

**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY
AND APPLIED NUTRITION**
AN AUTONOMOUS BODY UNDER MINISTRY OF TOURISM, GOVERNMENT OF INDIA

No. : IHMCTAN/367/ATC-GENERAL/2021-22/3417

Date: 07.10.2022

OFFICE ORDER

This is to inform to all faculty members and administrative staffs that the Institute had created the ATC e-mail id i.e. ihmshillong.atc@gmail.com for booking of Rooms and other queries related to hotel.


Principal In-charge
IHM, Shillong

Copy to:

1. All Faculty members.
2. Administrative staff.
3. Concerned File.
4. Guard File.
5. Website.


Principal In-charge
IHM, Shillong

MAWKASIANG, MAWDIANGDIANG, SHILLONG – 793018
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Terms & Conditions

1. The training programmes will be open to youth in the age group of 18 to 28 years. However, those holding or pursuing Graduate level degree or diploma or still higher qualifications will not be eligible for admission to the programme.
2. The Education Qualification for the particular course are as follows:

Name of Course	Minimum Educational Quali- fication required	Duration of Training (by Training Provider + On the- Job Training (OJT)
Multi Cuisine Cook	8th Class Pass	700 Hours (500 Hours + 200 Hours OJT)
Craft Baker	8th Class Pass	240 Hours (240 Hours + OJT hours)
F&B Service -Steward	10th Class Pass	500 Hours (300 Hours + 200 Hours OJT)
Room Attendant	5th (Primary) Class Pass	500 Hours (300 Hours + 200 Hours OJT)
Front office Associate	12th Class Pass	540 Hours (340 Hours + 200 Hours OJT)

3. A trainee with a minimum attendance of 80% will be paid lump sum incentive/stipend of Rs.1,500/- in respect of the Food & Beverage Service Steward, Room Attendant and Front Office Associate course and Rs.2,000/- in respect of the Multi Cuisine Cook and Craft Baker course subject to his/her passing in the course.
4. The assessment and certification will be done by the respective Implementing Agencies as is being done now with one internal and one external examiner. The external assessor must be drawn from an Institute/Implementing Agency conducting the Hunar Se Rozgar Tak courses for the Ministry of Tourism.
5. The students and trainers to be enrolled must be linked to Aadhar in the implementing Agency's records as well as the individual's Banks account. The money paid as Stipend to the successful trainee shall be transferred only to the individual beneficiary's Aadhar linked bank account.
6. **The trainee to provide a signed Undertaking/Declaration to refund the entire training cost, if the institute so desires, in case of default in taking up the placement arranged by the institution post training or the educational qualifications found NOT to be what had been declared in their application form.**