



CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY
(Council of Scientific and Industrial Research)
Uppal Road, Habsiguda, Hyderabad - 500 007, Telangana.
Website: <https://www.ccmb.res.in>



No. CCMB/Rect./Advt.No.05/2023

Dated: 25.11.2025

NOTICE

Sub.: Schedule of Trade Test for the post of Technical Assistant, Post Code: TA-03 – reg.

Ref.: 1. CSIR-CCMB Advt. No. 05/2023.
2. CSIR-CCMB Notice No. CCMB/Rect./Advt. No. 05/2023
dated: 18.06.2025

It is to inform to all the candidates who have been shortlisted for the advertised post of Technical Assistant, Post Code: **TA-03** vide CSIR-CCMB, Advt. No. 05/2023, that the detailed schedule of the Trade Test is given below:

Trade Test Schedule:

Post Code	TA-03
Date	16.12.2025 (Tuesday)
Timing	09:30 AM to 05:30 PM
Reporting Time	08:00 AM (Candidates shall not be allowed after 09:00 AM)
Venue	Institute of Hotel Management (IHM), F-Row, DD Colony, Vidyanagar, Hyderabad, Telangana – 500 007. https://maps.app.goo.gl/TT7tGfxTAP1d94Ao8

Only the candidates who qualify in the Trade Test will be allowed to appear for Competitive Written Examination.

The Syllabus for the Trade Test for the aforementioned postcode is enclosed as Annexure I.

The detailed instructions are available on the Admit card, which may be downloaded from the below link for Trade Test w.e.f. 09.12.2025 after 04:00 PM. https://recruitment-staff.ccmb.res.in/Advt_05_2023_Gr3/

The candidates are requested to visit CSIR-CCMB website <https://www.ccmb.res.in> regularly for recruitment updates.

For any queries regarding downloading of Admit cards may be e-mailed to recruitment.ccmb@csir.res.in on or before 12.12.2025

Dated: 25.11.2025

Sd/-
Sr. Controller of Administration

Trade Test & Competitive Written Examination Syllabus **for the Post Code: TA-03**

FOUNDATION COURSE IN FOOD PRODUCTION

01 INTRODUCTION TO COOKERY

- A. Levels of skills and experiences
- B. Attitudes and behaviour in the kitchen
- C. Personal hygiene
- D. Uniforms & protective clothing
- E. Safety procedure in handling equipment

02 CULINARY HISTORY

- A. Origin of modern cookery

01 Intro only

03 HIERARCHY AREA OF DEPARTMENT AND KITCHEN

- A. Classical Brigade
- B. Modern staffing in various category hotels
- C. Roles of executive chef
- D. Duties and responsibilities of various chefs
- E. Co-operation with other departments

04 CULINARY TERMS

- A. List of culinary (common and basic) terms
- B. Explanation with examples

05 AIMS & OBJECTS OF COOKING FOOD

- A. Aims and objectives of cooking food
- B. Various textures
- C. Various consistencies
- D. Techniques used in pre-preparation
- E. Techniques used in preparation

06 BASIC PRINCIPLES OF FOOD PRODUCTION - I

i) VEGETABLE AND FRUIT COOKERY

- A. Introduction – classification of vegetables
- B. Pigments and colour changes
- C. Effects of heat on vegetables
- D. Cuts of vegetables
- E. Classification of fruits
- F. Uses of fruit in cookery
- G. Salads and salad dressings

ii) STOCKS

- A. Definition of stock
- B. Types of stock
- C. Preparation of stock
- D. Recipes
- E. Storage of stocks
- F. Uses of stocks
- G. Care and precautions

iii) SAUCES

- A. Classification of sauces
- B. Recipes for mother sauces
- C. Storage & precautions

07 METHODS OF COOKING FOOD

- A. Roasting
- B. Grilling
- C. Frying
- D. Baking
- E. Broiling
- F. Poaching
- G. Boiling

- Principles of each of the above
- Care and precautions to be taken
- Selection of food for each type of cooking

08 SOUPS

- B. A. Classification with examples

Basic recipes of Consommé with 10 Garnishes

09 EGG COOKERY

- A. Introduction to egg cookery
- B. Structure of an egg
- C. Selection of egg
- D. Uses of egg in cookery

10 COMMODITIES:**i) Shortenings (Fats & Oils)**

- A. Role of Shortenings
- B. Varieties of Shortenings
- C. Advantages and Disadvantages of using various Shortenings
- D. Fats & Oil – Types, varieties

ii) Raising Agents

- A. Classification of Raising Agents
- B. Role of Raising Agents
- C. Actions and Reactions

iii) Thickening Agents

- A. Classification of thickening agents
- B. Role of Thickening agents

iv) Sugar

- A. Importance of Sugar
- B. Types of Sugar
- C. Cooking of Sugar – various

FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE**01 THE HOTEL & CATERING INDUSTRY**

- A. Introduction to the Hotel Industry and Growth of the hotel Industry in India
- B. Role of Catering establishment in the travel/tourism industry
- C. Types of F&B operations
- D. Classification of Commercial, Residential/Non-residential
- E. Welfare Catering - Industrial/Institutional/Transport such as air, road, rail, sea, etc.
- F. Structure of the catering industry - a brief description of each

02 DEPARTMENTAL ORGANISATION & STAFFING

- A. Organisation of F&B department of hotel
- B. Principal staff of various types of F&B operations
- C. French terms related to F&B staff

- D. Duties & responsibilities of F&B staff
- E. Attributes of a waiter
- F. Inter-departmental relationships
(Within F&B and other department)

03 I FOOD SERVICE AREAS (F & B OUTLETS)

- A. Specialty Restaurants
- B. Coffee Shop
- C. Cafeteria
- D. Fast Food (Quick Service Restaurants)
- E. Grill Room
- F. Banquets
- G. Bar
- H. Vending Machines
- I. Discotheque

II ANCILLIARY DEPARTMENTS

- A. Pantry
- B. Food pick-up area
- C. Store
- D. Linen room
- E. Kitchen stewarding

04 F & B SERVICE EQUIPMENT

Familiarization & Selection factors of:

- Cutlery
- Crockery
- Glassware
- Flatware
- Hollowware
- All other equipment used in F&B Service
- French terms related to the above

05 NON-ALCOHOLIC BEVERAGES

Classification (Nourishing, Stimulating and Refreshing beverages)

- A. Tea
 - Origin & Manufacture
 - Types & Brands
- B. Coffee
 - Origin & Manufacture
 - Types & Brands
- C. Juices and Soft Drinks
- D. Cocoa & Malted Beverages
 - Origin & Manufacture

FOUNDATION COURSE IN FRONT OFFICE OPERATIONS

INTRODUCTION TO TOURISM, HOSPITALITY & HOTEL INDUSTRY

- A. Tourism and its importance
- B. Hospitality and its origin
- C. Hotels, their evolution and growth
- D. Brief introduction to hotel core areas with special reference to Front Office

02 CLASSIFICATION OF HOTELS

- A. Size

- B. Star
- C. Location & clientele
- D. Ownership basis
- E. Independent hotels
- F. Management contracted hotel
- G. Chains
- H. Franchise/Affiliated
- I. Supplementary accommodation
- J. Time shares and condominium

03 TYPES OF ROOMS

- A. Single
- B. Double
- C. Twin
- D. Suits

04 TIME SHARE & VACATION OWNERSHIP

- A. B. D. What is time share? Referral chains & condominiums
How is it different from hotel business?
- C. Classification of timeshares
Types of accommodation and their size

05 FRONT OFFICE ORGANIZATION

- A. Function areas
- B. Front office hierarchy
- C. Duties and responsibilities
- D. Personality traits

06 HOTEL ENTRANCE, LOBBY AND FRONT OFFICE

- A. Layout
- B. automated)
- Front office equipment (non automated, semi automated and fully automated)

07 BELL DESK

- A. Functions
- B. Procedures and records

FRENCH: To be taught by a professional French language teacher.

- A. Understanding and uses of accents, orthographic signs & punctuation
- B. Knowledge of cardinaux & ordinaux (Ordinal & cardinal)
- C. Days, Dates, Time, Months and Seasons

FOUNDATION COURSE IN ACCOMMODATION OPERATIONS

THE ROLE OF HOUSEKEEPING IN HOSPITALITY OPERATION

Role of Housekeeping in Guest Satisfaction and Repeat Business

02 ORGANISATION CHART OF THE HOUSEKEEPING DEPARTMENT

- A. Hierarchy in small, medium, large and chain hotels
- B. Identifying Housekeeping Responsibilities
- C. Personality Traits of housekeeping Management Personnel.
- D. Duties and Responsibilities of Housekeeping staff
- E. Layout of the Housekeeping Department

03 CLEANING ORGANISATION

- A. Principles of cleaning, hygiene and safety factors in cleaning

- B. Methods of organising cleaning
- C. Frequency of cleaning daily, periodic, special
- D. Design features that simplify cleaning
- E. Use and care of Equipment

04 CLEANING AGENTS

- A. General Criteria for selection
- B. Classification
- C. Polishes
- D. Floor seats
- E. Use, care and Storage
- F. Distribution and Controls
- G. Use of Eco-friendly products in Housekeeping

05 COMPOSTION, CARE AND CLEANING OF DIFFERENT SURFACES

- A. Metals
- B. Glass
- C. Leather, Leatherites, Rexines
- D. Plastic
- E. Ceramics
- F. Wood
- G. Wall finishes
- H. Floor finishes

06 INTER DEPARTMENTAL RELATIONSHIP

- A. With Front Office
- B. With Maintenance
- C. With Security
- D. With Stores
- E. With Accounts
- F. With Personnel
- G. Use of Computers in House Keeping department

07 USE OF COMPUTERS IN HOUSE KEEPING DEPARTMENT

FOUNDATION COURSE IN FOOD PRODUCTION

01 SOUPS

- A. Basic recipes other than consommé with menu examples
 - Broths
 - Bouillon
 - Puree
 - Cream
 - Veloute
 - Chowder
 - Bisque etc
- B. Garnishes and accompaniments
- C. International soups

02 SAUCES & GRAVIES

- A. Difference between sauce and gravy
- B. Derivatives of mother sauces
- C. Contemporary & Proprietary

03 MEAT COOKERY

- A. Introduction to meat cookery
 - B. Cuts of beef/veal
 - C. Cuts of lamb/mutton
 - D. Cuts of pork
 - E. Variety meats (offals)
 - F. Poultry
- (With menu examples of each)

04 FISH COOKERY

- A. Introduction to fish cookery
- B. Classification of fish with examples
- C. Cuts of fish with menu examples
- D. Selection of fish and shell fish
- E. Cooking of fish (effects of heat)

05 RICE, CEREALS & PULSES

- A. Introduction
- B. Classification and identification
- C. Cooking of rice, cereals and pulses
- D. Varieties of rice and other cereals

06 (i) PASTRY

- A. Short crust
- B. Laminated
- C. Choux
- D. Hot water/Rough puff
 - Recipes and methods of preparation
 - Differences
 - Uses of each pastry
 - Care to be taken while preparing pastry
 - Role of each ingredient
 - Temperature of baking pastry

(ii) Flour

- A. Structure of wheat
- B. Types of Wheat
- C. Types of Flour
- D. Processing of Wheat – Flour
- E. Uses of Flour in Food Production
- F. Cooking of Flour (Starch)

(iii) SIMPLE BREADS

- A. Principles of bread making
- B. Simple yeast breads
- C. Role of each ingredient in bread making
- D. Baking temperature and its importance

07 PASTRY CREAMS

- A. Basic pastry creams
- B. Uses in confectionery
- C. Preparation and care in production

08 BASIC COMMODITIES:

(i) Milk

- A. Introduction
- B. Processing of Milk
- C. Pasteurisation – Homogenisation

D. Types of Milk – Skimmed and Condensed

E. Nutritive Value

(ii) Cream

A. Introduction

B. Processing of Cream

C. Types of Cream

(iii) Cheese

A. Introduction

B. Processing of Cheese

C. Types of Cheese

D. Classification of Cheese

E. Curing of Cheese

F. Uses of Cheese

(iv) Butter

A. Introduction

B. Processing of Butter

C. Types of Butter

09 BASIC INDIAN COOKERY

(i) CONDIMENTS & SPICES

A. Introduction to Indian food

B. Spices used in Indian cookery

C. Role of spices in Indian cookery

D. Indian equivalent of spices (names)

(ii) MASALAS

A. Blending of spices

B. Different masalas used in Indian cookery

- Wet masalas

- Dry masalas

C. Composition of different masalas

D. Varieties of masalas available in regional areas

E. Special masala blends

10 KITCHEN ORGANIZATION AND LAYOUT

A. General layout of the kitchen in various organisations

B. Layout of receiving areas

C. Layout of service and wash up

FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE

01 MEALS & MENU PLANNING:

A. Origin of Menu

B. Objectives of Menu Planning

C. Types of Menu

D. Courses of French Classical Menu

- Sequence
- Examples from each course
- Cover of each course
- Accompaniments

E. French Names of dishes

F. Types of Meals

- Early Morning Tea
- Breakfast (English, American Continental, Indian)
- Brunch
- Lunch

- Afternoon/High Tea
- Dinner
- Supper

02 (i) PREPARATION FOR SERVICE

- A. Organising Mise-en-scene
- B. Organising Mise en place

II TYPES OF FOOD SERVICE

- A. Silver service
- B. Pre-plated service
- C. Cafeteria service
- D. Room service
- E. Buffet service
- F. Gueridon service
- G. Lounge service

03 SALE CONTROL SYSTEM

- A. KOT/Bill Control System (Manual)
 - Triplicate Checking System
 - Duplicate Checking System
 - Single Order Sheet
 - Quick Service Menu & Customer Bill
- B. Making bill
- C. Cash handling equipment
- D. Record keeping (Restaurant Cashier)

04 TOBACCO

- A. History
- B. Processing for cigarettes, pipe tobacco & cigars
- C. Cigarettes – Types and Brand names
- D. Pipe Tobacco – Types and Brand names
- E. Cigars – shapes, sizes, colours and Brand names
- F. Care and Storage of cigarettes & cigars

FOUNDATION COURSE IN FRONT OFFICE OPERATIONS

01 TARIFF STRUCTURE

- A. Basis of charging
- B. Plans, competition, customer's profile, standards of service & amenities
- C. Hubbart formula
- D. Different types of tariffs
 - Rack Rate
 - Discounted Rates for Corporates, Airlines, Groups & Travel Agents

02 FRONT OFFICE AND GUEST HANDLING

- Introduction to guest cycle
- Pre arrival
- Arrival
- During guest stay
- Departure
- After departure

03 RESERVATIONS

- A. Importance of reservation
- B. Modes of reservation

- C. Channels and sources (FITs, Travel Agents, Airlines, GITs)
- D. Types of reservations (Tentative, confirmed, guaranteed etc.)
- E. Systems (non automatic, semi automatic fully automatic)
- F. Cancellation
- G. Amendments
- H. Overbooking

04 ROOM SELLING TECHNIQUES

- A. Up selling
- B. Discounts

05 ARRIVALS

- A. Preparing for guest arrivals at Reservation and Front Office
- B. Receiving of guests
- C. Pre-registration
- D. Registration (non automatic, semi automatic and automatic)
- E. Relevant records for FITs, Groups, Air crews & VIPs

06 DURING THE STAY ACTIVITIES

- A. Information services
- B. Message and Mail Handling
- C. Key Handling
- D. Room selling technique
- E. Hospitality desk
- F. Complaints handling
- G. Guest handling
- H. Guest history

07 FRONT OFFICE CO-ORDINATION

With other departments of hotel

FOUNDATION COURSE IN ACCOMMODATION OPERATIONS**01 ROOM LAYOUT AND GUEST SUPPLIES**

- A. Standard rooms, VIP ROOMS
- B. Guest's special requests

02 AREA CLEANING

- A. Guest rooms
- B. Front-of-the-house Areas
- C. Back-of-the house Areas
- D. Work routine and associated problems e.g. high traffic areas, Façade cleaning etc.

03 ROUTINE SYSTEMS AND RECORDS OF HOUSE KEEPING DEPARTMENT

- A. Reporting Staff placement
- B. Room Occupancy Report
- C. Guest Room Inspection
- D. Entering Checklists, Floor Register, Work Orders, Log Sheet.
- E. Lost and Found Register and Enquiry File
- F. Maid's Report and Housekeeper's Report
- G. Handover Records
- H. Guest's Special Requests Register
- I. Record of Special Cleaning
- J. Call Register
- K. VIP Lists

04 TYPES OF BEDS AND MATTRESSES**05 PEST CONTROL**

- A. Areas of infestation
- B. Preventive measures and Control measure

06 KEYS

- A. Types of keys
- B. Computerised key cards
- C. Key control

FOOD PRODUCTION OPERATIONS**01 QUANTITY FOOD PRODUCTION****EQUIPMENT**

- A. Equipment required for mass/volume feeding
- B. Heat and cold generating equipment
- C. Care and maintenance of this equipment
- D. Modern developments in equipment manufacture

MENU PLANNING

- A. Basic principles of menu planning – recapitulation
- B. Points to consider in menu planning for various volume feeding outlets such as Industrial, Institutional, Mobile Catering Units
- C. Planning menus for
 - School/college students
 - Industrial workers
 - Hospitals
 - Outdoor parties
 - Theme dinners
 - Transport facilities, cruise lines, airlines, railway
- D. Nutritional factors for the above

INDENTING

- Principles of Indenting for volume feeding
- Portion sizes of various items for different types of volume feeding
- Modifying recipes for indenting for large scale catering
- Practical difficulties while indenting for volume feeding

PLANNING

Principles of planning for quantity food production with regard to

- Space allocation
- Equipment selection
- Staffing

02 VOLUME FEEDING**A. Institutional and Industrial Catering**

- Types of Institutional & Industrial Catering
- Problems associated with this type of catering
- Scope for development and growth

B. Hospital Catering

- Highlights of Hospital Catering for patients, staff, visitors
- Diet menus and nutritional requirements

C. Off Premises Catering

- Reasons for growth and development

- Menu Planning and Theme Parties
- Concept of a Central Production Unit
- Problems associated with off-premises catering

D. Mobile Catering

- Characteristics of Rail, Airline (Flight Kitchens and Sea Catering)
- Branches of Mobile Catering

E. Quantity Purchase & Storage

- Introduction to purchasing
- Purchasing system
- Purchase specifications
- Purchasing techniques
- Storage

03 REGIONAL INDIAN CUISINE**A. Introduction to Regional Indian Cuisine****B. Heritage of Indian Cuisine****C. Factors that affect eating habits in different parts of the country****D. Cuisine and its highlights of different states/regions/communities to be discussed under:**

- Geographic location
- Historical background
- Seasonal availability
- Special equipment
- Staple diets
- Specialty cuisine for festivals and special occasions

STATES

Andhra Pradesh, Bengal, Goa, Gujarat, Karnataka, Kashmir, Kerala, Madhya Pradesh, Maharashtra, North Eastern States, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh/Uttaranchal

COMMUNITIES

Parsee, Chettinad, Hyderabadi, Lucknowi, Avadhi, Malbari/Syrian Christian and Bohri

DISCUSSIONS

Indian Breads, Indian Sweets, Indian Snacks

FOOD & BEVERAGE SERVICE OPERATIONS**01 ALCOHOLIC BEVERAGE****A. Introduction and definition****B. Production of Alcohol**

- Fermentation process
- Distillation process

C. Classification with examples**02 DISPENSE BAR****A. Introduction and definition****B. Bar layout – physical layout of bar****C. Bar stock – alcohol & non alcoholic beverages****D. Bar equipment****03 WINES****A. Definition & History****B. Classification with examples**

- Table/Still/Natural
- Sparkling
- Fortified
- Aromatized

C. Production of each classification

D. Old World wines (Principal wine regions, wine laws, grape varieties, production and brand names)

- France
- Germany
- Italy
- Spain
- Portugal

E. New World Wines (Principal wine regions, wine laws, grape varieties, production and brand names)

- USA
- Australia
- India
- Chile
- South Africa
- Algeria
- New Zealand

F. Food & Wine Harmony

G. Storage of wines

H. Wine terminology (English & French)

04 BEER

A. Introduction & Definition

B. Types of Beer

C. Production of Beer

D. Storage

05 SPIRITS

A. Introduction & Definition

B. Production of Spirit

- Pot-still method
- Patent still method

C. Production of

- Whisky
- Rum
- Gin
- Brandy
- Vodka
- Tequilla

D. Different Proof Spirits

- American Proof
- British Proof (Sikes scale)
- Gay Lussac (OIML Scale)

06 APERITIFS

A. Introduction and Definition

B. Types of Aperitifs

- Vermouth (Definition, Types & Brand names)
- Bitters (Definition, Types & Brand names)

07 LIQUEURS

A. Definition & History

B. Production of Liqueurs

C. Broad Categories of Liqueurs (Herb, Citrus, Fruit/Egg, Bean & Kernel)

D. Popular Liqueurs (Name, colour, predominant flavour & country of origin)

FRONT OFFICE OPERATIONS

01 COMPUTER APPLICATION IN FRONT OFFICE OPERATION

- A. Role of information technology in the hospitality industry
- B. Factors for need of a PMS in the hotel
- C. Factors for purchase of PMS by the hotel
- D. Introduction to Fidelio & Amadeus

02 FRONT OFFICE (ACCOUNTING)

- A. Accounting Fundamentals
- B. Guest and non guest accounts
- C. Accounting system
 - Non automated – Guest weekly bill, Visitors tabular ledger
 - Semi automated
 - Fully automated

03 CHECK OUT PROCEDURES

Guest accounts settlement

- Cash and credit
- Indian currency and foreign currency
- Transfer of guest accounts
- Express check out

04 CONTROL OF CASH AND CREDIT

05 NIGHT AUDITING

- A. Functions
- B. Audit procedures (Non automated, semi-automated and fully automated)

06 FRONT OFFICE & GUEST SAFETY AND SECURITY

- A. Importance of security systems
- B. Safe deposit
- C. Key control
- D. Emergency situations (Accident, illness, theft, fire, bomb)

07 FRENCH

- A. Expressions de politesse et les commander et Expressions d'encouragement
- B. Basic conversation related to Front Office activities such as
 - Reservations (personal and telephonic)
 - Reception (Doorman, Bell Boys, Receptionist etc.)
 - Cleaning of Room & change of Room etc.

ACCOMMODATION OPERATIONS

01 LINEN ROOM

- A. Activities of the Linen Room
- B. Layout and equipment in the Linen Room
- C. Selection criteria for various Linen Items & fabrics suitable for this purpose
- D. Purchase of Linen
- E. Calculation of Linen requirements
- F. Linen control-procedures and records
- G. Stocktaking-procedures and records
- H. Recycling of discarded linen
- I. Linen Hire

02 UNIFORMS

- A. Advantages of providing uniforms to staff
- B. Issuing and exchange of uniforms; type of uniforms
- C. Selection and designing of uniforms
- D. Layout of the Uniform room

03 SEWING ROOM

- A. Activities and areas to be provided
- B. Equipment provided

04 LAUNDRY

- A. Commercial and On-site Laundry
- B. Flow process of Industrial Laundering-OPL
- C. Stages in the Wash Cycle
- D. Laundry Equipment and Machines
- E. Layout of the Laundry
- F. Laundry Agents
- G. Dry Cleaning
- H. Guest Laundry/Valet service
- I. Stain removal

05 FLOWER ARRANGEMENT

- A. Flower arrangement in Hotels
- B. Equipment and material required for flower arrangement
- C. Conditioning of plant material
- D. Styles of flower arrangements
- E. Principles of design as applied to flower arrangement

06 INDOOR PLANTS

Selection and care

ADVANCE FOOD PRODUCTION OPERATIONS**01 LARDER****I. LAYOUT & EQUIPMENT**

- A. Introduction of Larder Work
- B. Definition
- C. Equipment found in the larder
- D. Layout of a typical larder with equipment and various sections

II. TERMS & LARDER CONTROL

- A. Common terms used in the Larder and Larder control
- B. Essentials of Larder Control
- C. Importance of Larder Control
- D. Devising Larder Control Systems
- E. Leasing with other Departments
- F. Yield Testing

III. DUTIES AND RESPONSIBILITIES OF THE LARDER CHEF

- A. Functions of the Larder
- B. Hierarchy of Larder Staff
- C. Sections of the Larder
- D. Duties & Responsibilities of larder Chef

02 CHARCUTIERIE**I. SAUSAGE**

- A. Introduction to charcuterie
- B. Sausage – Types & Varieties**
- C. Casings – Types & Varieties
- D. Fillings – Types & Varieties
- E. Additives & Preservatives

II. FORCEMEATS

- A. Types of forcemeats**
- B. Preparation of forcemeats
- C. Uses of forcemeats

III. BRINES, CURES & MARINADES

- A. Types of Brines
- B. Preparation of Brines
- C. Methods of Curing
- D. Types of Marinades
- E. Uses of Marinades
- F. Difference between Brines, Cures & Marinades

IV. HAM, BACON & GAMMON

- A. Cuts of Ham, Bacon & Gammon.
- B. Differences between Ham, Bacon & Gammon
- C. Processing of Ham & Bacon
- D. Green Bacon
- E. Uses of different cuts

V. GALANTINES

- A. Making of galantines
- B. Types of Galantine
- C. Ballotines

VI. PATES

- A. Types of Pate
- B. Pate de foie gras
- C. Making of Pate
- D. Commerical pate and Pate Maison
- E. Truffle – sources, Cultivation and uses and Types of truffle.

VII. MOUSE & MOUSSELINE

- A. Types of mousse
- B. Preparation of mousse
- C. Preparation of mousseline**
- D. Difference between mousse and mousseline

VIII. CHAUD FROID

- A. Meaning of Chaud froid
- B. Making of chaud froid & Precautions
- C. Types of chaud froid
- D. Uses of chaud froid

IX. ASPIC & GELEE

- A. Definition of Aspic and Gelee
- B. Difference between the two
- C. Making of Aspic and Gelee
- D. Uses of Aspic and Gelee

X. QUENELLES, PARFAITS, ROULADES

Preparation of Quenelles, Parfaits and Roulades

XI. NON EDIBLE DISPLAYS

- A. Ice carvings
- B. Tallow sculpture
- C. Fruit & vegetable Displays
- D. Salt dough

- E. Pastillage
- F. Jelly Logo
- G. Thermacol work

03 APPETIZERS & GARNISHES

- A. Classification of Appetizers
- B. Examples of Appetizers
- C. Historic importance of culinary Garnishes
- D. Explanation of different Garnishes

04 SANDWICHES

- A. Parts of Sandwiches
- B. Types of Bread
- C. Types of filling – classification
- D. Spreads and Garnishes
- E. Types of Sandwiches
- F. Making of Sandwiches
- G. Storing of Sandwiches

05 USE OF WINE AND HERBS IN COOKING

- A. Ideal uses of wine in cooking
- B. Classification of herbs
- C. Ideal uses of herbs in cooking

ADVANCE FOOD & BEVERAGE OPERATIONS

01 PLANNING & OPERATING VARIOUS F&B OUTLET

- A. Physical layout of functional and ancillary areas
- B. Objective of a good layout
- C. Steps in planning
- D. Factors to be considered while planning
- E. Calculating space requirement
- F. Various set ups for seating
- G. Planning staff requirement
- H. Menu planning
- I. Constraints of menu planning
- J. Selecting and planning of heavy duty and light equipment
- K. Requirement of quantities of equipment required like crockery, Glassware, Cutlery - steel or silver etc.
- L. Suppliers & manufacturers
- M. Approximate cost
- N. Planning Décor, furnishing fixture etc.

02 FUNCTION CATERING

BANQUETS

- History
- Types
- Organisation of Banquet department
- Duties & responsibilities
- Sales
- Booking procedure
- Banquet menus

BANQUET PROTOCOL

- Space Area requirement
- Table plans/arrangement
- Misc-en-place

- Service
- Toast & Toast procedures

INFORMAL BANQUET

- Réception
- Cocktail parties
- Convention
- Seminar
- Exhibition
- Fashion shows
- Trade Fair
- Wedding
- Outdoor catering

03 FUNCTION CATERING

BUFFETS

- Introduction
- Factors to plan buffets
- Area requirement
- Planning and organisation
- Sequence of food
- Menu planning
- Types of Buffet
- Display
- Sit down
- Fork, Finger, Cold Buffet
- Breakfast Buffets
- Equipment
- Supplies
- Check list

04 GUERIDON SERVICE

- History of gueridon
- Definition
- General consideration of operations
- Advantages & Dis-advantages
- Types of trolleys
- Factor to create impulse, Buying – Trolley, open kitchen
- Gueridon equipment
- Gueridon ingredients

05 KITCHEN STEWARDING

- Importance
- Opportunities in kitchen stewarding
- Record maintaining
- Machine used for cleaning and polishing
- Inventory

FRONT OFFICE MANAGEMENT

01 PLANNING & EVALUATING FRONT OFFICE OPERATIONS

- Setting Room Rates (Details/Calculations thereof)
 - Hubbart Formula, market condition approach & Thumb Rule
 - Types of discounted rates – corporate, rack etc.
- Forecasting techniques
- Forecasting Room availability

- D. Useful forecasting data
 - % of walking
 - % of overstaying
 - % of under stay
- E. Forecast formula
- F. Types of forecast
- G. Sample forecast forms
- H. Factors for evaluating front office operations

02 BUDGETING

- A. Types of budget & budget cycle
- B. Making front office budget
- C. Factors affecting budget planning
- D. Capital & operations budget for front office
- E. Refining budgets, budgetary control
- F. Forecasting room revenue
- G. Advantages & Disadvantages of budgeting

03 PROPERTY MANAGEMENT SYSTEM

- A. Fidelio / IDS / Shawman
- B. Amadeus

ACCOMMODATION MANAGEMENT

01 PLANNING AND ORGANISING THE HOUSE KEEPING DEPARTMENT

- A. Area inventory list
- B. Frequency schedules
- C. Performance and Productivity standards
- D. Time and Motion study in House Keeping operations
- E. Standard Operating manuals – Job procedures
- F. Job allocation and work schedules
- G. Calculating staff strengths & Planning duty rosters, team work and leadership in House Keeping
- H. Training in HKD, devising training programmes for HK staff
- I. Inventory level for non recycled items
- J. Budget and budgetary controls
- K. The budget process
- L. Planning capital budget
- M. Planning operation budget
- N. Operating budget – controlling expenses – income statement
- O. Purchasing systems – methods of buying
- P. Stock records – issuing and control

02 HOUSEKEEPING IN INSTITUTIONS & FACILITIES OTHER THAN HOTELS

03 CONTRACT SERVICES

- A. Types of contract services
- B. Guidelines for hiring contract services
- C. Advantages & disadvantages of contract services

04 ENERGY AND WATER CONSERVATION IN HOUSEKEEPING OPERATIONS

05 FIRST AID

ADVANCE FOOD PRODUCTION OPERATIONS

01 INTERNATIONAL CUISINE

- A. Geographic location
- B. Historical background
- C. Staple food with regional Influences
- D. Specialities
- E. Recipes
- F. Equipment in relation to:
 - Great Britain
 - France
 - Italy
 - Spain & Portugal
 - Scandinavia
 - Germany
 - Middle East
 - Oriental
 - Mexican
 - Arabic

CHINESE

- A. Introduction to Chinese foods
- B. Historical background
- C. Regional cooking styles
- D. Methods of cooking
- E. Equipment & utensils

02 BAKERY & CONFECTIONERY

I. ICINGS & TOPPINGS

- A. Varieties of icings
- B. Using of Icings
- C. Difference between icings & Toppings
- D. Recipes

II. FROZEN DESSERTS

- A. Types and classification of Frozen desserts
- B. Ice-creams – Definitions
- C. Methods of preparation
- D. Additives and preservatives used in Ice-cream manufacture

III. MERINGUES

- A. Making of Meringues
- B. Factors affecting the stability
- C. Cooking Meringues
- D. Types of Meringues
- E. Uses of Meringues

IV. BREAD MAKING

- A. Role of ingredients in bread Making
- B. Bread Faults
- C. Bread Improvers

V. CHOCOLATE

- A. History
- B. Sources
- C. Manufacture & Processing of Chocolate
- D. Types of chocolate
- E. Tempering of chocolate
- F. Cocoa butter, white chocolate and its applications

03 PRODUCTION MANAGEMENT

- A. Kitchen Organisation
- B. Allocation of Work - Job Description, Duty Rosters
- C. Production Planning
- D. Production Scheduling
- E. Production Quality & Quantity Control
- F. Forecasting & Budgeting
- G. Yield Management

PRODUCT & RESEARCH DEVELOPMENT

- A. Testing new equipment,
- B. Developing new recipes
- C. Food Trails
- D. Organoleptic & Sensory Evaluation

04 FRENCH

- Culinary French
- Classical recipes (recettes Classique)
- Historical Background of Classical Garnishes
- Offals/Game
- Larder terminology and vocabulary

Note: Should be taught along with the relevant topics

ADVANCE FOOD & BEVERAGE OPERATIONS**01 FOOD & BEVERAGE STAFF ORGANISATION**

- A. Categories of staff
- B. Hierarchy
- C. Job description and specification
- D. Duty roster

02 MANAGING FOOD & BEVERAGE OUTLET

- A. Supervisory skills
- B. Developing efficiency
- C. Standard Operating Procedure

03 BAR OPERATIONS

- A. Types of Bar
 - Cocktail
 - Dispense
- B. Area of Bar
- C. Front Bar
- D. Back Bar
- E. Under Bar (Speed Rack, Garnish Container, Ice well etc.)
- F. Bar Stock
- G. Bar Control
- H. Bar Staffing
- I. Opening and closing duties

04 COCKTAILS & MIXED DRINKS

- A. Definition and History
- B. Classification
- C. Recipe, Preparation and Service of Popular Cocktails
 - Martini – Dry & Sweet
 - Manhattan – Dry & Sweet
 - Dubonnet

- Roy-Roy
- Bronx
- White Lady
- Pink Lady
- Side Car
- Bacardi
- Alexandra
- John Collins
- Tom Collins
- Gin FIZZ
- Pimm's Cup – no. 1,2,3,4,5
- Flips
- Noggs
- Champagne Cocktail
- Between the Sheets
- Daiquiri
- Bloody Mary
- Screw Driver
- Tequilla Sunrise
- Gin-Sling
- Planters Punch
- Singapore Sling
- Pinacolada
- Rusty Nail
- B&B
- Black Russian
- Margarita
- Gimlet – Dry & Sweet
- Cuba Libre
- Whisky Sour
- Blue Lagoon
- Harvey Wall Banger
- Bombay Cocktail

FRONT OFFICE MANAGEMENT

01 YIELD MANAGEMENT

- A. Concept and importance
- B. Applicability to rooms division
 - Capacity management
 - Discount allocation
 - Duration control
- C. Measurement yield
- D. Potential high and low demand tactics
- E. Yield management software
- F. Yield management team

02 TIMESHARE & VACATION OWNERSHIP

- Definition and types of timeshare options
- Difficulties faced in marketing timeshare business
- Advantages & disadvantages of timeshare business
- Exchange companies -Resort Condominium International, Intervals International
- How to improve the timeshare / referral/condominium concept in India- Government's role/industry role

03 FRENCH

Conversation with guests

- Providing information to guest about the hotel, city, sight-seeing, car rentals, historical places, banks, airlines, travel agents, shopping centres and worship places etc.
- Departure (Cashier, Bills Section and Bell Desk)

ACCOMMODATION MANAGEMENT**01 SAFETY AND SECURITY**

- A. Safety awareness and accident prevention
- B. Fire safety and fire fighting
- C. Crime prevention and dealing with emergency situation

02 INTERIOR DECORATION

- A. Elements of design
- B. Colour and its role in décor –types of colour schemes
- C. Windows and window treatment
- D. Lighting and lighting fixtures
- E. Floor finishes
- F. Carpets
- G. Furniture and
- H. Accessories

03 LAYOUT OF GUEST ROOMS

- A. Sizes of rooms, sizes of furniture, furniture arrangement
- B. Principles of design
- C. Refurbishing and redecoration

04 NEW PROPERTY COUNTDOWN