



**Hall Management Centre
Indian Institute of Technology Kharagpur**

No. : HMC/R/Circular/2023/01

Date : October 19, 2023

Internal Circular

In terms of the BoG approved Recruitment and Promotions Rules (R&PR), the Hall Management Centre (HMC) invites applications as per prescribed format from the eligible regular staff members of the HMC for the following posts.

1. Post: Manager Gr. I

Pay Matrix Level: Level-8 of Pay Matrix ₹47600-151100/- and other allowances as admissible.

Minimum Educational Qualification: Bachelor's degree in any discipline.

Experience: Minimum 8 years (selection) or 10 years (non-selection) of relevant experience in the HMC in Level-7 of Pay Matrix ₹44900-142400/- (Pre-revised: PB-2, GP ₹4600/-) holding the post of Manager Gr. II or equivalent level.

2. Post: Manager Gr. II

Pay Matrix Level: Level-7 of Pay Matrix ₹44900-142400/- and other allowances as admissible.

Minimum Educational Qualification: Bachelor's degree in any discipline.

Experience: Minimum 8 years (selection) or 10 years (non-selection) of relevant experience in the HMC in Level-6 of Pay Matrix ₹35400-112400/- (Pre-revised: PB-2, GP ₹4200/-) holding the post of Manager Gr. III or equivalent level.

3. Post: Manager Gr. III

Pay Matrix Level: Level-6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Minimum Educational Qualification: Bachelor's degree in any discipline.

Experience: Minimum 8 years (selection) or 10 years (non-selection) of relevant experience in the HMC in Level-5 of Pay Matrix ₹29200-92300/- (Pre-revised: PB-1, GP ₹2800/-) holding the post of Manager or equivalent level.

4. Post: Manager

Pay Matrix Level: Level-5 of Pay Matrix ₹29200-92300/- and other allowances as admissible.

Minimum Educational Qualification: Bachelor's degree in any discipline.

Experience: Minimum 8 years (selection) of relevant experience in the HMC in Level-3 of Pay Matrix ₹21700-69100 (Pre-revised: PB-1, GP ₹2000/-) holding the post of Supervisor.

5. Post: Supervisor Gr. I

Pay Matrix Level: Level-7 of Pay Matrix ₹44900-142400/- and other allowances as admissible.

Minimum Educational Qualification: Bachelor's degree in any discipline.

Experience: Minimum 8 years (selection) or 10 years (non-selection) of relevant experience in the HMC in Level-6 of Pay Matrix ₹35400-112400/- (Pre-revised: PB-2, GP ₹4200/-) holding the post of Supervisor Gr. II or equivalent level.

6. Post: Supervisor Gr. II

Pay Matrix Level: Level-6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Minimum Educational Qualification: Bachelor's degree in any discipline.

Experience: Minimum 8 years (selection) or 10 years (non-selection) of relevant experience in the HMC in Level-5 of Pay Matrix ₹29200-92300/- (Pre-revised: PB-1, GP ₹2800/-) holding the post of Supervisor Gr. III or equivalent level.

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7. Post: Supervisor Gr. III

Pay Matrix Level: Level-5 of Pay Matrix ₹29200-92300/- and other allowances as admissible.
Minimum Educational Qualification and Experience: Bachelor's degree in any discipline OR Senior/Higher Secondary (10+2) pass.
Experience: Minimum 8 years (selection) or 10 years (non-selection) of working experience in the HMC in Level-3 of Pay Matrix ₹21700-69100/- (Pre-revised: PB-1, GP ₹2000) holding the post of Supervisor.

8. Post: Supervisor

Pay Matrix Level: Level-3 of Pay Matrix ₹21700-69100/- and other allowances as admissible.
Minimum Educational Qualification: Bachelor's degree in any discipline OR Senior/Higher Secondary (10+2).
Experience: Minimum 5 years (selection) of relevant experience in HMC in Level-2 of Pay Matrix ₹19900-63200/- (Pre-revised: PB-1, GP ₹1900) holding the post of Mess Assistant Gr. III OR 5 years (selection) of relevant experience in HMC in Level-3 of Pay Matrix ₹21700-69100/- (Pre-revised: PB-1, GP ₹2000) holding the post of Cook.

9. Post: Cook Gr. I

Pay Matrix Level: Level-6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.
Minimum Educational Qualification:
(a) Matriculation or equivalent pass (10th Pass) from a recognized board with a certificate/diploma in Catering from Central/State Govt. of recognized Institution/organization; OR
(b) The employee with Matriculation not having a certificate/ diploma in Catering may be considered for the post provided he/she has undergone at least 12 (twelve) weeks of specialized training in the relevant field and completed training successfully with Grade A (80 percent marks and above) after becoming Cook Gr. II.
Experience: Minimum 8 years (selection) or 10 years (non-selection) of relevant experience in the HMC in Level-5 of Pay Matrix ₹29200-92300/- (Pre-revised: PB-1, GP ₹2800/-) holding the post of Cook Gr. II or equivalent level.

10. Post: Cook Gr. II

Pay Matrix Level: Level-5 of Pay Matrix ₹29200-92300/- and other allowances as admissible.
Minimum Educational Qualification:
(a) Matriculation or equivalent pass (10th Pass) from a recognized board; OR
(b) The employee not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone at least 12 (twelve) weeks of training in the relevant field and completed training successfully with Grade B (70 percent marks and above)
Experience: Minimum 8 years (selection) or 10 years (non-selection) of relevant experience in the HMC in Level-4 of Pay Matrix ₹25500-81100/- (Pre-revised: PB-1, GP ₹2400/-) holding the post of Cook Gr. III or equivalent level.

11. Post: Cook Gr. III

Pay Matrix Level: Level-4 of Pay Matrix ₹25500-81100/- and other allowances as admissible.
Minimum Educational Qualification:
(a) Matriculation or equivalent pass (10th Pass) from a recognized board; OR
(b) The employee not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone at least 12 (twelve) weeks of training in the relevant field and completed training successfully with Grade B (70 percent marks and above)
Experience: Minimum 8 years (selection) or 10 years (non-selection) of relevant experience in the HMC in Level-3 of Pay Matrix ₹21700-69100/- (Pre-revised: PB-1, GP ₹2000/-) holding the post of Cook or equivalent level.

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12. Post: Cook

Pay Matrix Level: Level-3 of Pay Matrix ₹21700-69100/- and other allowances as admissible.

Minimum Educational Qualification:

- (a) Matriculation or equivalent pass (10th Pass) from a recognized board; OR
(b) The employee not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone at least 12 (twelve) weeks of training in the relevant field and completed training successfully with Grade B (70 percent marks and above)

Experience: Minimum 5 years of experience in Level-1 of Pay Matrix: ₹18000-56900/- (Pre-revised: PB-1, GP ₹1800/-) holding the post of Mess Assistant or equivalent level.

13. Post: Mess Assistant Gr. I

Pay Matrix Level: Level-5 of Pay Matrix ₹29200-92300/- and other allowances as admissible.

- (a) **Minimum Educational Qualification:** Matriculation or equivalent pass (10th Pass) from a recognized board; OR
(b) The employee not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone at least 12 (twelve) weeks of training in the relevant field and completed training successfully with Grade B (70 percent marks and above)

Experience: Minimum 8 years of relevant experience in HMC in Level-4 of Pay Matrix: ₹25500-81100/- (Pre-revised: PB-04, GP ₹2400/-) holding the post of Mess Assistant Gr. II or equivalent level.

14. Post: Mess Assistant Gr. II

Pay Matrix Level: Level-4 of Pay Matrix ₹25500-81100/- and other allowances as admissible

- (a) **Minimum Educational Qualification:** Matriculation or equivalent pass (10th Pass) from a recognized board; OR
(b) The employee not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone at least 12 (twelve) weeks of training in the relevant field and completed training successfully with Grade B (70 percent marks and above)

Experience: Minimum 8 years of relevant experience in HMC in Level-2 of Pay Matrix: ₹19900-63200/- (Pre-revised: PB-02, GP ₹1900/-) holding the post of Mess Assistant Gr. III or equivalent level.

15. Post: Mess Assistant Gr. III

Pay Matrix Level: Level-2 of Pay Matrix ₹19900-63200/- and other allowances as admissible.

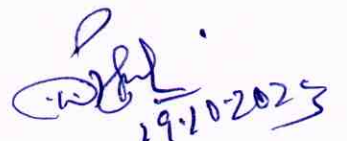
Minimum Educational Qualification:

- (a) Matriculation or equivalent pass (10th Pass) from a recognized board; OR
(b) The employee not having Matriculation or equivalent pass may be considered for the post provided he/she has undergone at least 12 (twelve) weeks of training in the relevant field and completed training successfully with Grade B (70 percent marks and above)

Experience: Minimum 5 years of relevant experience in HMC in Level-1 of Pay Matrix: ₹18000-56900/- (Pre-revised: PB-1, GP ₹1800/-) holding the post of Mess Assistant or equivalent level.

GENERAL INSTRUCTIONS

1. The appointment shall be made subject to available vacancies against promotional posts.
2. Reservation for promotion shall be applicable as per rules.
3. Candidates applying for more than one post should apply separately for each post.
4. Degree as referred above should have been awarded by a recognized University / Institute.


29.10.2023

5. The decision of the Hall Management Committee in all matters will be final.
6. The candidates are required to submit their applications in the prescribed format along with all necessary enclosures routed through proper channel on or before **31.10.2023** to "**The Chairman, Hall Management Centre, Indian Institute of Technology Kharagpur, Kharagpur-721302, West Bengal, India**". **The envelope should be superscribed the name of the post applied.**
7. Incomplete applications or applications without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.


Chairman, HMC

Copy to:

1. All Wardens-
2. All Assistant Wardens
3. Secretary to Director
4. Secretary, Deputy Director's Office
5. Secretary, Registrar's Office
6. HMC Notice Board

To bring it to notice to concerned staff members of their respective Halls.



HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

APPLICATION FORM

| CIRCULAR NO. | | | | | | Photo (recent, passport size) | | |
|--|-----------------------|---|-----------------|--------------------------|--------------------|-------------------------------------|--|------|
| POST APPLIED FOR | | | | | | | | |
| NAME (IN CAPITAL) | | | | | | | | |
| 1. PERSONAL DATA | | | | | | | | |
| Date of Birth | | | Place of Birth | | | Father's/Husband's Name: | | |
| Day | Month | Year | City/Town/Vill. | District | State | Nationality: | Marital Status: | Sex: |
| | | | | | | Category: SC/ST/OBC/EWS/GEN | | |
| | | | | | | Physically Challenged (PD): Yes /No | | |
| 2. Address | | | | | | | | |
| Mailing Address | | | | Permanent Address | | | | |
| Address : | | | | Address : | | | | |
| City/Town /Vill. : | | | | City/Town/Vill. : | | | | |
| District : | | | | District : | | | | |
| State : | | | | State : | | | | |
| Country : | | | | Country : | | | | |
| PIN : | | | | PIN : | | | | |
| Telephone : | | | | Telephone : | | | | |
| Mobile : | | | | Mobile : | | | | |
| Email : | | | | Email : | | | | |
| 3. EDUCATIONAL QUALIFICATIONS (Highest to lowest) | | | | | | | | |
| Degree/ Examination | College/ Institute | Affiliated University/ Board/ Autonomous Body | Passing Year | Subjects | Division/ Class | Percentage /GPA Obtained | Rank, if any in (Board/ University) | |
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| 4. PROFESSIONAL QUALIFICATIONS (Highest to lowest) | | | | | | | |
|--|-----------------------|---|--------------|----------|--------------------|--------------------------------|--|
| Degree/ Examination | College/ Institute | Affiliated University/ Board/ Autonomous Body | Passing Year | Subjects | Division/ Class | Percentage /GPA Obtained | Rank, if any in (Board/ University) |
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5. EXPERIENCE DETAILS (latest first)

| Organization | Designation | From Date | To Date | Scale of Pay/ Pay Matrix Level | Basic Pay/ Pay in the Pay Matrix Level | Grade Pay | Total Pay | Nature of Experience |
|--------------|-------------|--------------|------------|--------------------------------------|--|--------------|-----------|----------------------|
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List of self-certified supporting documents;

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| 01. | | 06. | |
| 02. | | 07. | |
| 03. | | 08. | |
| 04. | | 09. | |
| 05. | | 10. | |

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

Candidate's Signature with date

To
The Chairman
Hall Management Centre
Indian Institute of Technology Kharagpur
Paschim Medinipur
PIN: 721302
West Bengal