

**DETAILED SYLLABUS FOR THE POST OF HOSPITALITY ASSISTANT IN
(Tourism) - Direct Recruitment**

(Cat.No. 132/2023)

MODULE-1

(10 Marks)

General Knowledge about catering establishments, Personal Hygiene

- 1) Hotels - Types - International Hotel chains
- 2) Types of catering establishments
- 3) Auxiliary departments of Food & Beverage Service
- 4) Types of catering in general - Cruise liners - Flight Catering etc
- 5) Importance of Personal Hygiene and Grooming

MODULE-2

(10 Marks)

Knowledge about First Aid & Service equipment

- 1) First Aid- Golden rules of First Aid
- 2) Service equipment - Types
- 3) Special equipment for service & their uses
- 4) Trolleys - Types - Service
- 5) Silver cleaning methods

MODULE-3

(10 Marks)

Menu, Menu Planning, Meal Plans, Preparation for Service

- 1) Meal Plans - Types - CP,EP,MAP,AP etc
- 2) Mis- en-Place & Mis -en-Scene
- 3) Menu- Types - A'la carte & Table d' hote - French Classical Menu
- 4) Menu Planning - Factors to be considered
- 5) Various courses of a meal

MODULE-4

(10 Marks)

Food & Beverage Service methods, Restaurant & Bar controls

- 1) Restaurant Controls- KOT - BOT
- 2) Duplicate & Triplicate checking method
- 3) Types of Food Service methods
- 4) Buffet - Types - Equipment used
- 5) Order taking - Suggestive selling - Bill presentation

MODULE-5 (10 Marks)
Breakfast & Banquets & Room Service, High Tea

- 1) Breakfast - Types & Service
- 2) Banquet - Types & Service - Toast Procedure- Banquet Menu
- 3) Function Prospectus- Seating arrangement
- 4) Room Service - Order taking
- 5) Evening Tea Service - High Tea

MODULE-6 (10 Marks)
Classification of Beverages - Tea, Coffee, Beer & Service

- 1) Alcoholic & Non-Alcoholic - Types - Fermentation & Distillation- Pot still - Patent still
- 2) Mineral waters - Types - Service
- 3) History of Tea & Coffee - Types - Service
- 4) Beer- Making - Types - Service - Trade names
- 5) Cider & Perry

MODULE-7 (10 Marks)
Wines & Service

- 1) Grapes- Varieties & Species - Wine Terminology
- 2) Broad Categories of wines - Champagne - Brands
- 3) Trade name of Famous wines - Wines of France, Germany, Italy, Spain and Portugal
- 4) Wine Making Process - Quality control of wines
- 5) Wine label - Wine & food suggestions - Wine service

MODULE-8 (10 Marks)
Alcoholic Beverages - Types & Service

- 1) Spirits- Types
- 2) Types of Alcoholic Beverages- Whisky, Rum, Brandy, Gin, Vodka and Tequila
- 3) Liqueurs & their service
- 4) Service of alcoholic Beverages
- 5) Proof & Under Proof

MODULE-9 (10 Marks)
Dispense bar - Cocktails & Mocktails

- 1) Dispense bar - Equipment Required

- 2) Cocktails – Types & Examples
- 3) Mocktails – Types & Examples
- 4) Rules for making cocktails
- 5) Service of Cocktails & Mocktails

MODULE-10

Cellar Management - Tobacco - Cigars & Cigarettes (10

Marks)

- 1) Cellar - Do's& Don'ts in Cellar Management- Cellar location & Temperature control
- 2) Tobacco - Types
- 3) Cigars – Types –Service – Brands
- 4) Judging a Cigar
- 5) Cigarettes – Types –Service – Brands

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.