

**INSTITUTE OF HOTEL MANAGEMENT, CATERING  
TECHNOLOGY & APPLIED NUTRITION (JHARKHAND)  
SOCIETY**

**RECRUITMENT AND PROMOTION RULES 2008**

In exercise of the overall powers vested in it under its Memorandum of Association and Rules & Regulations, the Board of Governors of the Institute of Hotel Management, Catering Technology & Applied Nutrition – (Jharkhand) Society hereby makes the following Rules in respect of various appointments in service of the Institute.

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 These Rules shall be called the Institute of Hotel Management, Catering Technology & Applied Nutrition, Ranchi Recruitment and Promotion Rules, 2008.
- 1.2 These rules shall come into force with immediate effect.

**2. INTERPRETATION:**

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

**3. SCOPE:**

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

**4. CLASSIFICATION OF POSTS:**

| S.No. | Classification of Posts  | Description of Posts |
|-------|--|----------------------|
| 4.1   | Posts carrying a pay or a scale of pay with a maximum of not less than Rs. 13,500/-                          | Class I              |
| 4.2   | Post carrying a pay or a scale of pay with a maximum of not less than Rs. 9,000/- but less than Rs. 13,500/- | Class II             |
| 4.3   | Post carrying a pay or a scale of pay with a maximum of over Rs. 4,000/- but less than Rs. 9,000/-           | Class III            |
| 4.4   | Post carrying a pay or a scale of pay with a maximum of which is Rs. 4,000/- or less.                        | Class IV             |

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

## 5. FILLING UP OF VACANCIES:

- 5.1 Vacancies shall be filled up by one or more of the following methods as prescribed in the Schedule for each category of posts:-
- Direct recruitment (see Part II of these Rules)
  - Promotion by selection-cum seniority / selection by merit (see Part III of these rules)
  - Promotion on the basis of Non-selection (see Part III of these Rules)
  - Deputation of a person from the Central Government, State Governments, Semi - Government Organizations or Public Sector and other Undertakings (See Part IV of these Rules)

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

## 6. SELECTION COMMITTEE

- 6.1 In making appointments the appointing authority would be as prescribed in the schedule. It shall be assisted by a staff selection committee as given below:

(a) For the post of Principal, the selection committee will consist of:

|     |  |                   |
|-----|--|-------------------|
| i   | Chairman BOGs / Principal Secretary Tourism, Government of Jharkhand.  | Chairman          |
| ii  | Principal Secretary/ Secretary Finance, or his/her nominee not below the rank of Deputy Secretary, Government of Jharkhand.                                  | Member            |
| iii | Additional Director General (Tourism) Govt. of India or his / her nominee  | Member            |
| iv  | Director, National Council for Hotel Management Catering Technology Pusa, New Delhi.   | Member            |
| v   | Representative of Hotel Industry on the BOGs to be nominated by the Chairman BOG.  | Member            |
| vi  | One officer from the reserved category not below the rank of Deputy Secretary in Government of Jharkhand to be nominated by the Principal Secretary Tourism. | Member            |
| vii | Director Tourism, Department of Tourism, Govt. of Jharkhand.   | Member/ Secretary |

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**(b) For the post of Head of Department, the selection committee will consist of:**

|      |  |                  |
|------|--|------------------|
| i    | Chairman BOGs/ Principal Secretary Tourism, Government of Jharkhand.   | Chairman         |
| ii   | Additional Director General (Tourism) Govt. of India or his /her nominee   | Member           |
| iii  | Director Tourism, Department of Tourism, Govt. of Jharkhand.   | Member           |
| iv   | One officer from the finance department not below the rank of Deputy Secretary to be nominated by the Principal Secretary Finance, Government of Jharkhand | Member           |
| v    | Director Studies, National Council for Hotel Management & Catering Technology New Delhi.   | Member           |
| vi   | Catering Expert on the BOGs to be nominated by the Chairman BOG.   | Member           |
| vii  | One Officer from the reserved category not below the rank of Deputy Secretary in Government of Jharkhand to be appointed by Chairman.                      | Member           |
| viii | Principal, IHM, Ranchi   | Member/Secretary |

**(c) For Class I, Class II and teaching posts in Class III.**

|      |   |                  |
|------|---|------------------|
| i    | Chairman BOGs/ Principal Secretary Tourism, Government of Jharkhand.  | Chairman         |
| ii   | Additional Director General (Tourism) Govt. of India or his / her nominee   | Member           |
| iii  | Director Tourism, Department of Tourism, Govt. of Jharkhand.  | Member           |
| iv   | One officer from the finance department not below the rank of Deputy Secretary to be nominated by the Principal Secretary Finance, Government of Jharkhand. | Member           |
| v    | Director, National Council for Hotel Management & Catering Technology New Delhi.  | Member           |
| vi   | Catering Expert on the BOGs to be nominated by the Chairman BOG.  | Member           |
| vii  | One officer from the reserved category not below the rank of Deputy Secretary, to the Government of Jharkhand.  | Member           |
| viii | Principal, IHM, Ranchi  | Member/Secretary |

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(d) For Class III and IV (non-teaching) the selection committee will consist of:

|     |   |                  |
|-----|---|------------------|
| i   | Director, Tourism, Jharkhand  | Chairman         |
| ii  | One officer from the Finance department not below the rank of Deputy Secretary to be nominated by the Principal Secretary Finance, Government of Jharkhand. | Member           |
| iii | Representative of Department of Tourism, Government of Jharkhand.   | Member           |
| iv  | Officer from the reserved category nominated by the Chairman - BOGs not below the rank of Deputy Secretary to the Govt. of Jharkhand                        | Member           |
| v   | Principal of the institute  | Member Secretary |

## 6.2

(a) In making promotions to Class I and Class II the Department Promotion Committee will consist of:

|     |  |                  |
|-----|--|------------------|
| i   | Secretary Tourism, Govt. of Jharkhand  | Chairman         |
| ii  | Director Tourism, Department of Tourism, Govt. of Jharkhand.                     | Member           |
| iii | Director, National Council for Hotel Management & Catering Technology New Delhi. | Member           |
| iv  | Official from reserved category to be nominated by Chairman, BOGs                | Member           |
| v   | Principal, IHM, Ranchi   | Member Secretary |

(b) Department Promotion committee for Class III and Class IV (non-teaching) will consist of:

|     |   |                  |
|-----|---|------------------|
| i   | Director, Tourism, Jharkhand                                      | Chairman         |
| ii  | Representative of Department of Tourism, Government of Jharkhand. | Member           |
| iii | Official from reserved category to be nominated by Chairman BOGs  | Member           |
| iv  | Principal   | Member           |
| v   | Administrative Officer of Institute                               | Member Secretary |

6.3 The Chairman of a Selection Committee may co-opt one/two specialists to assist the Committee.



- 6.4 The recommendations of the Selection Committee shall be submitted as under for approval and shall normally be valid for one year:
- |                        |   |                     |
|------------------------|---|---------------------|
| (a) For Class I & II   | : | Board of Governors  |
| (b) For Class III & IV | : | Executive Committee |
- 6.5 If any relative of any of the members of the Selection Committee is the candidate for the post, such member will withdraw from the Selection Committee to maintain impartiality and clear transparency in the selection process.

## **7. SPECIAL REPRESENTATION:**

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

## **8. ELIGIBILITY FOR APPOINTMENT**

A candidate for appointment in the Institute:

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

## **9. PHYSICAL FITNESS:**

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

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

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

## **11. RESTRICTION REGARDING MARRIAGE:**

The provision under Conduct Rule of Government of Jharkhand regarding restriction on Marriage as applicable to the employees of the State Government employees will be applicable to the employees. The procedures and decisions as prescribed under this rule shall be followed. Declaration will be obtained from new entrants as per Rules.

## **12. GENERAL CONDITIONS FOR APPOINTMENT:**

### **12.1 Period of probation:**

#### **i) For Direct recruits:**

- a) To posts with minimum of pay scale of Rs. 6.500/- and above, the period of probation will be one year.
- b) For all other direct recruits and in cases where probation includes job training, the period of probation will be two years.

#### **ii) For Promotees:**

- a) For promotees in the same service and group, there will be probation period of one year.
- b) For promotees to higher group, the probation period will be one year.

The Appointing Authority may extend the probation period for a maximum period of one year. In no case extended probation period shall be more than the double of the original probationary period. At any time during or at the end of the probationary period, the services of the employee may be terminated in case of a new entrant or the employee may be reverted to the post held before promotion without any notice and without assigning any reason.

## **PART-II GENERAL PRINCIPLES GOVERNING DIRECT RECRUTMENTS**

### **13. DIRECT RECRUITMENT:**

- 13.1 Vacancies in Class I & Class II and Class III of Assistant Lecturer level shall be notified and advertised in leading newspapers and Employment News by the Institute. Whereas vacancies in Class III and Class IV shall be notified to the employment exchange giving full details regarding

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qualification, age, experience etc. as prescribed for the post in the schedule as well as notified and advertised in leading newspapers.

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

It shall be mandatory for the Institute to advertise the post of Principal at least six months prior to superannuating/retirement of incumbent.

- 13.3 A candidate for direct recruitment to a post must fulfill the prescribed qualifications, experience, age etc. Relaxation of essential qualifications, experience and age etc. as prescribed for the post shall not be permissible under any circumstances. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.

- 13.4 In case a vacancy is reserved for SC/ST and OBC/PH candidates, necessary steps to notify the vacancy to recognized SC/ST/OBC/PH organizations etc. should be taken.

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

- 13.6 A departmental candidate shall also be eligible to apply for a direct recruitment post if he possesses the requisite qualifications etc. except that in such cases the upper age limit may be relaxed up to 5 years.

**Departmental Candidate:** is one who is a regular employee of the Institute.

- 13.7 On receipt of applications, a list of eligible candidates shall be prepared by a screening committee as under:

**The screening committee for the post of Principal shall consist of:**

|     |   |          |
|-----|---|----------|
| i   | Director, Tourism, Government of Jharkhand      | Chairman |
| ii  | Director, National Council for Hotel Management | Member   |
| iii | Catering Expert on the BOG's                    | Member   |

**The screening committee for all posts except the post of Principal shall consist of:**

|     |   |                  |
|-----|---|------------------|
| i   | Principal                               | Chairman         |
| ii  | Nominee of Chairman BOGs                | Member           |
| iii | Administrative Officer of the Institute | Member Secretary |

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Short listed candidates shall be required to appear in the prescribed test(s) and/or interview. On an average for one post, three candidates maybe selected and placed in a panel in order of merit. Provided the number of candidates appeared for the post is more than ten. In case the first candidate does not join the post within the stipulated joining time, the offer of appointment shall be made to the second candidate and if the second candidate also does not join, the offer of appointment shall be made to the third candidate. The panel of selected candidates shall be valid for one year. However, the selection committee has the discretion in the regard.

- 13.8 Candidates short listed for interview in case of Class I and II posts and Class III of Assistant Lecturer-cum-Assistant Instructor belonging to the reserved categories and called for interview, may be granted travel expenses, to and fro for journey (s) by shortest rail route by 3<sup>rd</sup> AC rail fare, on production of tickets.

In the case of candidates for the post of Principal, travel expenses for to and fro journey(s) by shortest rail route by 2<sup>nd</sup> AC Class, rail fare or equivalent will be provided on production of ticket.

- 13.9 A candidate below the age of 18 years shall not be considered for appointment to any post in the Institute.

- 13.10 The duration of experience as prescribed in these Recruitment Rules for each post for direct recruitment, should be reckoned as experience in the next below post.

#### **14 GENERAL PRINCIPLE FOR ALL COMMITTEES**

In case of any member of the Committee not being available on account of the post being vacant or otherwise the Chairman BOG may nominate any other officer not below the rank of Deputy Secretary in the Government of Jharkhand or not below the post of Deputy Director in Jharkhand.

#### **PART - III - GENERAL PRINCIPLES GOVERNING PROMOTION**

##### **15. PROMOTION:**

- 15.1 No employee shall be considered eligible for promotion to a higher post unless he satisfies the requirements prescribed promotion rules as specified for the respective post in the Schedule.
- 15.2 For the purpose of promotion, a post shall be either a selection post or a non-selection post as given in the Schedule.
- 15.3 a) Selection posts - Promotion to selection posts shall be on the basis of merit with due regard to seniority. The appropriate Department Promotion Committee shall judge to merit and suitability of eligible

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employees for promotion on the basis of record of service, including confidential report and recommend the order in which they may be promoted. The Departmental Promotion Committee has its discretion of evaluating the past CRs submitted.

- b) Non - selection posts - Promotion to non-selection posts shall be on the basis of seniority subject to rejection of unfit candidates as determined from the record of service, including confidential reports, by the appropriate Departmental Promotion Committee as referred to above.

**16. PART – IV – GENERAL PRINCIPLES GOVERNING DEPUTATION – DEPUTATION ON FOREIGN SERVICE TERMS:**

The provisions as regarding deputation made by the State Government from time to time shall be applicable for taking officials on deputation to the Institute.

**17. REMOVAL OF DOUBTS:**

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

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