate/Higher Secondary Ex-Serviceman from Armed/ Police forces(Central/State) with minimum one year experience in private sector. Civilian candidates with the above qualifications having 5 years experience in industrial security	100% Direct Recruitment	
2	Security Havaldar – II	4380-6105			Automatic Elevation as CRC	Min. 3 yrs satisfactory service in the pay scale of Rs.4300-5925 as Security Guard I
3	Security Havaldar-I	4660-6910			Automatic Elevation as CRC	Min. 4 yrs satisfactory service in the pay scale of Rs.4380-6105 as Security Havaldar-II
4.	Sr. Security Havaldar	4860-7310			Automatic Elevation as CRC	Min. 4 yrs satisfactory service in the pay scale of Rs.4660-6910 as Security Havaldar-I.

STOREMAN/ LINEN HELPER

S.No.	Name of the Post	Scale of pay (Rs.)	Age limit for DirectRecruits	Basic Educational/Technical Qualifications and Experience required for direct recruits	Method of Recruitment Whether Direct or by Promotion and %age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
1	Storeman-III / Linen Helper-III	4060-5385	26 years	10+2 with one year experience in the relevant field	100% Direct Recruitment	
2	Storeman-II/ Linen Helper-II	4200-5725		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4060-5385 as Storeman-III/Linen Helper-III
3	Storeman-I / Linen Helper-I	4300-5925		-	Automatic Elevation as per CRC	Min. 3 yrs. Satisfactory service in the scale of Rs. 4200-5725 as Storeman-II/L. Helper-II
4	Sr. Storeman-II/ Sr. Linen Helper-II	4380-6105		-	Automatic Elevation as per CRC	Min.3 yrs. Satisfactory service in the scale of Rs. 4300-5925 as Sr. Storeman-I/L. Helper-I.
5	Sr. Storeman-I / Sr. Linen Helper-I	4530-6455				Min.3 yrs. Satisfactory service in the scale of Rs. 4380-6105 as Sr. Storeman-II/L. Helper-II

ISOLATED/MISCELLANEOUS CATEGORIES

S.No.	Name of the Post	Scale of pay (Rs.)	Age limit for Direct Recruits	Basic Educational/Technical Qualifications and Experience required for direct recruits	Method of Recruitment Whether Direct or by Promotion and %age of vacancies to be filled by various methods	Criteria for Promotion
1	2	3	4	5	6	7
Ashok Hotel, New Delhi						
1	Telephone Mechanic	4380-6105	30 Years	10+2 with ITI in the trade of Electrical Electronics with two years experience in the relevant field.	100% Direct Recruitment	As per CRC Recommendation
2	Junior Communication Desk Attendant	4860-7310	30 Years	3 Years Diploma in Hotel Management & Graduate with Home Science OR Craft Course in the relevant field with 3 years experience in House Keeping	100% Direct Recruitment	As per CRC Recommendation
3.	In charge Welfare Center.	5310-8360	30 yrs.	Ind Graduate with Diploma in sewing with 2 yrs. experience. Desirable: B.Ed with 3 yrs. experience .	100% Direct Recruitment	As per CRC Recommendation
4.	Hindi Translator	5600-9050	30 years	Diploma in Hindi translation from a recognized institution with three years experience of translation from English to Hindi and vice-versa	100% Direct Recruitment	As per CRC Recommendation
5.	Massure-cum-Attendant	4300-5925	30 Years	Graduate with Computer knowledge and fluency in English with 3 years relevant experience	100% Direct Recruitment	As per CRC Recommendation
6.	Tailoring	4380-6105	30 Years	10 th Pass with ITI in the Trade of Tailoring with 2 years relevant experience	100% Direct Recruitment	As per CRC Recommendation
Hotel Samrat, New Delhi						
1.	Guest Relation Asstt.	4860-7310	30 years	3 years Degree/Diploma in Hotel Management with 2 years relevant experience proficiency in Computer Operations. Foreign Language Preferred	100% Direct Recruitment	As per CRC Recommendation
Hotel Jaipur Ashok						
1.	Hindi Translator	5310-8360	30 Yrs.	Diploma in Hindi translation from a recognized institution with 2 years experience of translation from English to Hindi and vice-versa	100% Direct Recruitment	As per CRC Recommendation