

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD**

No: 411002/9/2023-NFR

Dated- 09.11.2023

**NOTICE**

**Ref:- Advertisement no: 411002/9/2023-NFR dated 27.04.2023 for recruitment to the post of Junior Assistant (Hospitality) (PL-03), IIT (ISM), Dhanbad.**

Candidates, shortlisted for recruitment tests to the post of Junior Assistant (Hospitality) (PL-03) are hereby informed about the schedule of recruitment test(s) as under:-

<b>Name of the Post- Junior Assistant (Hospitality)</b>				
<b>Name of the Test</b>	<b>Test Date</b>	<b>Reporting Time</b>	<b>Test Time</b>	<b>Venue</b>
Written Test [Objective type]: (80 marks)	<b>22.11.2023 (Wednesday)</b>	9:00 AM	9:30 AM– 11:00 AM	NLHC, IIT (ISM) Dhanbad
Trade Test (Practical Skill Test)		11:15 AM	11:30 AM – 01:00 PM	
Computer Proficiency Test: (20 marks)		1:15 PM	1:30 PM – 2:00 PM	4 <sup>th</sup> Floor, NLHC, IIT (ISM) Dhanbad

The recruitment test of Junior Assistant (Hospitality) shall be conducted in two Steps i.e. Step –I (Trade Test [named as Practical Skill test]) and Step –II (Written Test and CPT).

Step –I (Practical Skill Test) will be qualifying in nature and this will not have any weightage in preparation of final merit list.

Candidates will be shortlisted for Document Verification on the basis of performance in the Step –II (Written test and CPT).

Merit list will be prepared on the basis of combined marks obtained in Written Test and CPT.

Final selection of the candidates against the vacancies and Offer letter will be issued to those candidates from the Merit List (in order of merit), who completes the Document Verification successfully.

The syllabus for Written Test, Trade Test and Computer Proficiency Test for the post of Junior Assistant (Hospitality) is mentioned at **Annexure A**.

**Minimum cut off marks:-**

<b>No. of Vacancies*</b>	<b>Shortlisted for Stage-II (Written and CPT) based on the performance in Stage-I (Practical Skill test)</b>	<b>For preparation of Merit List (based on the performance in Written Test and CPT)</b>
UR- 06 SC-02 OBC-04 ST – 01 EWS – 01	UR: Minimum 40% marks  Reserved category/PwD: Minimum 35% marks	UR : Minimum 40% marks [in each Step – Written test and CPT]  Reserved Category/PwD : Minimum 35% marks [in each Step – Written test and CPT]

\* Two (02) posts are reserved for the Persons with following benchmark disabilities having category a, b, c & e.

- Blindness and low vision
- Deaf and Hard of hearing
- Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- Autism, intellectual disability, specific learning disability and mental illness;
- Multiple disabilities from amongst persons under clause (a) to (d) including deaf blindness in the posts identified for each disabilities.

**Tie-breaking Criteria:-**

In case two or more candidates secure equal marks against same vacancy under same category in final Merit List following methodology will be adopted for final selection:

- Candidate securing more marks in Written Test is to be ranked higher.
- In case two or more candidates secure equal marks in both Written Test and Computer Proficiency Test, candidate senior in Age is to be ranked higher.

**Document Verification:-**

The candidates shortlisted for document verification, on the basis of performance in Written Test and CPT, will have to produce the following documents in original (as mentioned in the advertisement) in support of their eligibility:

- Matriculation certificate in support of Date of Birth
- Mark sheet of educational and technical qualifications
- Certificate of educational and technical qualifications
- Experience certificate
- No Objection Certificate from the present employer (if they are employed in Central Govt. / State Govt. / Union Territory Administration/ Central or State Autonomous Bodies/ Central or State PSUs) etc.

In addition, the following documents are also required to be produced for the verification:

**For OBC Category:** Valid OBC-NCL certificate issued by the Competent Authority in the format prescribed for appointment under Govt. of India.

**For EWS Category:** Valid EWS certificate issued by the competent authority in the format prescribed for appointment under Govt. of India

**For SC/ST Category:** Valid caste/Tribe/Category certificate issued by the competent authority in the format prescribed for appointment under Govt. of India.

**For PwDs candidates:** Valid PwDs certificate issued by the competent authority in the prescribed format.

In case, failing to produce the above documents, their candidature will be cancelled and they will not be selected against the vacancy of the posts, even on passing in Written Test and Computer Proficiency Test.

Admit cards to candidates for Junior Assistant (Hospitality) will be available from 10.11.2023. The candidates may visit [https://nfr.iitism.ac.in/index.php/recruitment/User\\_login](https://nfr.iitism.ac.in/index.php/recruitment/User_login) and download their admit card by login into portal using e-mail Id, Date of Birth and Mobile number (already registered).

**Registrar**

**Syllabus for Junior Assistant (Hospitality)**

**(A) Practical Skill Test (Qualifying in nature) – (1 Hour 30 Minutes duration)**

Guest Service/ Communication Skill/ Table arrangement/ Checking in / Nutrition/ Hygiene/ Room preparation/ Hospitality Services and other related activities.

**(B) Written Test [Objective type] (80 marks): (1 Hour and 30 minutes duration):**

This will comprise of 80 MCQs based on the Syllabus of Bachelor's Degree in Hotel Management and Catering Technology.

**(C) Computer Proficiency test [20 marks]: (30 minutes Duration)**

Word, Excel and Power point

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