



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 hereby invited from the eligible candidates to fill up the post of **Commi-IV (Traditional Cook of Himachali cuisine)** 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 Last date for submission of application is on or before **07.03.2020**. The details of posts, educational/ professional qualification and requisite experience as per R&P Rules are as under:-

Sr. No.	Name of Post	Total vacancies	Category wise Reservation of the Vacancies				
			General	EWS	General (Ex. Man)	SC	OBC
1.	Commi-IV (Traditional Cook of Himachali cuisine)	10	05	01	01	02	01

The details of the Pay Band and provisions of the R&P Rules and essential qualification of the post of Commi-IV are as under:-

Sr. No.	Name of post & Pay Band	Essential Educational/Professional qualification & experience as per R&P Rules
1.	Commi-IV (Traditional Cook of Himachali cuisine) Rs. 5910-20200+1900 GP (On contract basis consolidated salary Rs. 7810/-)	Candidates having 10 th Pass and minimum 6 years' experience in traditional cooking of Himachali Cuisines.

Age: The applicant should be between 18 to 40 years as on 07.03.2020. Upper age limit is relaxable by five years for candidates belonging to Scheduled Caste, Economically Weaker Section (EWS) and Other Backward Classes 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 Form:

Application form can be downloaded from the official website of HPTDC Ltd i.e. www.hptdc.in

No other application form will be accepted.

Documents:

(Self-Attested Photocopies only) to be sent with the application form:

1. Matric certificates from any School/Institutions situated within HP (Bonafide Himachali are exempted from this condition)
2. Experience certificate duly issued by elected representative of the Area, Pradhan and above (Pradhan, Member BDC/ Zila Parishad, Chairman BDC/Zila Parishad, MLA, MP).
 - a) Any association of Traditional Cooks of Himachali cuisines (registered/recognized).
 - b) SDM/BDO/Tehsildar.
 - c) Any Boti (Cook) on his letter head (will be allowed only after verification).
3. SC/OBC/Ex-Servicemen certificate (duly issued by the competent authority).
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, if available.

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. No TA/DA shall be paid to attend the Trade Test or Aptitude Test.
2. Date of Trade Test will be intimated directly to the candidate/on the website of the HPTDC: www.hptdc.in No individual correspondence shall be made in any case.
3. Place of work: Anywhere in Himachal and outside the State where HPTDC is running hotels.
4. **Application Fee is Rs. 600/- for General and Rs. 300/- for SC/EWS/OBC 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. Only one Application should be sent in one envelope.
6. The Application form should be filled in by the candidate in his/her own handwriting with blue/black ink ball point pen.
7. The candidate must fulfil all the required essential educational and other qualifications on the last date fixed for the receipt of application form.
8. The candidate shall write his/her name as per the matriculation certificate in the relevant column of the application form.
9. 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 scrutinizing, failing which the candidature is liable to be cancelled at the scrutinizing stage.

10. No change of category shall be allowed after last date of receipt of application forms i.e. from SC to OBC etc. or vice versa.
11. The certificate of Scheduled Caste and Other Backward Classes should be on parental basis.
12. **The candidates applying under Economically Weaker Section (EWS) category shall have to furnish a specific certificate in the form of attached as Annexure-A from any of the competent authorities to issue such certificate which are as under:-**
 - a) **Deputy Commissioner/Additional Deputy Commissioner/Additional District Magistrate;**
 - b) **Sub-Divisional Officer (Civil) of the area where the candidate and/or his family normally resides; and**
 - c) **Revenue Officer not below the rank of Tehsildar.**
13. 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.
14. 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 scrutinized, 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 scrutiny.
15. 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.
16. **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 as fresh appointee.**
17. The candidates must read the instructions carefully.
18. Incomplete applications submitted without requisite documents, will be rejected straightway.
19. The candidate should possess requisite essential qualification(s) prescribed for the post on last date, for submission of applications in the HPTDC.
20. Disputes, if any, shall be subject to Court jurisdiction at Shimla.
21. Desirous/eligible candidates must submit an application, on prescribed application format, in office of the Managing Director, HPTDC during office hours on or before **07.03.2020 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.
22. HPTDC shall not be responsible for any delay in postal delivery. Late received applications shall be out rightly rejected.
23. Application form which can be downloaded is available on HPTDC official website: www.hptdc.in
24. No applications will be entertained after **07.03.2020 (5:00 PM)**.
25. **The Candidates are advised to visit the HPTDC's website: www.hptdc.in from time to time for updates in their own interest.**

26. 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.
27. 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).
28. 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.

MANAGING DIRECTOR

FOR OFFICIAL USE ONLY

Sr. No.

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FORM OF APPLICATION

Post applied for: **Commi-IV** (Traditional Cook of Himachali cuisine)

Details of Fee: Rs. _____ DD No. _____ Date _____

Name of the issuing Bank: _____

Latest Passport
Size Photo

1.	Name of Applicant (in capital letters)			
2.	Father's/Husband Name (in capital letters)			
3.	Date of birth	DD	MM	YYYY
4.	Category (Gen/SC/EWS/OBC/Ex-Man etc.) (in capital letters)			
5.	Age (as on 07.03.2020)			
6.	Male/Female			
7.	Married/Unmarried			
8.	Permanent Address (in capital letters)			
	District			
	State			
	Pin code			
9.	Address for correspondence (in capital letters)			
	District			
	State			
	Pin code			
10.	Mobile number	1.		
		2.		
11.	E-mail ID			

12.	Adhaar Card No.			
13.	Educational Qualification (Matric onwards) (attach attested copies)			
	Sr. No.	Educational qualification	Name of Institute/Board	Year of passing
	1.	Matriculation		
	2.	Higher education, if any		
14.	Experience (attach copies)			

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:
Candidate)
Place:

(Signature of

Annexure-A

Government of Himachal Pradesh
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONMICALLY WEAKER SECTIONS

Certificate No. _____

Dated _____

VALID FOR THE YEAR _____

1. This is to certify that Shri/Smt./Kumari _____
son/daughter/wife _____ permanent resident of
Village/town _____ Post Office _____ District _____ in
the State of Himachal Pradesh, Pin Code _____ whose photograph is attested
below belongs to Economically Weaker Sections since the gross annual income* of
his/her 'family'** is below Rs. 4 Lakh (Rupees Four Lakh only) for the financial year
_____. His/Her family does not own or possess any of the following assets***:-

- i. More than I hectare of Agriculture Land in rural areas and 500 M² land in urban areas.
 - ii. Residential flat/house of more than 2500 square feet in rural/urban areas.
 - iii. Family of income tax payee;
 - iv. Family of Regular/Contract employees of the Central Government, State Government, Board, Corporations and autonomous bodies and Public Sector Undertaking etc.;
2. Shri/Smt./Kumari _____ belongs to the _____ Caste, Scheduled Tribe and Other Backward Classes.

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport Size attested photograph of the applicant
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* **Note 1:** Income covered all sources i.e. Salary, agriculture, business, profession, etc.

** **Note 2:** The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*** **Note 3:** The property held by a "Family" in different locations or different places/ cities have been clubbed while applying the land or property holding test to determine EWS Status.