

**HOTEL CORPORATION OF INDIA LTD.**  
(A subsidiary of Air India Ltd.)



In view of the situation arising out of the current pandemic, last date for receiving completed Applications for the following positions is now extended to **May 19, 2021**. Completed Applications can also be sent through email to [careers@centaurhotels.com](mailto:careers@centaurhotels.com) in a zipped folder. Those who have already sent their applications need not resend.

S.NO.	POST	NO. OF VACANCIES	PLACE OF POSTING	EMOLUMENTS (COST TO COMPANY)
1.	Company Secretary	01	Delhi	Rs.1,25,000/-
2.	Chief Financial Officer	01	Delhi	Rs.1,25,000/-
3.	Chief Human Resources Officer	01	Delhi	Rs.1,25,000/-
4.	Corporate Chef	01	Delhi	Rs.1,25,000/-
5.	GM, Revenue Management	01	Delhi	Rs.1,05,000/-
6.	Group Executive Housekeeper	01	Delhi	Rs.1,05,000/-
7.	I.T. Manager	01	Delhi	Rs. 75,000/-
8.	Chief Engineer	01	Delhi	Rs. 75,000/-
9.	F&B Manager	01	Delhi	Rs. 75,000/-
10.	PR & Marketing Manager	01	Delhi	Rs. 75,000/-
11.	Sales Managers	03	Delhi	Rs. 75,000/-

I. The eligibility criteria and other amended details are as under:

**1. COMPANY SECRETARY:**

- a. He/She will be responsible for ensuring compliance of the provisions of various laws applicable to the Company; conduct affairs of the Company as specified in the Memorandum and Articles of Association of the Company; conduct & maintain minutes of the Board Meetings, Committee meetings, General Meetings and to attend the same; carry out the procedure related to the allotment, transfer and transmission, buy back of shares of the Company; keep the Companies Record and maintain the Statutory Registers as required by the Companies Act, 2013; advice the Board of Directors of their legal obligations; handle all legal affairs of the Company and represent the Company when dealing with various Regulators, Government Departments & Courts; guide the Directors about their Responsibilities and duties; be a liaison between the Company and the Stakeholders and perform all such duties as assigned by the Board and act as prescribed under the various Laws applicable to the Company.
- b. **Academic & Professional Qualification:** Graduation from a recognized University/Institution and Member of the Institute of Company Secretaries of India. Preference will be given to those with a Legal degree.
- c. **Experience:** 8 years in the Secretarial Department, preferably in a Public Sector Undertaking/Hospitality chain of repute with a minimum of 3 years assisting the Company Secretary.

Preference will be given to those who have coordinated with Law Advisory firms and have worked in the hospitality industry.

## **2. CHIEF FINANCIAL OFFICER:**

- a) He/She will be accountable for setting international best practices in implementing, managing and running the overall Finance function of the Company, including, but not limited to financial planning & strategy, budgeting, forecasting, reporting, cash-flow management, identifying process improvements, project management and adherence/ compliance to various statutory audit, taxation, etc. across all units. The incumbent will also monitor financial performance by measuring and analysing results, initiating corrective actions, and minimizing the impact of variances. Maximizes return on invested funds by identifying investment opportunities and maintaining relationships with the investment community.

Working closely with the various unit heads in the Company, will ensure that all books of accounts are accurately maintained and reported as per statutory and company requirements within stipulated timelines, lead & direct the Accounts, Internal Audit & Purchase teams to implement various lead & lag cost control measures, secure mandatory licenses, insurances & AMCs to run the business seamlessly.

- b) **Academic & Professional Qualification:** Graduation in finance/ accounting from a recognized University/Institution and Associate/Fellow Member of the Institute of Chartered Accountants of India or MBA in Finance. Certified Public Accountant certification will be a plus.
- c) **Experience:** 8 years in the accounting and financial management practices preferably in a Public Sector Undertaking/ Hospitality chain/ Flight Catering company of repute with a minimum of 3 years assisting the head of Finance.

Preference will be given to candidates with sound IND AS & financial reporting skills as well as those with experience in setting, measuring and reporting lead & lag results in the hospitality/ flight catering company.

## **3. CHIEF HUMAN RESOURCES OFFICER:**

- a) He/She will be responsible for the overall HR, IR, Training & Administration of the Company. Serving as an employee advocate, mediator, mentor and coach, the candidate will set goals for employer branding and monitor progress through employee satisfaction surveys. The incumbent will be accountable for setting international best practices covering, but not limited to, human capital management; initiate, articulate & amplify values, culture & goals within the organization; design & implement talent acquisition, retention, career development & separation plans; compensation & benefits strategies; maintain workplace & safety standards; design & implement performance management; ensure hiring & on-boarding procedures are effective for diverse groups; data-driven leader who can connect workforce and business outcomes; initiate learning & development programs; maintain effective Industrial Relations and adhere to all statutory laws across all units of the company.
- b) **Academic & Professional Qualification:** Graduate from a recognised university/ institution and MBA in Personnel/ HR or Post graduate Diploma in People Management/ Organisational Behaviour/ Industrial Psychology/ Industrial Relations/ Labour Welfare from a recognised university/ Institution.

- c) **Experience:** 8 years in the HR & Administration function preferably in a Public Sector Undertaking/ Hospitality chain/ Flight Catering company of repute of which at least 3 years should be assisting the head of HR.

#### 4. **CORPORATE CHEF:**

- a) Working with the various unit's Chefs-in-charge, he/she will be responsible for the P&L of the overall kitchen operations of all the existing & future units/ F&B outlets of the Company, including The Centaur Hotel New Delhi, Centaur Lake View Srinagar, Chef Air Delhi, Chef Air Mumbai and T3 Airport Lounges; ensuring that the food catered in all the hotel's F&B outlets, on the flights and in the Airport Lounge from the respective Chef Air units meets the highest taste, quality, hygiene & sanitisation standards as well complies with all food safety regulations; generating top customer ratings leading to higher share of the business; reviews, recommends & implements the new cuisine offerings for all the outlets; initiates standardisation of recipes and creation of signature dishes across all brands; rationalizes food costs by overseeing the entire delivery chain from purchasing of raw materials to the final delivery and review of wastage; is aware of new culinary trends and recipes across multiple cuisines, including bakery & confectionary delicacies & special dietary preferences in bulk catering kitchens; creates new entrees & proactively recommends menu enhancements to the airlines; training & timely hiring of talent; coordinates with colleagues in Operations, Housekeeping, Engineering & HR to ensure smooth and seamless continuity of business at all times.
- a) **Academic & Professional Qualification:** Graduate hotel management degree/ diploma. Additional professional certifications in culinary arts will be preferred.
- b) **Experience:** 10 years in a global hospitality/ Flight Catering company/ Restaurant chain of repute with at least 3 years as an Executive Chef/ head of food production. Preference will be given to those who have experience working in both Hotels and Flight Catering units and has managed multi-city operations.

#### 5. **GROUP EXECUTIVE HOUSEKEEPER:**

- a) Working with the various unit's Housekeeping In-charges, he/she will create a brand standard manual; be overall responsible for the upkeep, cleanliness, sanitation, health, orderliness and appearance of all the units, including the public & common areas, guest rooms, meeting rooms, kitchens & back-offices; engages with professionals to plan, design & implement the upgradation/ refurbishment/ renovation/ re-opening of various facilities as per the approved R&M/ CAPEX budgets and agreed timelines; oversee and recommend changes to the uniform design for all the units & coordinates implementation within the approved budgets and timelines; oversee plans and current processes in the Housekeeping department and recommends & implements changes wherever necessitated; oversee the coordination & timely completion of the routine & preventive repairs and maintenance schedules of rooms, public areas, kitchens & back-offices with the Engineering & respective user departments; oversee the procurement and maintenance of par stock of guest supplies, cleaning supplies, linen & fixed assets and ensure no stock-out situation arises; conduct on the job training for the housekeeping in charges & teams and evaluate its effectiveness; work with HR to hire critical talent.
- b) **Academic & Professional Qualification:** Graduate degree/Diploma in Hotel Management from a recognised University/ Institution. A certification in Interior

Designing and those having a thorough knowledge of latest/ post-Covid health & safety stipulations including cleaning practices, techniques and procedures will be preferred.

- c) **Experience:** 10 years of Housekeeping experience in a hospitality chain/ Flight Catering company/ Facilities Management chain of repute of which at least 3 years should be as a No. 2 in a Corporate role or as head of a hotel of repute. Those having multi-unit/ multi-city responsibility will be preferred.

## 6. **GM, REVENUE MANAGEMENT:**

- a) He/She will be responsible for implementing international best practices in optimising Total Revenues of the hotels through rate parity management across various global distribution platforms and inventory management. Shall manage & direct the hotel Reservations teams and work closely with the Unit heads & Sales & Marketing teams to prepare revenue budgets for the hotels & meet Total Revenue targets of the hotels on a weekly/monthly basis. In addition, will take full accountability for meeting the online targets of the hotels and proactively institute & monitor lead measures, viz. pace reports, etc., to forecast performance and take proactive measures to course correct.
- b) **Academic & Professional Qualification:** Graduate degree/ Diploma in Hotel Management from a recognised University/ Institution. Those with a Certification in Revenue Management and Data Analytics will be at an advantage.
- c) **Experience:** 8 years in a Global/ Indian hospitality chain of repute and/ or with an Online Travel Aggregator, of which at least 3 years should be as the No. 2 in Revenue Management in a hotel of a reputable brand.

Apart from excellent analytical, interpersonal, written and oral communication skills, including presentation skills, those with experience in implementing PMS & CRS; proficiency in leveraging business from online travel aggregators & Global Distribution Systems; adept at managing the booking engine of brand.com; managing hotel Reservations teams & guiding Sales teams to optimise sales; having an in-depth knowledge of big data analysis & staying current with the latest technology tools, including deployment of channel manager, rate shopping, STR, etc. will be at an advantage.

## 7. **CHIEF ENGINEER:**

- a) Reporting to VP-Technical, he/she will assist him in managing all the Engineering related matters of the company; coordinate with the Engineering in-charges of all the units for prevention of interruptions to the day-to-day operations of the units; ensure that the plant & equipment operates at optimum levels; oversee the preventive maintenance and repairs of the mechanical and electrical system ensuring processes are both timely and cost-efficient; coordinate HVAC, electrical, plumbing, and other building repairs including hiring and monitoring external vendors as needed; plan new construction, renovations, refurbishment and/or upgradation of guest rooms, public areas, back-offices, etc.; aware of latest techniques, equipment, plant, machinery & tools used to extend the life of existing facilities & minimise operational costs; regularly inspects the state of the civil, electrical, mechanical, plumbing, signages, fixtures & fittings, vehicles, etc. in all the units and recommends timely intervention to ensure upkeep & zero breakdowns;

conduct routine maintenance and safety inspections, ensuring the safety and security of the facilities at all times.

- b) **Academic & Professional Qualification:** Graduate Engineering degree from a recognised institute with specialization in a related stream. Professional experience in Civil, Architecture, HVAC, Electrical and Mechanical; computer literate (Excel, CAD/CAM, etc.) as well as the ability to read blueprints and other technical documents will be an advantage.
- c) **Experience:** 10 years in a Global/ Indian hospitality chain/ Flight Catering company/ Facility Management company/ Merchant Navy of which at least 3 years should be in assisting the Chief Engineer/ head of Engineering Services.

## **8. IT MANAGER:**

- a) He/She will be responsible for developing & implementing the company's digital roadmap aligning it with its business goals; oversee management of the Servers & Domain; use stakeholders' feedback to recommend necessary improvements and adjustments to existing IT infrastructure; recommend & implement new technology systems and infrastructure that yields competitive advantage; help departments use technology profitably; supervise system infrastructure to ensure functionality and efficiency; Recommend, implement & monitor Data Privacy & Protection processes & SOPs; monitor KPIs and IT budgets; coordinates with related AMC vendors; help launch PMS/CRS/ Central Call Centre, PG integrated new Website/ APP, Biometrics & new modules on Tally/ SAP; Generate automated MIS & explore use of technology to reduce overall operational costs and initiate digital record-keeping.
- b) **Academic & Professional Qualification:** Graduate degree preferably in Computer Science, Engineering or a related field. MCA or other relevant degree will be an added advantage.
- c) **Experience:** 5 years in the hospitality industry of which at least a minimum of 2 years should be in assisting the head of IT of a reputable hotel.

Strategic thinking and strong business acumen are essential in this role. Well-versed in current technological trends and familiar with a variety of business concepts in the hospitality sector. Experience in a Flight Catering organization would be an added advantage.

## **9. F&B Manager (The Centaur Hotel, New Delhi & T3 Airport Lounges):**

- b) Reporting to the Unit head, he/she is responsible for the day-to-day functioning and managing of F&B Operations of all the F&B outlets in the hotel, including outdoor events and the Airport Lounges in T3; create and follow SOPs for service deliverables across each of the outlets including sanitation codes and laws, food storage & loss prevention; working alongside other members of the food production team create standard and occasion-specific menus to dazzle & delight guests; minimize food costs; manage special events including institutional catering; staff management including assignment of duty rosters; hiring casual staff to manage deliverables & meet operational standards; interactions with guests/ CIPs/ VIPs, etc.; office administration; vendor communications; manage Banquets and F&B Outlet Operations team.

- c) **Academic & Professional Qualification:** Graduate hospitality degree/ diploma from a hotel management school.
- d) **Experience:** 8 years of experience in a global hospitality/ restaurant chain of repute with at least 2 years as the No. 2 in F&B operations.

#### **10. PR & MARKETING MANAGER:**

- a) He/She will be responsible for implementing international best practices in optimising the brand equity for Centaur hotels through design & execution of effective marketing campaigns across print & online platforms for both trade & consumers; design & implement the marketing strategy, goals & objectives; review & create content marketing strategy including management of brand.com; plan & execute photo-shoots; set, track & report performance against KPIs for the department; use data & reports to make evidence-based decisions; create, present & implement the annual marketing plan and ensure spends are managed to optimise sales; managing NPS & online reputation.
- b) **Academic & Professional Qualification:** Graduate from a recognised University/ Institution. MBA with specialization in Marketing along with Certification in Digital Marketing and PR/ Media Relations, will be at an advantage.
- c) **Experience:** 6 years preferably in a Global/ Indian hospitality chain/ Hotel/ Restaurant Chain/ Food Aggregator/ Digital Agency/ Technology company/ Online Retailer/ Consumer organization of repute, of which at least 2 years should be in assisting the head of Marketing.

Apart from a pleasing personality and excellent written & oral communication skills including presentation and interpersonal skills, those with a hands-on experience of CRM and SEO tools like Google Analytics, Google Ads, Hub Spot, Web Trends Sales Force, etc. as well as implementing and managing print & social media campaigns and managing the brand.com will be at an advantage.

#### **11. SEGMENT SALES MANAGERS:**

- i. Sales Manager – Corporate (1 position)
  - ii. Sales Manager – Leisure (1 position)
  - iii. Sales Manager – Events & Celebrations (1 position)
- a) He/She will be responsible for managing accounts that have a potential for both The Centaur Hotel, New Delhi and Centaur Lake View Hotel, Srinagar from the given segment; conduct site inspections; use superior relationship building and networking skills to penetrate accounts; maintain a high conversion rate; analyze market developments and production details to prioritize efforts in enhancing share of wallet.
  - b) **Academic & Professional Qualification:** Graduate/ 3-year Diploma from a Hotel Management school. MBA with a specialization in Marketing will be an advantage.
  - c) **Experience:** 6 years in a Global/ Indian hospitality chain/ hotel of repute with a minimum of 3 years in Sales. Candidates having good networking with high potential accounts in the vertical being applied for will be preferred.

- I) **REPORTING:** All positions, unless otherwise specified, will report to the Chief Executive Officer. This may, however, be changed at the discretion of the management at any time whatsoever.
- II) **UPPER AGE LIMIT:** Upper age limit as on 01 April, 2021 is 50 years for all positions. Upper Age limit is relaxable by 5 years for SC/ST & 3 years for OBC candidates. Ex. Servicemen will be given age relaxation as per rules.
- III) **PLACE OF WORK:** All positions will be based out of Delhi. This can, however, be amended depending on the requirement of the Company.
- IV) **DURATION OF FIXED TERM CONTRACT:** Incumbents will be engaged on a Fixed Term Contract (FTC) for a period of 3 years. The Fixed Term Contract shall be extendable, depending upon performance and Company's requirement.
- V) **CTC:** During the period of FTC of 3 years, candidates will draw the consolidated emoluments as mentioned in the table above.
- VI) **ENTITLEMENTS:** In addition to free meals on duty and staff discounts, Mobile expenses incurred towards official calls will be reimbursed as per prevailing rules of the company. Additionally, either a chauffeur-driven vehicle will be provided to enable local sales calling/ travel for official purposes, or expenses incurred will be reimbursed as per prevailing rules of the company. Expenses towards outstation visits will be borne by the company as per prevailing rules of the company.
- VII) **HOW TO APPLY:** Interested candidates, who fulfil the above eligibility criteria as on **1.04.2021**, may apply as per the following prescribed format, so as to reach the following address **ON OR BEFORE 1700 hours on May 19, 2021:-**

Chief Executive Officer,  
Hotel Corporation of India Limited  
Centaur Hotel, Delhi Airport  
IGI Airport, NewDelhi-110037

The envelope must be super-scribed for the post applied. For example: **“APPLICATION FOR THE POST OF COMPANY SECRETARY”**, etc. Applications received late/ incomplete/ mutilated or without any of the supporting documents with regard to meeting the eligibility criteria, will be rejected. Hotel Corporation of India Limited will not be responsible for any postal delay/ loss of any documents during transit. Applications (comprising of Application form along with supporting documents) can also be sent through email to [careers@centaurhotels.com](mailto:careers@centaurhotels.com), specifying the position applied for in the Subject line of the email.

- VIII) **SELECTION PROCESS:** Shortlisted candidates will be intimated via email to appear for a Personal Interview in Delhi or at any other place, on the specified date/s, as decided by Hotel Corporation of India Limited. Shortlisted candidates will be required to make their own travel arrangements to attend the interview.



**HOTEL CORPORATION OF INDIA LTD.**

**APPLICATION FORMAT FOR THE POST OF:**

COMPANY SECRETARY/

CHIEF FINANCIAL OFFICER/

CHIEF HUMAN RESOURCES OFFICER/

CORPORATE CHEF/

GM, REVENUE MANAGEMENT/

CORPORATE EXECUTIVE HOUSEKEEPER/

I.T. MANAGER/

CHIEF ENGINEER/

F&B MANAGER/

PR & MARKETING MANAGER/

SEGMENT SALES MANAGER – Corporate/ Leisure/ Events & Celebrations

(Delete/ Strike-out whatever is not applicable)

Paste/ Place your  
recent Passport size  
photograph

(Please do not  
staple)

**I. YOUR PERSONAL DETAILS:**

a) Name (in CAPITAL Letters): \_\_\_\_\_

b) Father's Name: \_\_\_\_\_

c) Address: \_\_\_\_\_  
\_\_\_\_\_

Pin Code: \_\_\_\_\_

d) Contact Details:

i) Telephone Nos.: \_\_\_\_\_

ii) Mobile No.: \_\_\_\_\_

iii) E-mail id: \_\_\_\_\_



e) Date of Birth: \_\_\_\_\_

f) Age (As on 01.04.2021): \_\_\_\_\_ (Years) \_\_\_\_\_ (Months) \_\_\_\_\_ (Days)

g) Nationality: \_\_\_\_\_

h) Category you belong to:  GEN  SC  ST  OBC  EWS

(In case of OBC, candidates would be required to produce OBC certificate in the prescribed proforma issued by the appropriate authority for Central Government employment)

**II. Educational Qualifications: (10+2 onwards):**

Exam. Passed	University/ Board	Year of Passing	Subjects	% age of Marks

**III. Professional Qualifications:**

Exam. Passed	University/ Institute	Year of Passing	Subjects	% age of Marks

**IV. Employment History:**

Organization	Designation	Period		Major Achievement/s
		From	To	

**V. Write-up** in no more than 500 words in support of your candidature for the position applied for. Use a separate attachment.

**VI. Any other information:** \_\_\_\_\_

I hereby declare that the above information is correct to the best of my knowledge and belief. I understand that if I have suppressed any factual information, my candidature is liable to be rejected at any stage.

**Date:**

**SIGNATURE OF CANDIDATE**

**NAME OF CANDIDATE:**

**Notes:**

1. Candidates will be required to attach SELF ATTESTED photocopies of testimonials along with the Application Form in support of their:
  - a. Date of birth.
  - b. Educational Qualification & Professional Qualification.
  - c. Caste Certificate (For SC/ST/OBC Candidates only), EWS Certificate in the prescribed Format issued by the Competent Authority (For EWS Candidates only).
  - d. Please enclose the Experience Certificate from all the previous employers including the Appointment Letter and Relieving Letter/ Full & Final Clearance Letter.
  - e. Candidates belonging to OBC Category should be in possession of Category Certificate in the prescribed Format meant for Central Government employment along with "Non-Creamy Layer" status. Please note that the validity of "Non-Creamy layer" Certificate should not be older than 6 months from the date of eligibility criteria.
2. Applicants serving in Government/ Semi-Government/ Public Sector Undertakings or Autonomous bodies may route their Applications through proper channel or along with the "No Objection Certificate" from their present employer.
3. Selected candidate would be required to undergo Pre-Employment Medical Examination and the cost of the same will be borne by the candidate.
4. Candidates must ensure that they fulfill the requisite eligibility criteria as on 01.04.2021 and the particulars furnished by them in the Application Form are correct in all respects. At any stage of the Selection Process, or later, should the particulars provided by the candidate or the testimonials attached/provided, are found to be incorrect/false or discovered that the candidate does not possess the laid down qualification/ stipulated eligibility criteria, the candidature is liable to be rejected at any stage, without entering into any correspondence in the matter. If appointed, services will be terminated without giving any notice or reasons thereof.
5. During the course or after completion or during extended term of fixed term engagement, the candidate will not claim for permanent absorption in the Company.

6. Management reserves the right to change the above conditions, based on requirements.
7. Any canvassing by or on behalf of the candidate of any kind shall lead to disqualification.
8. Any change in the criteria or extension of the last date for receipt of applications will be uploaded only on the Website and no separate advertisement/communication will be released.

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