

**TRAINING PROGRAMME TO CREATE EMPLOYABLE SKILLS
(HUNAR SE ROZGAR) UNDER THE CBSP SCHEME OF THE
MINISTRY OF TOURISM – EXTENSION THEREOF THROUGH
HOTELS -**

GUIDELINES

The Govt. of India, Ministry of Tourism has launched a Training Programme, christened Hunar Se Rozgar Tak, to create employable skills in the interested youth who are in the age group of 18-25 years and who are minimum 8th pass. In its original conception, which is under execution, the Programme was to be conducted by the Institutes of Hotel Management and Food Craft Institutes sponsored by the Ministry of Tourism.

2. Later, encouraged by the response received, the Programme reach was extended by also allowing the Institutes of Hotel Management, Food Craft Institutes and hospitality related Organisations, as implementing agencies for the Programme. However, the selection of the Institutes for the purpose was vested in the respective State Governments / UT Administrations.

3. It has now been decided to further extend the Programme by allowing its conduct by certain starred hotels, so as to reach out to the young eligible persons in much greater numbers. This extension has been worked out in consultation with the Hotel Association of India and constitutes a Corporate Social Responsibility on part of the hotels involved.

4. This extension of the Programme will be subject to the following Guidelines:

i) Target group

To target those who are minimum 10th pass with English as a subject and in the age group of 18 to 25 years.

ii) Courses offered

The following two courses will be offered:

a) A six week full time course in Food & Beverage Service, also covering house keeping, and

b) An eight week full time course in Food Production.

Each course will also have a built-in emphasis on improving the trainees in behavior and attitudes in order to enhance their market acceptability. The hotels shall ensure that the quality of training imparted under the said scheme will be of the highest quality so that the pass-outs are proficient enough to be easily employable in the sector.

iii) Conduct of the Programme

To begin with, the hotels categorized 4-Star or 5-Star will be eligible to conduct the Programme.

iv) Funding of the Programme

a) The expenditure towards training fee, lab charges, cost of training material and fee/honorarium to trainers/faculty will be met by the hotels from their own funds.

b) The hotels will provide to the trainees duty meals free of charge during the training period.

c) The Ministry of Tourism shall place the requisite funds at the disposal of National Council for Hotel Management & Catering Technology (NCHMCT) for meeting the expenditure on uniform, tool kit, stipend, certification fee, advertisement and interviews. The tool kit can be supplied by the Institute of Hotel Management (IHM), Pusa as they are doing so under the 6-8 Weeks skill training. The Handicrafts & Handloom Export Corporation (HHEC) can supply the uniforms. The Ministry of Tourism has an arrangement with HHEC for the supply of uniforms under "Hunar Se Rozgar" scheme.

a) The students will have to arrange for boarding and lodging at their own cost during the course of their training.

v) The Intake and Selection

a) A class will have a minimum of 10 trainees.

- b) Interviews will be held at IHM Pusa to screen the candidates for the courses. The number of candidates to be called for interview will be twice the number of seats. The Interview Committee will consist of the representatives of the hotels concerned and a representative of the NCHMCT. There may be more than one Interview Committee, in case the number of participating hotels is large.
- c) The rejected candidates will, however, be offered this training in IHM, Pusa(Delhi).
- d) The candidates selected will be allotted to different hotels by Director(S), NCHMCT in consultation with the hotels in a transparent manner.
- e) Candidates will be called for interview on first come first served basis, registration for which will be done by Director(S), NCHMCT.
- f) Eligibility for the course will not be any guarantee for selection nor will successful completion of the course be guarantee for employment.
- g) A panel of wait listed candidates will be drawn and kept ready for induction on account of any drop outs or no shows.

vi) Course contents

The course material would be prepared by the hotels themselves in consultation with Director (Studies), National Council for Hotel Management & Catering Technology. The hotels would be free to decide the course contents where the emphasis could be made in such a way that candidates attain proficiency for easy employment. The hotels shall ensure that the quality of training imparted under the said scheme will be of the highest quality so that the pass-outs are proficient enough to be easily employable in the sector.

vii) Coordination of the Programme

The HRD Managers of the hotels will be the Nodal Officer for the courses under the Programme. They will communicate the names of the candidates admitted to the course to the Director(Studies), NCHMCT, who will maintain a register in this regard. He will also

indicate, in the register, the names of the candidates actually passing the course.

viii) Publicity

- a) NCHMCT will release advertisements for the training courses in two English newspapers and one Hindi newspaper mentioning that the training will be held in approved classified 5-star hotels. The advertisement will also specify the last date for receipt of applications.
- b) The advertisements will include a disclaimer that:
- c) selection for the training or completion thereof is no guarantee for a job and it will not be the responsibility of the training institute/Ministry of Tourism/NCHMCT/Hotel to give employment;
- d) No TA/DA will be paid to the candidates appearing for appearing in the screening interview; and
- f) No hostel/lodging/boarding/transport facilities/expenses will be provided to candidates/selected trainees.

ix) Application fees

There will be no application form fee or course fees chargeable to the applicant / eventual trainee.

x) Stipend

A trainee with a minimum attendance of 90% will be paid lump sum stipend of Rs.1,500/- in respect of Food & Beverage course and Rs.2,000/- in respect of Food Production course. The stipend will be paid in two equal installments – first one in the middle of the Programme and the other at its conclusion.

xi) Certification

The trainees with minimum attendance of 90 % will be required to appear in an end of the course test and each trainee passing the test will be awarded joint certificate of the Ministry of Tourism, NCHMCT and the Hotel concerned. For the purpose of this test,

there will be one internal and two external examiners. One of the external examiner will be drawn from a panel that the NCHMCT will firm up and the other will be a subject matter expert from the Industry. The General manager of the Hotel will have the discretion for the reasons to be recorded in writing to relax the attendance norm by 10% for the purpose of stipend and appearance in test.

