

# FOOD CRAFT INSTITUTE, ALIGARH

UNIVERSITY POLYTECHNIC CAMPUS,  
ALIGARH MUSLIM UNIVERSITY, ALIGARH

Advertisement No. 833/112/251/LSC/FCIA/2024-25/2025-26 Dated: 24.03.2025, 19.05.2025 & 16.07.2025.

## **Employment Notice**

Offline applications are invited for engagement in following Positions in Food Craft Institute (Aligarh) Society on Temporary/Contract basis for a minimum period of one year which may be further extended upon satisfactory performance.

<b>1. Details of Posts:</b>					
Name of the Post	Remunerations per month	No of Post with Reservation of Vacancies			
		UR	SC/ST	OBC	Total
Teaching Associate.	Consolidated Rs. 25,000/- and Usual Allowances + Annual Increment as decided by BOG.	01	01	01	03
Computer Instructor.		01	-	-	01
Librarian	Consolidated Rs. 18,000/- and Usual Allowances + Annual Increment as decided by BOG.	01	-	-	01
<b>2. QUALIFICATION &amp; EXPERIENCE:</b> The Essential & Desirable Educational Qualification and Experience are as under:					
Name of the Post	Qualification & Experience				
Teaching Associate	(I) Graduate from a recognized University** <b>AND</b> (II) Degree/3 Years Diploma in Hotel Management from a Recognized University/National Council for Hotel Management and Catering Technology/State Board of Technical Education having secured at least 50% marks. <b>**Note-This clause will not be applicable in case the candidate possesses Degree in Hotel Management.</b> <b>Experience:</b> Minimum 2 years teaching and/or Industry experience. <b>Desirable Qualification:</b> <ul style="list-style-type: none"><li>Working knowledge of Computer Teachers Training Degree or Diploma.</li><li>Post Graduate Diploma in specialized Hotel Management.</li><li>Post Graduate Qualification in the subject specific for the post.</li><li>Knowledge of foreign language.</li></ul>				
Computer Instructor	BSC/MSC/B.Tech (Computer Science & Engineering/IT) OR BCA/MCA with 2 years relevant experience. <b>Desirable Qualification:</b> Working knowledge of Web Designing, Hardware, Networking & Programming.				
Librarian	Degree in Library Science from a recognized University or Graduate with Diploma in Library Science from recognized University with 3 years, experience of working in a Library. <b>Desirable Qualification:</b> Certificate course in computer				

**Address for correspondence:** Actg. Secretary/Principal, Food Craft Institute, University Polytechnic Workshop Campus, Aligarh Muslim University, Aligarh-202002 (UP). The extended Last date for sending application to above mentioned address is **04.08.2025**

### **3. Details of Qualification:**

- i. In General, all the qualification (Degree/Diploma) prescribed for the positions should be of Full-Time course from a recognized University/National Council for Hotel Management and Catering Technology/State Board of Technical Education under 10+2 System.
- ii. All the Qualifications already possessed and Qualifications/Courses which are being pursued/currently undergoing are to be indicated in the Application while submitting the same for notified posts.

### **4. Age Limit:**

- i. The Upper Age Limit prescribed for all the posts shall not exceed 30 years as on 31.03.2025 for unreserved category candidates.
- ii. The Upper Age Limit will be relaxed as per rules by 3 years for OBC (Non-creamy layer) candidates and 5 years for SC/ST and Departmental candidates in the post reserved for them.
- iii. Candidates seeking age relaxation shall enclose the relevant cast certificate issued by Competent Authority.

**5. Remuneration:** During the period for Engagement the candidates will be paid consolidated Pay as mentioned in Sr. No. 1 on per month basis and usual allowances as decided by Authority. Candidate will also be eligible for annual increment as decided by BOG in subsequent years if his/her services are continued.

### **6. OTHER BENEFITS & ALLOWANCE:**

- i. Employer Contributions towards EPF shall be made as per rule taking into account the Monthly Pay.
- ii. Employee Contributions towards EPF shall be deducted as per statutory rules decided by EPFO from time to time.

### **7. How to apply:**

- i. Interested candidates to apply OFFLINE by sending application forms on prescribed format to the address: **Actg. Secretary/Principal, Food Craft Institute, University Polytechnic Workshop Campus, Aligarh Muslim University, Aligarh-202002 (UP).**
- ii. Application Form is available on Institute' website [www.foodcraftaligarh.com](http://www.foodcraftaligarh.com) and also attached with this advertisement. If any candidate applying for multiple post, separate Application processing fee and separate applications forms per post with requisite fee/documents will be required. Please note that the application processing fee is non-refundable.
- iii. Application form (Kindly mention the advertisement No. and name of post applied for on top of the envelope) duly filled, signed & complete in all respect and accompanied by passport size photograph along with self-certified copies of required documents/certificates should be reached to the above-mentioned address by Indian Post (Registered Post/Speed Post only).
- iv. The detailed advertisement can be seen on Institute website. The extended Last date for sending application to above mentioned address is **04.08.2025. Those who have already applied against earlier advertisement No. 833/112/LSC/FCIA/2024-25 Dated: 24.03.2025 & 19.05.2025 are not required to apply again.**

- v. Payment of following Application Processing Fee has to be remitted through Demand Draft drawn in favour of "Secretary/Principal, Food Craft Institute, Aligarh" payable at SBI AMU Branch, Aligarh. The candidates shall attach the original Demand Draft with the application form of following application fee:

**Rs. 500/- (Rupees Five Hundred Only) for Unreserved Category.**

**Rs. 300/- (Rupees Three Hundred only) for OBC candidates.**

**Rs. 200/- (Rupees Two Hundred Only) for SC/ST candidates.**

- vi. Applications that are incomplete, not in prescribed format, not illegible, without the required certificates and without requisite fee, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
- vii. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc. In case of any variation in Name/ surname/ spelling mentioned in the Application cum Bio data and in educational/professional qualification certificates, application will be liable to be cancelled.
- viii. Applicants are advised to make sure that he/she meets the eligibility requirements as per vacancy notification before submitting the application. Institute management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
- ix. Applicants are requested to enter his/her active mobile phone number which should be valid and operational, as all important communications will be sent to this mobile number. The engagement of above professional on contract basis will be subject to the other terms and conditions as stated below. All the candidates are required to go through the terms and conditions thoroughly before filling their applications.
- x. Persons already in employment with Government, Semi-Government, Autonomous Body etc. should apply "Through Proper Channel" or produce "NOC" from their present employer at the time of document verification.
- xi. No TA/DA will be admissible for attending Interview/Trade Test. For any queries regarding this recruitment, candidate may send E-mail to [principal@foodcraftaligarh.com](mailto:principal@foodcraftaligarh.com)
- xii. Canvassing in any form will result in disqualification and cancellation of candidature. All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Aligarh only.

**8. SELECTION PROCEDURE:** After expiry of last date for submission of application forms, screening of Applications will be done by a Screening/Scrutiny Committee constituted for that purpose. On the basis of screening of applications, candidates will be shortlisted for the Interview/Test or both as the case may be. The selection process as indicated aforesaid is tentative. Selection Process may, however, vary depending upon number of applicants & administrative requirements of the Institute. The Management reserves the right to raise or reduce the minimum eligibility standards/criteria for short listing of candidates for the Interview/Test or both as the case may be.

## **9. Declaration of Result of Selection:**

- i. Candidates possessing the educational qualification as prescribed above shall be shortlisted based on the status of scrutiny and marks obtained in the final examination of the required educational qualification as the case may be.

- ii. Candidates shortlisted shall be subject to Document Verification with Originals and those candidates clearing document verification shall be further subject to Interview/Trade Test or both as the case may be.
  - iii. Candidates not clearing Document verification shall not be allowed to proceed further. Interview/Trade Test or Both shall be conducted only at Food Craft Institute, Aligarh.
  - iv. The Final Merit list shall be prepared as per the weight age of Marks obtained by candidate in Interview/Trade Test or both as the case may be.
  - v. Selection will be based on the order of merit. In case more than one candidate secures the same mark, the candidate possessing higher experience shall be considered for deciding place in the merit list.
  - vi. All such engagements will be recommended by a Selection Committee constituted by the competent Authority.
  - vii. Call letters shall NOT be sent by post. The intimation regarding short listing of candidates for Document verification/Interview/Trade Test and the results of the final selection will be published only in the Institute website ([www.foodcraftaligarh.com](http://www.foodcraftaligarh.com)). Candidates are requested to regularly visit the Institute website for updates.
  - viii. Any corrigendum/clarifications shall be uploaded only in the Institute website and no separate press coverage shall be done for this purpose.
- 10. Nature of Engagement:** The engagement is not against permanent vacancy and will not entitle any candidate to claim regular/permanent employment in the Institute in future. The engagement is purely a temporary engagement for a fixed tenure to meet functional requirements of Institute. The engagement shall be on fixed tenure contractual basis. The person so engaged, has no lien, right or tenure against any post in Institute, and shall not at any time during or after expiry of the term of engagement or its premature termination, make any claim for regularization or employment in Food Craft Institute, Aligarh.
- 11. Tenure of Engagement:** The tenure is initially for a period of ONE year from the date of engagement. The tenure will come to an end automatically on completion of the fixed tenure, without any further notice. However, the same may be further extended based on requirement and individual performance with the approval of the Authority.
- 12. Termination of Engagement:** The tenure will come to an end automatically at the completion of the fixed tenure unless extended. The engagement can also be terminated, at any time, by giving one months' notice by either party or payment of the monthly remuneration in lieu of the Notice. A candidate is liable to be discharged at any time from engagement on being found medically unfit. A candidate who remains unauthorized absent from duty or place of work either without sanction of any leave or after expiry of sanctioned leave, if any, and does not report for duty for any reason whatsoever within 15 consecutive days from the date of his/her unauthorized absence, shall be deemed to have voluntarily abandoned the engagement with the Institute without notice and will be treated as automatic termination. However, if subsequently his/her unauthorized absence is satisfactorily substantiated and accounted for, within 15 consecutive days from the date of the termination order to the entire satisfaction of the management, the management may consider his/her period of unauthorized absence on such terms and conditions as it may deem fit and proper.

### **13. OTHER TERMS AND CONDITIONS:**

- i. He/she shall comply with usual office hours & such instructions as are issued from time to time relating to attendance, arrival and departure.
- ii. They will work on full time basis and on all working days as applicable or in operation in the Institute. They may also be required to work beyond the normal working hours and on holidays too in case of functional requirement based on exigencies of work for which no overtime or extra payment shall be paid. However, compensatory leave if applicable may be admissible.
- iii. Attendance shall be marked daily according to the method prescribed by the management from time to time.
- iv. One casual Leave every month will be credited in the candidate Leave Account and he will also be entitled to avail Two restricted holidays as notified by Govt. in corresponding calendar year. The list of festival/Public holidays shall be as notified by the management.
- v. In case of absence from work over and above the stated weekly off, leave and holidays, and unauthorized absence from duty, proportionate amount will be deducted from the consolidated monthly remuneration.
- vi. Apart from the statutory deductions and contributions, the following shall be deducted for the following purposes:
  - For amenities and services supplied by the Institute.
  - For recovery of advances or for adjustment of over-payments.
  - Income tax or any other tax levied by the Government or any other statutory dues.
  - Deduction of amounts due to the Institute from the candidate on any account.
  - Any other deductions made with the written authorization of the candidate concerned.
  - For damage or loss of goods expressly entrusted to the candidate for custody or for loss of money for which he/she is required to account.
- vii. The performance will be evaluated periodically. Individuals with satisfactory performance rating & above will be granted an increment, on completion of each year during the hiring period. Individuals having performance rating Poor or below will be given 3 months' time in writing to improve their performance. After three months, performance will be again evaluated and if again the performance rating is found poor or below, the annual increment will be withheld until the performance is found satisfactory or the services of the individual may be terminated by giving one month notice.
- viii. During tenure of the engagement, the candidates will wholly devote to work assigned to them and will not undertake any other employment either on full or part time basis. Any violation of this condition will entail immediate termination of their services.
- ix. The incumbent shall, while demitting the Office, handover all information/documents/materials under his/ her possession, during the engagement period, to the immediate Reporting Authority.
- x. The decision of the management, shall be final in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews. Selection on engagement of selected candidates will be final and binding on the candidates and no query / correspondence will be entertained in this regard. The competent authority reserves the right to accept/reject any application and fill/not fill/partly fill advertised posts without assigning any reason(s).

**Actg. Secretary/Principal**



# FOOD CRAFT INSTITUTE, ALIGARH

University Polytechnic Campus,  
Aligarh Muslim University, Aligarh.

## APPLICATION FORM

Advertisement No: 833/112/251/LSC/FCIA/2024-25/2025-26

Dated: 24.03.2025, 19.05.2025 & 16.07.2025.

Paste a self - Attested  
recent Passport size  
Photograph

Name of Post applied for: .....

Details of Application Processing Fee/Demand Draft No.....

(Please also enclose the Original Demand Draft of Requisite Fee)

Date of Issue of DD..... Value of DD.....

Details of Issuing Bank.....Details of Payable Bank.....

1.	Name of Candidate (Mr./Mrs./Miss) (in capital letters)				
2.	Date of Birth (For age proof attach Self-Attested copy of the Matriculation certificate.)	Date	Month	Year	Age as on 31.03.2025
3.	Father's/Husband's Name				
4.	Mother's Name				
5.	Nationality				
6.	Gender (Male/Female)				
7.	Marital Status				
8.	Category (Gen/SC/ST/OBC)				
9.	Address with Pin Code				
		Permanent		Correspondence	
10.	Tel. No. with STD Code				
11.	Mobile No.				

<b>12.</b>	E-mail ID					
<b>13.</b>	Educational Qualifications: (in ascending order) Please attach documents in support.					
S. No.	Name of Exam Passed	Name of the Board/University		Year of Passing	Percentage of Marks	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
<b>14.</b>	Other Qualifications (Applicants may mention any special qualification or experience which do not fall under the above heads) Also attach relevant documents in support.					
S. No.	Name of Qualification	Name of Institute		Year of Passing	Duration	
1.						
2.						
3.						
4.						
<b>15.</b>	Work Experience (in chronological order beginning from the present job) Attach documents.					
S. No.	Designation	Organization	Period of Service		Reason for leaving the job	Nature of Duties
			From	To		
1.						
2.						
3.						
4.						

16. If employed, please mention present Post with scale of pay & pay drawn: .....  
.....

17. If employed, Remarks of the forwarding authority of Present Employer.

Place: ..... Signature .....  
Name .....  
Date: ..... Designation .....  
(Office Stamp)

18. Name and Address of the two referees, who should be responsible persons and well acquainted with him/her in private life but not related to the candidate and not connected with his/her school or college. If candidate is employed, his/her present or most recent employer may be considered as his/her one referee out of the two.

Name & Designation of Referees	Full Address with Phone/Mobile No.	Period for which he has known to the candidate.

**DECLARATION**

I, .....(Name of Candidate) have read the instructions carefully before sending this application. I hereby declare that all the particulars/statement & materials furnished by me in this application are correct/true to the best of my knowledge and belief. I understand that if any of the information/particulars furnished by me is found to be false and discrepancy observed in the information at any stage, my candidature/selection is liable to be rejected/cancelled by the appropriate authority without assigning any reason/notice.

Date:

Place:

Signature of the Candidate

(Name of Candidate)

**Details of enclosures**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



**Check List of Enclosures:**

<b>Sl. No.</b>	<b>ENCLOSURES</b>	<b>YES/ NO</b>
1	Whether proof of Date of Birth/Matriculation Certificate is enclosed with Application form	
2	Whether all educational qualification certificates and Consolidated Mark sheet/Diploma or Degree are enclosed with application form	
3	Whether Experience Certificates are enclosed with application form	
4	Whether Caste & Category Certificate (SC/ ST & OBC-NCL) in Performa prescribed for appointment to UP State Government Jobs in order to substantiate claim for reservation and subsidy for application processing fee is enclosed with application form.	
5	Whether all above documents / certificates are self-attested	
6	Whether Passport size photograph of Candidate (Recent Photograph) is pasted on application form	
7.	Whether original Demand Draft towards payment of Application Processing fees is enclosed with Application form	