

Annexure-I

Scheme of written examination and syllabus for Manager NIE Guest House & PG Hostel, NCERT

The scheme of the written examination and syllabus for Manager NIE Guest House & PG Hostel NCERT is as follows:

- Scheme of the written examination and syllabus: The written examination will consist of two papers details as under:

S. NO	Subject	Maximum Marks	Total Time Duration	Type
1A.	General Awareness, Communication Skills, Computer Knowledge & Reasoning, Numerical Aptitude.	Objective-50	01 Hours	The paper shall consist of 50 questions of Objective type of 1 mark each and shall carry 50 marks.
1B.	Test of English	Objective-20 Subjective-30 Total: 100	02 Hours Total: 3 Hours	English paper shall encompass of 20 marks objective & 30 marks subjective questions.
2	Specialized Topics (Hotel Management/Catering/Hospitality)	Objective-50 Subjective-50 Total: 100	03 Hours	The paper shall consist of 50 questions of Objective type of 1 mark each and shall carry 50 marks in all. Subjective paper shall encompass of five questions carrying ten marks each, total 50 marks

Scheme of Written Examination

- General Awareness; Question on General Awareness of the Environment Around, Current Affairs, Communication Skills and Knowledge of Computers.
- Reasoning & Numerical Aptitude; It includes question on Visualization, Problem Solving, Judgment, Decision Making, Arithmetical Reasoning etc. Number System including question on Simplification, Decimals, Fractions, Proportion, Percentage, Average, Simple and Compound Interest, Measurement, Time and Work,
- Test of English; Grammar, Vocabulary, Comprehension, Letter/Email writing, Essay writing.

Specialization (Hotel Management/Catering/Hospitality); Aims & Objectives of Cooking Food, Methods of Cooking, Fuels Used, Food Hazards & Risks, Departmental Organisation and Staffing, Necessary Food Certifications & Licenses such as FSSAI etc, Non Alcoholic Beverages, Knowledge of Kitchen & Services, Ingredients and Equipments, Procurement of Raw Material, Methods of Purchase. Storage – Dry and Cold, Cost Control, Food Costs, Sales Control, Food Safety & Quality, Menu Planning, Knowledge of Food (Indian, Chinese and Continental – Basic Recipes), Nutritional Value of Food, Safety & Security, Food Service Methods, Types of Service, Restaurant & Buffet Layouts, Fire Prevention and Fire Fighting Systems in Guest Houses/ supplementary Accommodation, Waste Disposal, Manpower Planning, Maintenance, Electricity & Water Systems, Property Management Systems, Accommodation Operations & Management, Room Cleaning & servicing, Guest Room Supplies & Inventory, Linen & Linen Management, Uniforms, Laundry Operations and their Sourcing, Pests & Their Control, Cleaning Equipments and Agents, Budget & Budgetary Controls. Records & Registers, Guest Booking, Registration, Arrival Welcome & Check In, Billing, Check Out formalities, Handling & Coordinating with VIPs, Employee training & Development, SOP's for Operations.


In view of the directive of Govt. of India for propagation of Hindi, the candidates will have the option to attempt the papers either in Hindi or in English.

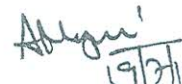
Passing Criteria


* The Minimum qualifying marks for each paper will be 50% However, in the case of SC/ST/OBC/PH candidates, the qualifying marks for each paper will be 40%.


19/7/18

Prof. (Dr.) Ashish Dahiya


(SUNJOTI SAWWAL)


19/7/18
(ABHA MUNSHI)


19/7/18

(R. R. KOTRE)

Representing chairperson
NIE GH