

# FOOD CRAFT INSTITUTE, ALIGARH

UNIVERSITY POLYTECHNIC CAMPUS, ALIGARH MUSLIM UNIVERSITY, ALIGARH

## SCHEDULE OF QUALIFICATION, EXPERIENCE AND OTHER TERMS & CONDITIONS FOR VARIOUS SANCTIONED POSTS OF THE INSTITUTE

### [A] Teaching Post:

#### 1. Principal Post

01

Scale of Pay	Rs. 15,600-39,100/- + 6600/- Grade Pay or as approved by BOG of Food Craft Institute, Aligarh
Qualification	(i) Graduation from a recognized University (ii) Degree/3-years diploma in Hotel Management from the recognized University/National Council for Hotel Management and Catering technology/State board of Technical Education having secured at least 50% marks. <b>Note: Clause No.(i) will not be applicable in case the candidate posses Degree in Hotel Management.</b>
Age limit	Not exceeding 45 years. Upper age limit is Relaxable in case of SC/ST/OBC as per U.P. Government norms.
Experience	Minimum 15 years teaching experience, out of which at least 5 years should be at the level of Senior Lecturer in an Institute of Hotel Management/Food Craft Institute affiliated to Recognized University/National Council for Hotel Management & Catering Technology/State Board of Technical Education. OR Should have 15 years industry experiences out of which minimum 5 years should be as Manager in a profit making approved hotel of minimum 4-star category.
Desirable	(i) In either case should have working knowledge of computers. (ii) Post Degree/Post Diploma specialization in Hotel Management from a recognized Hotel Management Institute. (iii) Knowledge of one or more foreign languages. (iv) Experience in Administration and Financial Management.

### [B] Administrative/Non-Teaching Posts:

#### 1. Administrative Officer Post

01

Scale of Pay	Rs.9300-34800+Grade Pay Rs. 4200
Qualification	Essential Qualification Graduation from a recognized University
Age limit	Not exceeding 40 years. Upper age limit is Relaxable in case of SC/ST/OBC as per U.P. Government norms.
Experience	Minimum 8 years experience in Administration preferably in Educational Institution. Computer Competency is essential.
Desirable	Degree in Law

**2. Accounts Clerk cum Cashier****01****Post**

Scale of Pay	Rs.5200-20200 + Grade Pay Rs. 2400
Qualification	Essential Qualification Graduate from a recognized University.
Age limit	Not exceeding 40 years. Upper age limit is Relaxable in case of SC/ST/OBC as per U.P. Government norms.
Experience	Minimum 5 years experience in commercial or educational Institution.
Desirable	(i) Graduation in Commerce from recognized University. (ii) Knowledge of Computers.

**3. Stenographer****01****Post**

Scale of Pay	Rs.5200-20200 + Grade Pay Rs. 2400
Qualification	Essential Qualification Graduate with minimum speed of 80 & 40 w.p.m. in English shorthand and typing respectively
Age limit	Not exceeding 40 years. Upper age limit is Relaxable in case of SC/ST/OBC as per U.P. Government norms.
Desirable	Experience in Administrative and Account matters.

**3. Upper Division Clerk****01****Post**

Scale of Pay	Rs.5200-20200 + Grade Pay Rs. 2400
Qualification	Essential Qualification Graduate from a recognized University Knowledge of Computer.
Age limit	Not exceeding 40 years. Upper age limit is Relaxable in case of SC/ST/OBC as per U.P. Government norms.
Experience	Minimum 3 years experience in Administrative and Accounts matters.

**3. Lower Division Clerk****01****Post**

Scale of Pay	Rs.5200-20200 + Grade Pay Rs. 1900
Qualification	10+2 or Higher Secondary School passing typing speed of 40 w.p.m. Knowledge of MS Office is essential.
Age limit	Not exceeding 40 years. Upper age limit is Relaxable in case of SC/ST/OBC as per U.P. Government norms.
Desirable	One year experience in computer applications.

## **INSTRUCTIONS TO CANDIDATES**

1. A candidate fulfilling the prescribed qualifications, experience, age, etc. for a post may download prescribed application form from Institute's website [www.foodcraftaligarh.com](http://www.foodcraftaligarh.com) or [www.ihmlucknow.com](http://www.ihmlucknow.com)
2. The applicant is required to send a Demand Draft of ₹ 500/- (₹300/- in case of SC/SC candidates) in favor of "**Actg. Secretary/Principal Food Craft Institute, Aligarh**" payable at Aligarh along with the duly filled application form. The Application fee once received shall not be refunded)
3. Complete application form procured in the above manner along with all required documents may be delivered to:

**The Chairman,  
FCI, Aligarh  
C/o The Principal,  
Institute of Hotel Management,  
Sector-G, Aliganj, Lucknow, U.P. – 226024**

latest by **12<sup>th</sup> June, 2017**. The envelope must be superscribed on the top "the post applied for....." The Institute is not responsible for any postal delays.

4. Employed candidates should send their application through proper channel and departmental candidate shall also be eligible to apply for the post if he/she possesses the requisite qualifications, etc.
5. Applications received late or without necessary supporting documents/ Degree/Certificates/Mark sheets/experience certificate and Matriculation or equivalent certificate in support of their declaration of age not attested by the Head of the Department/Institution/Gazetted Officer/self attestation or not accompanied by full prescribed fee shall be rejected summarily.
6. Original documents should not be sent with the application form but should be produced at the time of Interview.
7. The upper age limit for the above posts and relaxation in age & reservation for OBC/SC/ST candidates will be applied as per UP Govt. Norms.
8. The Institute reserves the right to call or not to call any candidate for Test and/or Interview. No TA/DA will be paid for the Test and/or Interview. The summoning of candidates for Test and/or Interview, conveys no assurance whatsoever that they will be selected.
9. Appointment orders to selected candidates will be issued by the Institute. No correspondence will be made with candidates who are not selected.
10. Intimation about the date of Test and/or Interview will be sent to the eligible candidates but the Institute will not be responsible for any postal delay.
11. Competent authority reserves the right to cancel/republish the advertisement without assigning any reason.

**Chairman  
Food Craft Institute, Aligarh**