

**National Council for Hotel Management & Catering Technology,  
NOIDA**

**Application Format for Direct Recruitment Posts**

Advertisement No.: NCHM-001/2022-ADMIN	Closing Date : 28/01/2022
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Post Applied for :

<b>Paste Recent Passport Size Photograph with self attested</b>
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01	Name of the Candidate (in Block Letters)			
02	Date of Birth (DD/MM/YYYY)	Age as on 28/01/2022		
		Years	Months	Days
03	Father's Name			
04	Nationality			
05	Gender	Male / Female / Transgender		
06	Marital Status	Married / Unmarried		
07	Category	UR / OBC / SC / ST		
07.a	If UR, Whether under EWS Category? (if Yes, enclose necessary attachments)	Yes / NO		
08	Whether Physically Challenged ? (if Yes, enclose necessary attachments)	Yes / NO		
09	Whether Ex. Serviceman ? (if Yes, enclose necessary attachments)	Yes / NO		
10.a	Present / Communication Address			
10.b	Permanent Address			
11	Contact No.	Telephone		
		Mobile No.		

12	E-mail id.	
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**13. Educational Qualifications (Use additional sheets, if required)**

S.No.	Examination Passed	Year of Passing	Board/ University/ Institution	Division/ Grade/ Percentage of Marks
01				
02				
03				
04				
05				

**14. Experience Details  
(in chronological order beginning from the present job. Use additional sheets, if required)**

S.No.	Name of the Organisation	Post Held	Pay Drawn	From	To	Nature of Duties
01						
02						
03						
04						

15. Training Programme Attended, if any (Use additional sheets, if required)					
S.No.	Name of the Training	Organised by	Duration	Period of Training	
				From	To
01					
02					
16. Any other relevant information ( Use additional sheets, if required)					
17. List of enclosures					
Documents Required			Enclosed Document Details		
a. Educational Qualifications proof					
b. Date of Birth proof					
c. Category proof (if applicable)					
d. Disability proof (if applicable)					
e. Experience proof					

**Declaration:**

I declare and fully understand that in the event of any information furnished in this application being found to be false, misleading or incorrect at any stage, my application/candidature is liable to be summarily rejected and if I am already appointed, my services are liable to be terminated without any notice as per the Act/ Statutes, etc., and other applicable rules of Government of India. I also hereby declare that I have never been convicted for any offences and there are no criminal/ departmental proceedings pending/ contemplated against me.

Place:

(Signature of the Applicant)

Date:

Name : . . . . .

**National Council for Hotel Management & Catering Technology,  
NOIDA**

**Application Format for Deputation Posts**

Advertisement No.: NCHM-001/2022-ADMIN	Closing Date : 28/01/2022
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Post Applied for : **Senior PA**

Paste Recent Passport Size Photograph with self attested
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01	NAME AND ADDRESS (IN BLOCK LETTERS)	
02	Date of Birth (in Christian era)	
03	(i) Date of entry into service (ii) Date of Retirement under Central / State Govt. Rules	(i) (ii)
04	Educational Qualifications	
05	Whether educational and other Qualifications required for the post are satisfied ? (if any qualification has been treated as equivalent to the one prescribed in in the rules, state the authority for the same	
	<b>Qualification /Experience Required as mentioned in the advertisement / vacancy circular</b>	<b>Qualification / Experience possessed by the Officer</b>
	<b>Essential</b>	<b>Essential</b>
	<b>A) Qualification</b>	<b>A) Qualification</b>
	<b>B) Experience</b>	<b>B) Experience</b>
	<b>Desirable</b>	
	A) Qualification	A) Qualification

	B) Experience	B) Experience				
5.1	<b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department /Office at the time of issue of circular and issue of advertisement in the Employment News.					
5.2	In the case of degree and Post-graduate qualifications elective/main subjects and subsidiary subjects may be indicated by the Candidate					
06	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
6.1	<b>Note :</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification / Work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.					
07	Details of employment in Chronological order, Enclose a separate sheet, duly authenticated by your signature, if the space is below is insufficient					
	<b>Office/Inst/ Organ.</b>	<b>Post Held</b>	<b>From</b>	<b>To</b>	<b>Scale of Pay &amp; Basic Pay</b>	<b>Nature of Duties (IN DETAIL)</b>
<b>*Important :</b> Pay in the Cell and Level of pay matrix granted under ACP/MACP is personal to the officer and therefore, should not be mentioned. Only level in pay matrix of the post held on regular basis to the mentioned Details of ACP/MACP with present level in the pay matrix where such benefits have been drawn by the candidate may be indicated as below.						
	<b>Office / Institution</b>	<b>Level and Pay in pay matrix under ACP/ MACP Scheme</b>			<b>From</b>	<b>To</b>
08	Nature of present employment i.e Adhoc or Temporary or Permanent					
09	In case present employment is held on deputation / Contract basis, Please state					

	a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / Organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation
9.1	<b>Note:</b> In case of the officers already on deputation, the applications of such officer should be forwarded by the present cadre / department along with cadre clearance, vigilance clearance and Integrity certificate			
9.2	<b>Note :</b> Information under column 9(C) & 9(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details			
11	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column a) Central Govt. b) State Govt. c) Autonomous Organisation d) Universities e) Others			
12	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade			
13	Are you in revised scale of pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14	Total emoluments per month not drawn			
	<b>Level in Pay Matrix</b>	<b>Pay Drawn</b>	<b>Total Emoluments</b>	
15	In case the applicant belongs to an organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed			
	<b>Pay in the pay matrix and rate of increment</b>	<b>Dearness pay / interim relief / other allowances etc. (with breakup details)</b>	<b>Total Emoluments</b>	
	-	-	-	
16 A	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other			

	things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy circular / Advertisement <b>Note : Enclose a separate sheet, if space is insufficient</b>	
16 B	Achievements The candidates are requested to indicate information with regard to :- (i) Research publications and reports and special projects (ii) Awards / Scholarship/Official appreciation (iii) Affiliation with the professional bodies / Institutions / societies and (iv) Parents registered in own name or achieved for the organization (v) Any other information	
17	Please state whether you are applying for deputation (ISTC) / Absorption /Re-employment basis. (Officers under Central / State Govts. Are only eligible for “Absorption”. Candidates of non-Government organization are eligible only for short term contract.	
18	Whether belongs to SC /ST	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

**Signature of the Candidate**

Date :....

Present Address :

Mob. :  
E-Mail :

## **Certification by the Employer / Cadre Controlling Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available in the records. He/she possesses the academic qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

(i) There is no vigilance or disciplinary case pending / contemplated against

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(ii) His / her integrity is certified.

(iii) His / Her CR dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned  
(Employer / cadre control authority with seal)