



**HIMACHAL PRADESH TOURISM DEVELOPMENT CORPORATION LIMITED**  
**RITZ ANNEXE, SHIMLA-171 001**  
**TEL.: (0177) 2652704 FAX: (0177) 2652206**  
**Website: <http://www.hptdc.in>**

### **ADVERTISEMENT NOTICE**

Applications duly filled in on the prescribed format are invited from the eligible candidates to fill up the post of Trainees in the Kitchen, Reception, House Keeping, Waiting sub disciplines in Himachal Pradesh Tourism Development Corporation Ltd. The application duly filled in all respect may be submitted on the prescribed format available on the Corporation website [www.hptdc.in](http://www.hptdc.in). Last date for submission of application is on or before **06.10.2018**. The details of posts, educational qualification and emoluments/wages are as under:-

Sr. No.	Name of the Post	Total	Gen	Gen (IRDP/BPL)	Gen (Ex. Man)	SC	SC (IRDP/BPL)	ST	OB C
1.	Trainee (Reception)	<b>06</b>	04	---	---	01	---	---	01
2.	Trainee (Waiting)	<b>15</b>	07	01	01	02	01	01	02
3.	Trainee (Housekeeping)	<b>06</b>	04	---	---	01	---	---	01
4.	Trainee (Kitchen)	<b>15</b>	07	01	01	02	01	01	02
	<b>Total</b>	<b>42</b>	<b>22</b>	<b>02</b>	<b>02</b>	<b>06</b>	<b>02</b>	<b>02</b>	<b>06</b>

Sr. No.	Name of post	Salary/Wages
<b>1</b>	<b>2</b>	<b>3</b>
1.	Trainee (Reception)	Minimum wages as per Govt. rates
2.	Trainee (Waiting)	Minimum wages as per Govt. rates
3.	Trainee (Housekeeping)	Minimum wages as per Govt. rates
4.	Trainee (Kitchen)	Minimum wages as per Govt. rates

#### **Essential qualification:**

1.	Trainee (Reception)	Candidate possessing the qualification of <b>Graduation in any stream or above</b> and should have passed <b>Post Graduate Diploma in Accommodation, Operation and Management or above</b> as a regular student from the institute recognized by National Council for Hotel Management and Catering Technology (NCHMCT).
2.	Trainee (Waiting)	Candidate possessing the qualification of 10+2 or above with 1 ½ years Diploma in Food & Beverage Service as a regular student from the institute recognized by National Council for Hotel Management and Catering Technology (NCHMCT).
3.	Trainee (Housekeeping)	Candidate possessing the qualification of 10+2 or above with 1 ½ years Diploma in Housekeeping as a regular student from the institute recognized by National Council for Hotel Management and Catering Technology (NCHMCT).
4.	Trainee (Kitchen)	Candidate possessing the qualification of 10+2 or above with 1½ years Diploma in Food Production/Bakery as a regular student from the institute recognized by National Council for Hotel Management and Catering Technology (NCHMCT).

**Age:** The applicant should be between 18 to 40 years as on 06-10-2018. Upper age limit is relaxable by five years for candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes & Children/Grand Children of Freedom Fighters of Himachal Pradesh. The upper age relaxation is also available to Ex-Servicemen candidates of H.P. as per provision of relevant rules/instructions of H.P.Govt.

**Application Forms:** Application form can be downloaded from the official website of HPTDC Ltd i.e. [www.hptdc.in](http://www.hptdc.in) . No other application form will be accepted.

**Documents :( Self Attested Photocopies only) to be sent alongwith the application Form;**

1. Matric Certificate showing details of marks obtained.
2. Diploma/Degree of concerned trade only.
3. SC/ST/OBC/Ex-Servicemen / BPL / IRDP certificate.
4. One passport size recent photograph of the candidate (duly signed by candidate) pasted on prescribed box in the Application form.
5. Himachali Bonafide certificate.
6. Aadhar card copy.

**Desirable qualification:**

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

**Important instruction:**

1. The short listing/selection of applicants shall be made by conducting a Trade Test. However, in case number of applicants are more than five time of the vacancies, then a Screening Test shall also be conducted, if need be. No TA/DA shall be paid to attend the written or interview proceedings.
2. Date of Trade Test will be intimated directly to the candidate/on the website of the HPTDC: [www.hptdc.in](http://www.hptdc.in) where ever necessary. No individual correspondence shall be made in any case.
3. Place of work: Anywhere in Himachal and outside the state.
4. **Application Fee is Rs.600/- for General and Rs.300/- for OBC/ST/SC categories which is payable in the shape of Bank Demand Draft in favour of Managing Director, HPTDC payable at Shimla. The fee shall be refunded only if the recruitment process is cancelled, in no other circumstances the fees will be refunded to the candidates.**
5. Posts are likely to be increased or decreased.
6. The candidates should be bonafide Himachali only.
7. Only one Application should be sent in one envelope.
8. The Application form should be filled in by the candidate in his/her own handwriting with blue /black ink ball point pen.
9. The candidate must fulfil all the required essential educational and other qualifications on the last date fixed for the receipt of application form.
10. The candidate shall write his/her name as per the matriculation certificate in the relevant column of the application form.
11. Candidates claiming fee concession should possess a valid certificate of the respective category as on the last date of submission of application & the copy of the certificate is required at the time of securitizing, failing which the candidature is liable to be cancelled at the securitizing stage.
12. No change of category shall be allowed after last date of receipt of application forms i.e. from SC to OBC/ST etc. vice versa.

13. The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes should be on parental basis.
14. The candidates are required to furnish the valid certificate in support of his/her claim. The validity of the certificate is required to be seen at the time of scrutiny.
15. The validity of IRDP/BPL certificate is of six months from the date of its issuance.
16. Candidates belonging to OBC category are required to produce OBC certificate, which should not be more than two years old at the time of last date fixed for receipt of applications and securitizing, along with latest affidavit duly attested by the authority .authorized under the Indian Oath Act stating that his/her status as OBC has not changed and that they are not excluded from the category of OBC on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family. The validity of the certificate is required to be seen at the time of scrutinizing.
17. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection at any later stage.
18. Those officials who are already on regular/contract/outsourced/daily wages rolls of HPTDC can also apply, however they shall be treated as fresh recruits and past service shall not be counted for seniority or protection of pay in the event of final selection. Their services shall be treated fresh either on contract/daily wages basis as the case may be.
19. The candidates must read the instructions carefully.
20. The candidates must ensure their eligibility in respect of category, experience age and essential qualification(s) from recognized university etc. as mentioned in the advertisement to avoid rejection at later stage.
21. Incomplete recruitment applications submitted without requisite documents, will be rejected straightway.
22. The candidate should possess requisite essential qualification(s) prescribed for the post to which he/she is applying as on last date, for submission of recruitment applications in the HPTDC.
23. Disputes, if any, shall be subject to Court jurisdiction at Shimla.
24. Desirous/eligible candidates must submit an application, on prescribed application format, in office of the Managing Director, HPTDC during office hours on or before 06.10.2018 upto 5:00 PM alongwith requisite self attested documents/certificates Matric onwards in support of their eligibility, any other mode would not be accepted and will be summarily rejected.
25. HPTDC shall not be responsible for any delay in postal delivery. Late received applications shall be out rightly rejected.
26. Application form is available on HPTDC official website: [www.hptdc.in](http://www.hptdc.in)
27. No applications will be entertained after 06.10.2018 (5:00 PM).
- 28. The Candidates are advised to visit the HPTDC's website: [www.hptdc.in](http://www.hptdc.in) from time to time for updates in their own interest.**
29. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
30. Onus of proving that a candidate has acquired requisite degree/ essential qualification by the stipulated date, shall be on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of

certificate/ degree or the date of issue of certificate/degree shall be taken as date of acquiring essential educational qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of personality test(s).

31. The decision of the HPTDC regarding eligibility etc. of a candidate for admission to Trade Test or selection will be final and no correspondence/ personal enquiries will be entertained.

**GENERAL MANAGER**

**FORM OF APPLICATION**

Post applied for \_\_\_\_\_

**Detail of Fees Paid:**

DD No. \_\_\_\_\_ Date. \_\_\_\_\_ Amount \_\_\_\_\_

Name of the Bank.....



1.	<b>Name of Applicant (in capital letters)</b>				
2.	<b>Father's/Husband Name</b>				
3.	<b>Date of birth</b>	<b>DD</b>	<b>MM</b>	<b>YYYY</b>	
4.	<b>Category (in capital letters)</b>				
5.	<b>Age (as on 06-10-2018)</b>				
6.	<b>Male/Female</b>				
7.	<b>Married/Unmarried</b>				
8.	<b>Permanent Address with phone Number</b>				
9.	<b>Address for correspondence</b>				
10.	<b>State</b>		<b>District</b>		
11.	<b>Educational Qualification</b> (attach attested copies)				
	<b>Sr. No.</b>	<b>Educational qualification</b>	<b>Name of Institute/Board</b>	<b>Year of passing</b>	<b>%age/ Grade of marks</b>
	1.				
	2.				
	3.				
	4.				

12.	<b>Professional Qualification</b> (attach attested copies)			
	Sr. No.	Professional qualification	Name of Institute/Board/ University	Year of passing
	1.			%age of marks
	2.			
	3.			
	4.			
13.	Experience, if any	1.  2.  3.		
14.	Mobile No.			
15.	E-mail ID (if any)			
16.	Aadhar No.			

**DECLARATION BY THE CANDIDATE**

I hereby declare that the above information is true, complete and correct to the best of my knowledge and belief. I have not suppressed any material or factual information. I have not been debarred from appearing in any examination nor I have ever been arrested, prosecuted or convicted by any criminal court or involved in any other case registered by the police. I understand that my candidature is liable to be rejected in the event of any mis-statement/discrepancy in the particulars given in the application form. In case, I am selected and appointed, my services are liable to be terminated without any notice to me or reason thereof, in case, it is found at any later stage that I have given wrong information in my application form.

Dated:  
Place:

(Signature of Candidate)