

## LECTURER RECRUITMENT (INSTRUCTIONS/INFORMATION)

	Age: Not exceeding 45 years as on 1 <sup>st</sup> JUNE, 2018
Lecturer-Air Hostess / Flight Steward	<p>Any degree with specialization in Air Hostess / Flight Steward.</p> <p>Masters / Real Time experience with the above specialization Will be given preference.</p> <p>Desirable: persons with Good Communication skills in English and at least three years of teaching experience preferably in hospitality/service industry.</p> <p>Age: Not exceeding 45 years.</p>

### INSTRUCTIONS/INFORMATION TO CANDIDATES

1. The appointment is on contract basis.
2. Applications received after the last date or incomplete will summarily be rejected.
3. Canvassing in any form will disqualify the candidate.
4. The application received in response to advertisement will be **scrutinized and short-listed candidates only will be called for test/interview**. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidates to be called for interview.
5. The institute reserves the right to fill or not to fill the post advertised. The decision of the institute is final in this regard.
6. Relaxation in age will be considered in deserving cases and the decision of the management is final.
7. The application may be sent sufficiently in advance avoiding postal delays.
8. The institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the institute
9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
10. Eligibility of a candidate and satisfaction of any other short-listing criteria shall be considered as on the closing date of online application interface.
11. No correspondence will be entertained from candidates regarding postal delays, conduct and result of test/interview and reasons for not being called for test/interview

12. Candidate must be in sound in body and health. he/she must be prepared to undergo such medical examination and satisfy such medical authority the University may prescribe
13. Successful candidates will be informed of the results in due course after approval by the competent authority and any enquiries about the result will therefore not be answered.
14. Candidates should satisfy themselves that they are eligible to apply before filling up the application form.
15. In service candidates (whether permanent or temporary) should submit their applications through the competent authority of their organization.
16. The application form should be filled up in the candidate's own hand writing and the signature at the end must be in full.
17. Candidates are informed that incomplete or wrongly filled application form and not accompanied relevant documents will be summarily rejected and that no appeal against or correspondence regarding its rejection will be entertained.
18. Documents to be enclosed with the application form: Qualifications, age & Experience: True copies of degrees/Diploma and other certificates of academic nature and Experience certificates attested by Gazetted Officers (other than the applicant) should be attached to the application form. All certificates in original must be produced only at the time of interview and shall not be attached to the application form. If any of the originals are not produced at the time of the interview the candidates are liable to be disqualified. Copy of age proof certificates(Matriculation Certificate/SSLC/HSC)
19. Selected candidates will have to produce medical certificates from a medical officer not below the rank of civil surgeon that he is in body and health.
20. In the case of Govt. employees the Head of the Department should certify that the Government has agreed to relieve the candidate, if recruited.
21. Candidates in privates and semi-government services must attach a letter to indicate that they have applied with the knowledge of their employers, and that they will be relieved by the organization, if selected.
22. The date of interview will be intimated in due course of time. The office will not be responsible for the late or non-delivery of the intimation posted to candidate.
23. The selected candidates if failed to report duty within the stipulated time, as prescribed, the appointment gets cancelled automatically.
24. Wherever necessary the institute may prefer conducting a screening test and based on the performance in the test suitable number of candidates will be called for interview.

Declarations: I hereby declare that I have noted/gone through and understood the instructions and shall abide by the same.

**Signature of the candidate**