



**Government of Jammu and Kashmir**  
**Directorate of Hospitality and Protocol, J&K**  
Ghulami Bagh, Canal Road Jammu

**SUBJECT:** Engagement of “Stewards”, purely on need basis in the Hospitality and Protocol Department J&K.

**NOTIFICATION**

Applications on prescribed format (ANNEXURE “A”) are invited from the desirous candidates for engagement as “stewards”, purely on need basis in the Hospitality and Protocol Department J&K, as per educational/technical qualification, experience and age limit given below.

**1. ESSENTIAL QUALIFICATION/ELIGIBILITY**

- I. Diploma in Food and Beverages (F&B) services or six months course in F&B Services from either Indian Institute of Hotel Management (IIHM) Srinagar or Food Craft Institute (FCI) Jammu or any other recognized institute of comparable stature / repute.
- II. The applicants should have an experience of atleast one year in the relevant field.
- III. Minimum educational qualification should be 10+2.
- IV. The applicants should be permanent residents of the Jammu and Kashmir state.

**2. AGE AS ON 1ST JANUARY 2015**

- I. Minimum: 18 years.
- II. Maximum: 30 years.

**3. APPLICATION FORMS**

(a) The Application Forms can also be downloaded from the official website [www.jkhospitalityprotocol.nic.in](http://www.jkhospitalityprotocol.nic.in) of the Hospitality and Protocol Department.

(b) The Application Forms should neatly and correctly be filled in. A copy of passport size photograph should be pasted at the relevant space in the Application Form duly attested by a Gazetted Officer.

(c) The Application Form complete in all respects together with the attested photocopies of certificates/testimonials must reach the office of the Director Hospitality and Protocol J&K canal road Jammu or Deputy Director Hospitality and Protocol Kashmir, Church Lane Srinagar on or before 14-01-2016. In case the last date is declared a public holiday, then the last date for receipt of Application Forms shall be the next working day.

**Note:** Candidates should clearly note that the Department will, in no case, be responsible for non-receipt of their Application Forms or any delay in receipt thereof on any account whatsoever. No application received after 14-01-2016 will be entertained under any circumstances and all the applications submitted after due date shall be deemed to have been rejected. Applicants should, therefore, ensure that their applications reach the prescribed offices on or before 14-01-2016.

All applicants must fulfill the essential requirements and other conditions stipulated in the notification. They are advised to satisfy themselves before applying that they possess the essential technical qualifications.

**4. CERTIFICATES TO BE ATTACHED WITH THE APPLICATION FORM**

- I. Date of Birth Certificate.
- II. Permanent Resident Certificate.
- III. Educational Qualification Certificate prescribed for the post.
- IV. Prescribed technical qualification certificate.
- V. Experience Certificate from the Head(s) of Organization(s)/Departments(s) with duration of Experience/Employment i.e. (date /month/year).

## **5. PROCEDURE FOR ENGAGEMENT OF STEWARDS ON NEED BASIS:**

A three stage selection process which includes written test, practical test and interview/personality test shall be followed for the selection of candidates on need basis.

### **Note:**

- I. Government shall be at the liberty to revise or withdraw the selection process at any stage without assigning any reasons.**
- II. The engagements shall be purely on need basis and continuation will be based on performance and requirement.**

**Sd/-**  
**Assistant Director**  
Hospitality and Protocol Department  
J&K

**No:**

**Date:**

### **Copy to the:-**

1. Commissioner/Secretary to Government General Administration Department, Civil Secretariat, Jammu.
2. Director General Information J&K for publication of Advertisement Notice in all leading dailies of J&K State including the State Times published from New Delhi.
3. Private Secretary to Hon'ble Chief Minister for information of the Hon'ble Chief Minister.
4. All Deputy Commissioners for information. The notification be given due publicity at the prominent places in the district.
5. Director, Radio Kashmir Jammu/ Srinagar/ Leh/ Bhaderwah/ Kupwara/ Kargil for putting the notice on air in the Rozgar Bulletin.
6. Director, Door Darshan Kendra, Jammu/ Srinagar for telecasting the substance of the notice for seven consecutive days including the Rozgar Bulletin.
7. Additional Secretary to Government Hospitality and Protocol Department J&K, Civil Secretariat, Jammu.
8. Joint Director Hospitality and Protocol Department J&K Jammu.
9. Deputy Director Hospitality and Protocol Department Kashmir, Srinagar.
10. Private Secretary to Chief Secretary for information of the worthy Chief Secretary J&K Government, Jammu.
11. Private Secretary to Principal Secretary to Government Hospitality and Protocol Department Jammu for information of the worthy Principal Secretary.
12. Principal Indian Institute of Hotel Management Srinagar.
13. Principal Food Craft institute Jammu.
14. General Manager (operations) JKTDC, Jammu.
15. General Manager (operations) JKTDC, Srinagar.
16. Incharge Rozgar Bulletin Radio Kashmir Srinagar with the request to broadcast the Notification for wider publicity.
17. Administrative Officer Hospitality and Protocol Department J&K, Jammu.
18. Notice Board, Directorate of Hospitality and Protocol Jammu.
19. Office records.

## ANNEXURE 'A'

Space for recent  
photo attested by  
Gazetted Officer

1. Advertisement Notice No. \_\_\_\_\_ Dated \_\_\_\_\_
2. Application form for the post of \_\_\_\_\_
3. Name of the Candidate (in block Letters) \_\_\_\_\_
4. Father's Name \_\_\_\_\_
5. Permanent Address \_\_\_\_\_  
Mohalla/Street \_\_\_\_\_  
Village \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_ Pin Code \_\_\_\_\_
6. Present Address \_\_\_\_\_
7. Phone/Contact No \_\_\_\_\_
8. Date of Birth (as per matriculation certificate) \_\_\_\_\_
9. Details of Academic Qualification from Matriculation up to 10+2 :

S No	Examination Passed	Year of Passing	Max. Marks	Marks Obtained	%age of Marks	Grade

10. Details of technical Qualifications:

S No	Examination Passed	Year of Passing	Name of Institute	Max. Marks	Marks Obtained	%age of Marks	Grade

11. Details/Number of documents attached \_\_\_\_\_

### DECLARATION

I hereby declare that the entries made in this application are true and correct to the best of my knowledge and belief. I understand that any deliberate misrepresentation of facts and/or concealment of information shall result in the cancellation of my candidature.

Signature of the Candidate