

**SYLLABUS**  
**HOSPITALITY SUPERVISOR**

- Knowledge of IITs and their Acts, Rules, Statutes, Functioning and organization chart
- RTI Act, General Financial Rules (GFRs), e-Procurement, GeM etc.
- Hostel Management, Inventory maintenance and write-off procedure
- Material and Service Procurement procedures
- Hygiene and housekeeping practices
- Basic Ledger maintenance, Staff Management
- Staff Car Rules & Transport Management
- Hospitality Management & Event Management
- Maintenance & Service Management of Guest House Facilities
- Labour Laws & Employee Rights
- Employee Motivation and Discipline, Values, Morals & Ethics
- General English, Quantitative Aptitude, Analytical Reasoning & General Knowledge / Current Affair.