

**DETAILED SYLLABUS FOR THE POST OF
MANAGER GRADE III IN DEPARTMENT OF TOURISM /
HOSPITALITY ASSISTANT IN TOURISM
(Cat.No. 137/2019, 260/2021)**

1. Accommodation (5marks)

- Type of plans
 1. EP
 2. CP
 3. AP
 4. MAP
- Rooms -Different types
- Front office operations
 1. Guest cycle-check in, Rooming, crib rate etc..
 2. Reservation
 3. Left luggage handling
 4. Check out & account settlement

2. Classification of Hotels (5marks)

1. Location
2. Type of plans
3. Number of rooms
4. Star classification
5. Major departments in Hotel- duties& responsibilities

3. Tourism (5marks)

- Different organizations connected with Tourism Industry
- Popular tourism destinations in India
- Frontier formalities
 1. Different types of passport
 2. Visa

4. Food and Beverage Production (25marks)

- Classification of raw materials
- Storage of raw materials
- Preparation of Ingredients
 1. Mise- en- place
 2. Types of cutting
 3. Method of mixing
- Methods of Cooking
- Sauces
 1. Different types
 2. Derivatives
 3. Thickening agents used
- Soups
 1. Names
 2. Classification
 2. Origin
 3. Stocks-types and method of making
 4. Accompaniments
 5. Garnishes used
- Pasta
- Sandwiches
- Salads
 - 1.Types and examples
 - 2.Salad dressings
- Accompaniments and garnishes

5. Fish

(5marks)

- Classification
- Various cuts

6. Meat

(10 marks)

- Different cuts
- Principles of meat preparation and cooking
- Preserved meats
 1. Bacon
 2. Ham
 3. Sausages
- Varieties of steak
- Poultry – Different cuts

7. Dairy Products

(5marks)

- Cheese
 1. Different types
 2. Country of origin
 3. Production
 4. Classification

8. Food and Beverage Service

(25marks)

- Classification of beverages-Alcoholic & Non alcoholic
- Tea
- Coffee
- Mineral water
- Wines
 1. Classification
 2. Country of origin
 3. Manufacturing process
 4. Brand names
 5. Accompaniments

- Sprints
 1. Classification
 2. Brand names
 3. Country of origin
- Tobacco products
 1. Cigarettes & Cigars- manufacturing & service
- Banquets
 1. Different seating arrangements
 2. Toast procedure
- Various types of service- French, American, English, Russian, Buffet, Gueridon
- Standard portion sizes
- Service terminology
- Various equipments used
- Menu
 1. Different types
 2. Course of menu
- Breakfast service
 1. English
 2. Continental
 3. American

9. House Keeping

(5marks)

- Duties & responsibilities
- Registers used
- Types of keys- section key, master key, grand master key
- Laundry – stains and stain removal

10. Food Hygiene

(10marks)

- Type of food poisoning bacteria
- Food born diseases

- Cleaning of kitchen equipment
- Common pets found in kitchen
- FSSAI
- Fire and safety
 1. Fire triangle
 2. Different types of fire extinguishers

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