

Government Of India

Ministry Of Tourism

Hunar Se Rozgar Tak

Implementation by State Tourism Development Corporation

Background/Objective

Specific:Guidelines for the conduct of Short Term Hospitality courses for multi cuisine cook, Craft Baker,Food and Beverage Service Steward,Room Attendant and Front Office Associate to be implemented by State/Union Territory Governments;

1)Name,Educational Qualification, duration for the course.

Name of Course	Minimum Educational Qualification Required	Duration Of Training(by Training Provider+on-the-Job Training(OJT)
Multi Cuisine Cook	8 th class pass	700 Hours 500 Hours+200 Hours OJT)
Craft Baker	8 th class pass	240 Hours (240 Hours+OJT hours not yet decided)
F&B service-steward	10 th class pass	500 Hours (300 Hours+200 Hours OJT)
Room Attendant	5 th (primary) class pass	500 Hours (300 Hours+200 Hours OJT)
Front Office Associate	12 th class pass	540 Hours (340 Hours+200 Hours OJT)

The URL of the courses,containing the syllabus etc.,are as follows:

https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q3006_Multi-cuisine-cook.pdf

https://www.nsdcindia.org/New/sites/default/files/MC_FIC-Q5002_Craft-Baker.pdf

https://www.nsdcindia.org/New/Sites/default/files/MC_THC-Q0301_Food%20and%20Beverage%20service%20-steward.pdf

[https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0202_Room-](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0202_Room-Attendant.pdf)

[Attendant.pdf https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0102_Front-officeAssociate.pdf](https://www.nsdcindia.org/New/sites/default/files/MC_THC-Q0102_Front-officeAssociate.pdf)

II) Target Group: The training programmes will be open to youth in the age group of 18 to 28 years. However, those holding Graduate level degree or diploma or still higher qualifications will not be eligible for admission to the programme.

III) Intake and Selection: A batch, to start with, will have a minimum of 20 trainees and maximum of 30. In case the number of eligible candidates exceeds the requirement of a batch and there is a requirement of additional batches, the Agency will concurrently or in phases run more batches depending on its institutional capacity. The Agency will maintain a register of applications which will also indicate the date of receipt of each.

Geyser/storage boiler	01		
Ladder Aluminium A.type with platform	01		
Cleaning Equipment(Mops,Buckets,Basins,Bins, Mugs, Brooms and Brushes,Pans,Dusters,Polishing/glass cloths,wipers,etc.	Various types/sizes,		
H.k.Attendant's Trolley	01		
Room Mald's box	01		
Display Sample Section/Model/Material Board	Contemporary items and materials		
First aid box with all first aid materials	02		
Linen storage trolley	01		
Guest Rooms/Mock-up Rooms with attached bathrooms	Qty(No.)		
Twin Room-02 single beds(with mattresses)with attached or wall fixed head board and 02 bed side tables	01		
Double Room-01 doubled bed(with mattresses)with attached or wall fixed head board and 02 bed side tables	01		
Items common to twin room and double room set up.			
Glass top tea/coffee table	01		
Easy Chairs	02		
Study Table	01		
Study Chair	01		
Mirror with dressing table and drawers	01		
Wardrobe	01		
Luggage Rack	01		
Fridge/Mini bar	01		
Light fittings-fixed general/indirect and spot lighting and bed side reading lights.	As required		
Linen Items			
Single bed sheets/double bed			

sheets,mattress protectors,blankets,quits,pillows,pillow covers,crinkle sheets(night sheet)bed sheet,bed spreads,bath towels,bath sheets,hand towels,face patch/towels,bath mats,and bath gowns.			
Curtains(heavy and light/sheer curtains)	Two sets each		
Guest Supplies(stationery folder,room supplies and bath room supplies)	Sufficient quantity for practical and practical sessions		

Tool kit for trainees would include a bag containing check dusters,mops,polishing cloths,triangular slings/bandages,scribbling pad and pen.

NOTE:

Receiving,pre-wash and storage of perishable and non-perishable items as per requirement.

Microwave	01	
Water Cooler	01	

Tool Kit for the trainees would include a bag containing cutlery items for laying one cover,service spoon and fork,serviette,walter's cloth,scribbling pad,pen,bottle opener and sanitizer.

C.Bakery and Patisserie:

Heavy Equipment	Qty.(Nos.)	Y/N	Remark
S.S.Work table 3'*3 with granite/marble top with drawer and cabinet	08		
Double deck oven S.S Body	01		
Panetary mixture 25kg	01		
	01(size to match oven)		
Bread slicing machine table top	01		
Dough sheeter table top	01		
Refrigerator 300 ltrs	01		
Cooking range 4 burners	01		

ss.cooling racks 4,*2*5' with castors	01		
Demonstration table with granite/marble top 4ft82ft*34"	01		
White Board	01		
ss.sink with Drain Board with hot and cold water supply	01/4 trainees		

Small/light equipment:(For Individual work tables and for common use).

Stainless steel vessels,steel mugs,steel bowls,egg beaters,palate knives,cutting knives,sieve,cutting boards,wooden spoons,piping bags,nozzels,pudding moulds,baking trays,strainers,cake tins,frying pans,brass kadhai,tart trays,perforated spoons,biscuit cutters,pizza cutters,rolling pins,whisk,spatula,measuring spoons,tin cutters,scissors.

Tool Kit for the trainees would include a bag containing cutting knife,paring knife,egg beater,whisk,lighter,piping bag with nozzle,wodden spoon,check dusters,spatula and sanitizer.

D.Housekeeping Utility services;

Heavy Equipment	Qty.(Nos)		
Vacum cleaner(straight suction dry pickup industrial model)	01		
Floor polishing Machine	01		
Wringer trolley with mops	01		
Janitorial trolley with accessories	01		

Hunar Se Rozgar Tak-

Implementation by the Industrial Units,Industry Associations,Professional/Skill Development bodies.

Eligibility pre-requisite-Threshold Training Facilities

1.Class Rooms:one for each HSRT Course.

s.no	item	Qty.(nos.)	Y/N	Remark
1	Students chairs with writing board	As per batch strength		

2	White board	01		
3	Teacher's table and chair	01		
4	Portable over head projector as and when required	As per requirements		

2.Laboraties:one for each HSRT course

a.FOOD production(Kitchen)

Heavy Equipment	Qty.(nos)	Y/N	Remark
s.s Work Table 4ft *2ft *34 inches	01		
s.s cooking Range(gas operated)	s.s work table/02 trainees		
s.s demonstration table(6ft*3ft)	O2 low pressure burners/02 trainees		
s.s sink with drain board with hot and cold water	01/04 trainees		
Stock pot stove	01 01		
s.s.portable tandoor	02 01		
s.s.salamander 24"*14"	01 01		
Griller with Hotplate 24"*24"	01 (500 ltrs.)		
Two deck oven(12kw)	02 (low height 26")		
Food Processor(semi commercial)	01 (low height 26")		
s.s Two door vertical refrigerator	01 (low height 26")		
h.pressure 2 burner cooking range	01 01		
H.p single burner cooking range	01 01		
Deep fat fryer(2			

compartments)			
Potato peeler(heavy duty 05-10kgs)	01	s.s work table/02 trainees	
Food processor	02	low pressure burners/02	

	Meet Mince(heavy duty)	Trainees 01 with 4 burner cooking range		
	Hot plate with chapatti puffer	01 /04 trainees		
	Tandoor gas operated	01		

Each working table to have one set of the following:

1. s.s double bottom vessels : 04(different sizes)
2. sauce pans with handel : 01
3. Frying pans : 02(one each for shallow and deep frying)
4. Strainer s.s : 01
5. S.s. Thali : 01
6. Pie dish : 01
7. Cutting boards(polypropylene) : 01
8. Pudding moulds,aluminium basins,bowls,measuring cup,cooking spoons(flat,round,perforated.),ladies,etc.in appropriate quantities.

Items like kitchen knives,peeler,scoop,table spoon,tea spoon,fork,wooden spoon,spatula,check dusters,lighter, and sanitizer etc.can be provided as part of tool kit to the trainees who shall bring these to each practical session in a tool kit bag.

B.Training Restaurant and Pantry:

Heavy Equipment	Qty(nos.)	Y/N	Remark
Table(wooden 3ft*3ft	08		

i/2 ft H)			
Instructor's Table and chair	01		
Chairs (dining) upholstered	32		
Side boards 4'1.5*42"	04		
White board 5'*3'	01		
Cutlery S.S.(various types and sizes)	As per training requiriment		
Crockery(various types and sizes)	As per training requiriment		
Cuttery s.s.(various types and sizes)	As per training requiriment		
Crockery(various types and sizes)	01		
Hollowware and Flatware s.s	01		
Glassware			
Plate warmer	Sufficient for a buffet display		
Chafing dishes/display platters	Sufficient to lay all tables and		
Bar Counter	01 with display of mock bottels, glassware, bar measures, shakers, mixers and other items required for training purposes		
Brain-marie(pantry)	01(5-7 compartments)		

