

**DELHI INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, LAJPAT NAGAR-IV,
NEW DELHI-110024**

(An autonomous body of Govt. of NCT of Delhi, under Ministry of Tourism)

One and Half Year Trade Diploma courses affiliated to Board of Technical Education (BTE).

S.No.	Course Title	Duration	Affiliation	Intake
BTE – Board of Technical Education				
1	Diploma in Bakery & Confectionary	18 Months	BTE	48
2	Diploma in Food Production	18 Months	BTE	48
3	Diploma in Front office Operations	18 Months	BTE	24
4	Diploma in F & B Service	18 Months	BTE	24

MINIMUM QUALIFICATION FOR ADMISSION TO THE TRADE DIPLOMA COURSES

- Matric (10th) or equivalent from any recognized institute with a minimum aggregate of 50% marks or C1 Grade of CBSE and English (passed) as a compulsory subject. A relaxation of 10% marks in the minimum aggregate or C2 Grade in CBSE is admissible to SC/ST candidates. 10th pass marksheet must be submitted at the time of final admission.
- The percentage will be calculated based on English + best of 4 subjects.
- Calculation for CBSE Marks%=9.5 X CGPA
- Applicant should not be below 15 years & above 25 years as on 31st July, 2025. The upper age limit can be relaxed by 5 years in case of SC/ST candidates.

Brief about courses

Duration of trade diploma course is 1.5 years. Students are given one year theoretical and practical inputs at the Institute and six months compulsory industrial training in hospitality or catering establishment. The Institute facilitates the arrangement for on the job training however the responsibility for the 06 months training rests with the student. The student is awarded diploma only after completion of the industrial training.

- **FOOD PRODUCTION**

Students are moulded as Kitchen team members as per the current Industry requirements. They can get placed into various hotels and resorts like Taj, Oberoi's, ITC group etc, along with different fine dining restaurants, food courts, multiplexes, Quick Service Restaurants & various catering sections of organizations like railways, airlines, hospitals, armed forces, cruise liners etc.

- **FOOD & BEVERAGE SERVICE:**

The students are trained in Food & Beverage service operations. They can get placed as stewards, captain, supervisors & various other levels in restaurants, café, bars coffee-shops, banquets of hotels, resorts, food courts, multiplexes, quick service Restaurants and catering section of organizations like railways, airlines, hospitals, armed forces etc.

- **BAKERY & CONFECTIONERY:**

The students are trained to be part of bakery department in kitchens of various organizations like star category hotels, bakeries, Quick Service Restaurants, airlines, resorts, armed forces along with an option for self-employment, where govt. incentives like loan and technical support are also being given.

- **FRONT OFFICE OPERATIONS :**

The students are groomed as per the industry standards, so that they are able to become a part of the front office department or become guest relation executives of hotels, shopping malls, multiplexes, hospitals, amusement parks, recreational complexes, retail outlets etc.

FEE STRUCTURE

Fee Component	FOOD PRODUCTION		BAKERY & CONFECTIONARY		F & B SERVICE		FRONT OFFICE	
	1st Term	2nd Term	1st Term	2nd Term	1st Term	2nd Term	1st Term	2nd Term
	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee
Admission Fee	2200	--	2200	--	2200	--	2200	--
Caution Fee	2500	--	2500	--	2500	--	2500	--
Tuition Fee	6100	6100	6100	6100	6100	6100	6100	6100
Lab Material Fee	8400	8400	8400	8400	6700	6700	4100	4100
Operational Fee	6000	6000	6000	6000	6000	6000	4000	4000
Sessional Exam Fee	400	400	400	400	400	400	400	400
B.T.E Exams Fee	400	--	400	--	400	--	400	--
Student Activity Fees	500	500	500	500	500	500	500	500
Other	2700	2650	2700	2650	2700	2650	2700	2650
Term Fees Total	29200	24050	29200	24050	27500	22350	22900	17750
Total Two	53,250/-		53,250/-		49,850/-		40,650/-	

NOTE: - Fees is subject to revision at any time of the year. Revised fee will be payable by the student on notification. Withdrawal of seat may be done by 25th July upto 04:00 pm with full refund after deduction of Admission fees i.e. Rs. 2,200/- after which only caution fee will be refunded.

Application for refund of caution money will be accepted after the completion of course in the institute.

HOW TO APPLY

Candidates can fill the application form offline in the institute alongwith the registration fees of Rs.800/- (General/OBC) and Rs. 700/- (SC/ST) candidates through NEFT and Demand Draft. The Bank Details are as follows: -

BENEFICIARY NAME- DELHI INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

BANK NAME- CANARA BANK & BRANCH – LAJPAT NAGAR-IV

BANK A/C- 91382010000176 & IFS CODE- CNRB0019198

Duly filled application form must be accompanied by:

- Self Attested photocopy of 10th class mark sheet (both sides) as proof of educational qualifications.
- Character certificate from the Head of Institution (School/College) last attended.
- Self Attested photocopy of reserve category certificate issued by appropriate authority in candidate's own name, if applicable.
- Medical Certificate (On the prescribed format).
- Aadhar Card
- Photograph(Two)

NOTE:-

- Complete application must be submitted in the institute on or before the last date.
- Application received after due date will not be accepted and no representation will be entertained in this regard after the due date/last date.
- The institute reserves the right to reject the incomplete application or the one without required documents.

SELECTION CRITERIA

- Admission will be given as per the merit list prepared based on marks obtained in the qualifying examination. In case of two students with same % age of marks, the admission will be given to the candidate who is older between the two, as per date of birth. 10th pass marksheet must be submitted at the time of final admission. The candidate has to bring their original documents and first term fees at the time of physical reporting.

PHYSICAL FITNESS, MEDICAL TESTS AND CHECK-UP

The applicant must be in good mental and physical health and should be free from any physical defects likely to interfere with active indoor and outdoor duties/activities. It is compulsory and mandatory to go for medical tests and check-up from any registered medical Centre/ Practitioner and submit medical certificate with the application form

TENTATIVE SCHEDULE OF EVENTS WITH DATES

Offline submission of Form with registration fee along with required documents mentioned at page no. 4	20.05.2025 to 20.06.2025
Display of Merit list	30.06.2025

TENTATIVE SCHEDULE OF REPORTING TIME WITH DATES

SC/ST CATEGORY	DELHI	08.07.2025 at 10:00 to 1:00 PM
SC/ST CATEGORY	OUTSIDE DELHI	08.07.2025 at 02:00 to 4:00 PM
All other reserved categories (OBC, Defence Personnel, PWD)	DELHI/OUTSIDE DELHI	09.07.2025 at 10:00 to 1:00 PM
GENERAL	DELHI	10.07.2025 at 10:00 am onward
GENERAL	OUTSIDE DELHI	10.07.2025 at 10:00 am onward
VACANCY POSITION		11.07.2025
SECOND ROUND OF ADMISSION FOR FILLING UP OF VACANT SEATS IN ALL CATEGORIES BY REPORTED/NON REPORTED CANDIDATES	DELHI/ OUTSIDE DELHI	14.07.2025 to 18.07.2025
VACANCY POSITION		18.07.2025
THIRD ROUND OF ADMISSION FOR FILLING UP OF VACANT SEATS AFTER 2 ND ROUND INCLUDING WITHDRAWL/TRANSFER OF UNFILLED SEATS FROM OTHER CATEGORIES		21.07.2025 to 25.07.2025
WITHDRAWAL WITH FULL REFUND AFTER DEDUCTION OF ADMISSION FEES i.e. Rs. 2,200/-		25.07.2025
COMMENCEMENT OF CLASSES		01.08.2025

Note: - Display of name in the merit list does not guarantee the admission; it is a list of all the applicants based on which admission will be given as per merit & seats available.

On selection, a bank receipt or transaction id of first term fees in favour of "Delhi Institute of Hotel Management & Catering Technology" is required to be submitted to the Institute after depositing the fees through NEFT or Demand Draft. On default, next eligible candidate will be offered admission cancelling the offer to the earlier candidate. No representation for extension of time for payment of fees & admission will be entertained. **Withdrawal of seat may be done by 25.07.2025 up to 4.00 pm with full refund with deduction of admission fees i.e. Rs. 2,200/- after which only caution fee will be refunded.**

RESERVATION – All reservations shall be as per the Delhi Govt. policy at the time counseling.

85% of the total sanctioned intake shall be filled-up by candidates who have passed the qualifying examinations from schools located in Delhi

15% seats shall be filled-up by candidates who have passed the qualifying examinations from the schools located in NCR and Outside Delhi.

The proposed reservations in various categories during 2025-26 shall be as follows: -

6.1.1 SC Category: 15% seats of total sanctioned intake in each of Delhi and Outside Delhi quota in each course of each polytechnic / Institute for fresh admission are reserved for candidates belonging to Scheduled Caste.

6.1.2 ST Category: 7.5% seats of total sanctioned intake in each of Delhi and Outside Delhi quota in each course of each Institute of Technology/ Polytechnic / Institute for fresh admission are reserved for candidates belonging to Scheduled Tribe.

6.1.3 OBC Category: 27% seats of total sanctioned intake in each of Delhi and outside Delhi quota in each course of each Institute of Technology /Polytechnic / Institute for fresh admission are reserved for **OBC** candidates belonging to **NON-CREAMY LAYER**.

Horizontal and Vertical reservation shall be followed as per the policy of Government prevailing at the time of counseling.

NOTE 1:

a) For admission to a seat reserved for Scheduled Castes/Scheduled Tribes/OBCs, the candidate should produce a certificate in original at the time of admission/counseling from the approved district authority, indicating the Scheduled Caste/Tribe/OBC, to which the candidate belongs.

b) All reservations relating to SC/ST/OBC/DP/PWD/TFW etc. shall be applicable for Delhi and Outside Delhi students separately in respect of each discipline in each Institute.

c) **Reservation category certificate of candidate claiming reservation under Delhi category seats will be from the competent authority of Delhi jurisdiction.** Certificate of candidates claiming reservation against seats allocated for outside Delhi candidates, will have to furnish the certificate from the competent authority to establish their eligibility for reservation under the concerned reservation category.

d) A list of approved authorities is given below:

(i) District Magistrate / Additional District Magistrate / Deputy Commissioner / Collector / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate/Taluka Magistrate / Executive Magistrate / Assistant Commissioner.

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar.

(iv) Administrator / Secretary to Administrator / Development Officer (Lakshadweep &Minicoy Island).

NOTE 2:

- a) Caste certificate in the name of the applicant from competent authority will have to be produced at the time of admission /counseling failing which the candidate will be considered under general category. In case of SC/ST certificate in father's name, admissions will be provisional. The candidate will have to produce caste certificate in the name of candidate within 03 months from the date of provisional admission.
- b) **For availing reservation under OBC category in Delhi State, Delhi OBC list shall be considered.** Candidates passing qualifying examination from institutes located in Delhi and having OBC certificate from Outside Delhi shall be considered as Delhi General Candidate.
- c) **The creamy layer amongst OBCs has been excluded from benefit of reservation from OBC category.**
- d) **For availing reservation under OBC category candidate is required to bring OBC certificate from competent authority clearly indicating that he/she belongs to non – creamy layer. Statement of Family income for the previous year from all sources should also be mentioned in the certificate. The OBC (Non-Creamy Layer) certificate is to be issued on or after 01.01.2025). If it is issued prior to 01.01.2025 it should be accompanied with Valid family Income certificate issued on or after 01.01.2025 from the competent authority mentioned in the list of approved authorities as mentioned above vide Note 1 (d).**

6.1.4 Person with Disabilities/Divyang (PWD): 5% seats of the sanctioned intake of each course in each polytechnic/ Institute in each of Delhi and Outside Delhi quota for fresh admission are reserved for Person with Disabilities/Divyang (PWD). A certificate of suitability as to whether the applicant is fit for undergoing the course applied for, has to be furnished from the **Vocational Rehabilitation Centre for Handicapped, 9-11 Vikas Marg, Karkardooma, Delhi-110092. (Annexure IV A- from Vocational Rehabilitation Centre for Handicapped)- before he/she fills in online choice submission for admission. Candidates, at their own interest, should ascertain from the VRC, identify the courses for which they will be eligible to apply. For dyslexia (Annexure IV B) Candidate** a certificate of suitability as to whether the applicant is fit for undergoing the course applied for has to be furnished from the competent authority/IHBAS(Institute of Human Behavior and Allied Sciences, Dilshad Garden, Delhi).

All other category candidates. Selection of the candidates shall be through the merit list prepared on the basis of aggregate marks (best five subjects) secured in qualifying examination.

6.1.5 Defense Personnel: 5% seats of sanctioned intake of each course in each Institute of Technology/Polytechnic for both Delhi and Outside Delhi quota, are reserved for widows / wards of Military / Para Military personnel (**CRPF, ITBP, BSF, CISF, NSG & Assam Rifles**) in the following order of preference:

Priority I - Widows/wards of Defense personnel killed in action.

Priority II – Wards of disabled in action and boarded out from service

Priority III - Widows/wards of Defense personnel who died while in service with death attributable to Military service.

Priority IV – Wards of disabled in service and boarded out with disability attributable to military service

Priority V – Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards:

- i) Param Vir Chakra
- ii) Ashok Chakra
- iii) MahaVir Chakra
- iv) Kirti Chakra
- v) Vir Chakra
- vi) Shaurya Chakra
- vii) Sena, Nau Sena, Vayu Sena Medal
- viii) Mention-in-Dispatches

Priority VI - Wards of ex-servicemen

Priority VII - Wives of:

- i) Defense personnel disabled in action and boarded out from service
- ii) Defense personnel disabled in service and boarded out with disability attributable to military service
- iii) Ex-servicemen and serving personnel who are in receipt of Gallantry Awards

Priority VIII – Wards of Serving Personnel

Priority IX – Wives of Serving Personnel

Candidates seeking admission under Defense Personnel quota will have to get their candidature certified by any of the following authorities in the prescribed performa given at

I. Secretary, Kendriya Sainik Board, Delhi.

II. Secretary, Rajya/ ZilaSainik Board.

Kashmiri Migrants and Kashmiri Pandit/Kashmiri Hindu Families (Non-Migrant) living in Kashmir Valley (As per MHRD letter no. F.No.3-4/2017-NER dated 15.10.2019): One seat, which will be supernumerary seat, is earmarked for Kashmiri migrants in each institute

ADDITIONAL INFORMATION REGARDING RESERVATION:

- Reservation of seats will be as per the policy of the State Govt. and will be subject to any change/amendment made by the Govt.
- Any unfilled seat reserved for Scheduled Castes will be treated as reserved for Scheduled Tribes and vice-versa. The seats will be de-reserved for General Category only after exhausting the complete list of SC/ST candidates.
- Any seat (reserved or general) remaining unfilled in Outside Delhi category will be transferred to Delhi seat of the same category. The order of conversion shall be Outside Delhi (Reserved Category) Delhi (Reserved Category) Outside Delhi (General Category) Delhi (General Category).

- Any seat under reserved category remaining unfilled in Delhi category will be transferred to Delhi General Category during the final round of counseling.
- Benefit of reservation shall be available only if the category to which a candidate belongs is mentioned in the original application form. If nothing is indicated in the application form, he/she may not be considered to reserved category.
- Under reserved category if any seat remains unfilled, it will be transferred to general category in the final counseling

INSTRUCTIONS TO THE CANDIDATES TO BE FOLLOWED AT THE TIME OF PHYSICAL REPORTING

- Candidates must sign the "Arrival Register" giving their names, date, time of arrival at the admission desk on the day of admission, between 10:00 am to 03:30 pm
- Produce and submit acknowledgment email and all other original documents with attested photocopies for verification when the name of the candidate is called out. Admission is subject to production of original documents.
- On selection, first term fee is required to be paid at the time of physical reporting. Admission offer will stand cancelled if fee is not paid. No representation for extension of time for admission will be entertained.

No separate intimation regarding the selection will be given and all the candidates are advised to see the Notice Board and website for details of admission in the institute.

Note: Admission of the student shall stand cancelled if any information supplied or document submitted is proved to be false/fake at any stage.

XXXXXX