

HOTEL CORPORATION OF INDIA LTD.



Hotel Corporation of India Limited (HCIL) operates The Centaur Hotel New Delhi, Centaur Lake View Hotel Srinagar, Chefair Delhi, Chefair Mumbai and two Airport Lounges at T3, IGI Airport, New Delhi.

The Company is inviting experienced professionals of Indian nationality to apply for the following positions to operate its flight catering unit i.e. Chefair Flight Catering, Mumbai:

S.No	POST	VACANCY	RESERVED VACANCY					EMOLUMENTS (COST TO COMPANY-CTC)
			GEN	SC	ST	OBC	EWS	
1	Unit Head (Head – Operations)	1	1	-	-	-	-	Rs. 95,000/-
2	Head- Culinary (Chef In-Charge)	1	1	-	-	-	-	Rs. 80,000/-
3	Chef de Partie- Bakery	1	1	-	-	-	-	Rs. 42,500/-
4	Demi Chef de Partie a. Indian Cuisine-1 no. b. Continental Cuisine-1 no. c. Oriental Cuisine-1 no.	3	3	-	-	-	-	Rs. 38,500/-
5	Associate - Culinary: a. South Indian - 2 nos. b. Halwai - 2 nos.	4	3	-	-	1	-	Rs. 25000/-
6	Manager – HR	1	1	-	-	-	-	Rs. 55,000/-
7	Manager – Purchase	1	1	-	-	-	-	Rs. 55,000/-
8	Manager – Quality Control	1	1	-	-	-	-	Rs. 55,000/-
9	Chief Security Officer	1	1	-	-	-	-	Rs. 55,000/-
10	Microbiologist	1	1	-	-	-	-	Rs. 35,000/-
11	Flight Supervisor	7	5	1	-	1	-	Rs. 25,000/-
12	Drivers (HMV & LMV Commercial)	7	5	1	-	1	-	Rs. 21,500/-
13	Loader/Presetter	10	6	1	-	2	1	Rs. 18,750/-
14	Security Guard	10	6	1	-	2	1	Rs. 18,750/-

N.B.: Above are indicative no. of vacancies and is subject to change as per business requirements

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

1. Unit Head (Head-Operations):

Key responsibilities: Reporting to the Chief Executive Officer. Responsible for running the day-to-day operations of the flight catering division. Accountable for health, safety and hygiene for the unit. Responsible for ensuring that airlines at the airport are provided with in-flight catering services as per laid down procedure and specification at all times. Maintain excellent relationships with the principals and other airlines; source opportunities to enhance business for Chefair Flight Catering Division.

Academic & Professional Qualification: Graduate/Diploma in Hotel Management or B.S.C. degree in food technology preferably from a Government recognized institute or an institute of repute.

Experience: 10 years of experience in the Operations or management position, preferably in Flight Catering Kitchen or Food manufacturing Unit or Institutional Catering Unit. Preference will be given to those having relevant experience in the airlines catering industry.

2. Head- Culinary (Chef In-Charge):

Key Responsibilities: Administrative reporting to the Unit Head (Head Operations), Chefair Flight Catering, Mumbai and functional reporting to the Corporate Chef, HCl he/she will be responsible for managing the Chefair Kitchen and ensure food is prepared and delivered on time, dishes meet the quality standard in terms of taste, quality, portion size, safety and hygiene and is served fresh at all times, is well-versed in preparing classic international recipes as well as in latest food trends, creates unique dishes catering to travelers from across the globe.

Academic & Professional Qualification: Preferably Degree in hotel management or Graduate or Diploma in Hotel Management with a certification in Food Production.

Experience: A minimum of 8 years in the flight catering unit, industrial catering unit, cruise ship, institutional catering, preferably should have worked as a Chef In-Charge or should have led the kitchen for the above-mentioned units. Preference will be given to those having relevant experience in the airlines catering industry or institutional catering. All candidates will undergo an interview, trade test and reference checks before final selection.

3. Chef de Partie- Bakery:

Key Responsibilities: Reporting to the Head –Culinary (Chef In-charge), he/she will be responsible for managing all day-to-day operations of the pastry, bakery & confectionary, Indian sweets & savories section for the kitchen.

Academic & Professional Qualification: Preferably Degree in hotel management or Graduate or Diploma course in culinary management from a Government recognized institute or an institute of repute.

Experience: Candidates with minimum experience of 7 years from a reputed hospitality brand or flight kitchen, working in bakery and pastry department as in-charge would be preferred. Hands on experience in handling computers (Emails, material management software, and Microsoft office). Preference will be given to those having relevant experience in the airlines catering industry or institutional catering. All candidates will undergo an interview, trade test and reference checks before final selection.

4. Demi Chef De Partie (Indian, Continental, Oriental):

Key Responsibilities: Reporting to the Head Culinary (Chef In-Charge), he/she will be responsible for preparing Indian, Continental & Oriental Cuisines as per the requirements. Train and monitor Cooks for better output and productivity for the Kitchen.

Academic & Professional Qualification: Preferably Degree/Diploma in hotel management or culinary management from govt. approved institute or institute of repute.

Experience: Candidates with minimum experience of 5 years from a reputed hospitality brand or flight kitchen, in listed culinary department. Preference will be given to those having relevant experience in the airlines catering industry or institutional catering. All candidates will undergo an interview, trade test and reference checks before final selection.

5. Associate Culinary (South Indian & Halwai Cuisine):

Key Responsibilities: Reporting to the Head Culinary (Chef In-Charge), he/she will be responsible for preparing the dishes as per laid-out SOPs and on a timely basis.

Academic & Professional Qualification: Preferably Literate with 5 years experience of working with a Flight Kitchen, Institutional Kitchen, Mess/Canteen Kitchen, Hotel, Restaurant, QSR, or minimum 1.5 years' culinary diploma from govt. approved institute or govt. approved apprenticeship program certificate.

Experience: Candidate with a minimum of 1 year of culinary experience from a reputed hospitality brand or flight kitchen, in listed culinary department with "hunar se rojgaar" certificate. Preference will be given to those having relevant experience in the airlines catering industry or institutional catering.

6. Manager –HR :

Key Responsibilities: Administrative reporting to the Unit Head (Head Operations), Chefair Flight Catering, Mumbai and functional reporting to the CHRO, HCI. He/she will be responsible for all HR and Training related aspects of Chefair; ensure statutory and legal compliances are always met with. Responsible for personnel functions and industrial relations of the flight catering and should have a thorough knowledge of labour legislation.

Academic & Professional Qualification: Preferably Graduate with an MBA in HR/ Post Graduate Diploma in Labour Law.

Experience: A minimum of 5 years in the HR functions of a reputed organisation. Experience of working in Flight Catering, Institutional Catering, QSR, Hotels or Restaurants will be an added advantage. Preference will be given to those having relevant experience in the airlines catering industry or institutional catering.

7. Manager - Purchase:

Key Responsibilities: Administrative reporting to the Unit Head (Head Operations), Chefair Flight Catering, Mumbai and functionally to the CFO, HCI. He/she will be responsible for ensuring all required items are sourced from the vendors after following laid down procedures, stored and stacked to ensure no wastage or stock-out situation, is as per laid out SOPs; ensure the items reach the user department as per the prescribed quality standard.

Academic & Professional Qualification: Preferably Graduate in any stream, with a degree or Diploma in Materials Management or Business Management.

Experience: A minimum of 5 years in a reputed organization. Experience of working in Flight Catering, Institutional Catering, QSR, Hotels or Restaurants will be an added advantage. Preference will be given to those having relevant experience in the airlines catering industry or institutional catering.

8. Manager-Quality Control:

Key responsibilities: Reporting to the Unit Head (Head Operations), Chefair Flight Catering, Mumbai. Responsible for developing HACCP & setting systems for total safety of the products and monitoring effective implementation. Responsible for overall quality control for the unit.

Academic & Professional Qualification: Preferably Holds a Diploma/Degree in Hotel Management or B.Sc. degree in food technology, or Diploma in Quality Control/Assurance from a Government recognized institute or an institute of repute.

Experience: Minimum 5 years of experience in the operations or management position, preferably in food manufacturing or food serving, Flight Catering/Hotel industry, Institutional Catering, Government/Defense Services Canteen/Mess. Preference will be given to those having relevant experience in the airlines catering industry or institutional catering.

9. Chief Security Officer:

Key Responsibilities: Reporting to the Unit Head (Head Operations), Chefair Flight Catering, Mumbai, he/she will be responsible for Industrial Security functions of Chefair, should be familiar with fire-fighting techniques, Liaising with BCAS, etc.

Academic & Professional Qualification: Preferably a Graduate in any discipline, with a diploma or certificate in Safety and Security / Fire Fighting, holding valid BASIC AVSEC Certificate. Preference will be given to those who have a BCAS clearance. Basic qualifications may be relaxed in the case of Ex-Servicemen, Police, Safety (Fire) Officer.

Experience: A minimum of 10 years working in a reputed organisation and at the Airport, Airline Catering, Hotel, Defense facility. Experience may be relaxed in the case of Ex-Servicemen, Police, Safety (Fire) Officer. Preference will be given to those having relevant experience in the airlines catering industry.

10. Microbiologist:

Key Responsibilities: He/she will report to the Manager-Quality Control. Day to day management of shift activities, timely carrying out of physical, chemical and Microbiological testing of raw material and finished products, conducting internal audits as an internal auditor for ISO 22000 and HACCP, handling of total documentation for the laboratory as well as QMS documentation, taking care of GMP, GLP, GHP, Calibration and Integrated pest management, taking care of general practices in the laboratory- Management Disposal of Microbial waste, prevention of cross contamination measures and Aseptic Techniques, preparation of cultured products like curd, etc, FSSAI standards pertaining to microbiology

of milk products and comply testing as per FSSAI guidelines, taking care of total laboratory analysis as well as Microbiological and chemical analysis and carry out the total plant hygiene and personal hygiene

Academic & Professional Qualification: B.Tech/B.E./M.Sc.-any specialization-Bio-chemistry/Bio-technology/Food Technology

Experience: Minimum of 2 years, preferably in an airline catering or hospitality company or food manufacturing unit or industrial/ institutional catering. Preference will be given to those having relevant experience in the airlines catering industry or institutional catering.

11. Flight Supervisor- Catering:

Key Responsibilities: Reporting to the Unit Head, Chefair Flight Catering, Mumbai. He/she will be responsible for the day to day operations of catering services for the flights. Ensuring food is loaded/off loaded in the hilifts as per the schedule and delivered in the flights.

Academic & Professional Qualification: Minimum of 10+2. Graduates will be given preference.

Experience: Minimum of 3 years' experience in a Flight Catering Kitchen, Institutional kitchen. Preference will be given to those having relevant experience in the airlines catering industry.

12. Driver (HMV & LMV Commercial):

Key Responsibilities: Reporting to the Transport Head, he/she will be responsible for safely transporting the food in the hilifts; ensure there is no pilferage and spoilage.

Academic & Professional Qualification: Preferably 12th Standard with a valid Indian Driving license to drive HMV & LMV Commercial vehicles, including trucks & mini vans as well as motor vehicles.

Experience: A minimum 2 years of work experience in a transport company, flight catering unit or logistics company. Preference will be given to those having relevant experience in the airlines catering industry.

13. Loader/Presetter:

Key Responsibilities: Reporting to the Flight Supervisor, he/she will be responsible for safely presetting and transporting the food, ensure there is no pilferage and spoilage and food is loaded as per the set SOP.

Academic & Professional Qualification: 10th Standard or 12th Standard

Experience: A minimum of 2-3 years of work experience in a flight catering unit or institutional or industrial catering unit. Preference will be given to those having relevant experience in the airlines catering industry.

14. **Security Guard:**

Key Responsibilities: Reporting to the Supervisor- Security, he/she will be responsible for securing the premises and personnel by staying on patrol, monitoring surveillance equipment, performing high lifts inspections, guarding entry points, ensuring no vehicle leaves the premises without a gate pass.

Academic & Professional Qualification: Minimum 12th Standard

Experience: Minimum 3 years of experience of working in a flight catering unit or Airport or Hotel or Warehouse. Preference will be given to those having relevant experience in the airlines catering industry.

2. **REPORTING:** All positions, unless otherwise specified, will report to the Unit Head, Chefair Flight Catering, Mumbai. This may, however, be changed at the discretion of the management at any time whatsoever.
3. **UPPER AGE LIMIT:** Upper age is **50** years for posts at Sr. No. 1 to 10. For posts at Sr. No. 11 to 13, the upper age limit is 45 years. For post at Sr. No. 14 the upper age limit is 40 years. **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. All such relaxations would be required to produce the original certificate issued by the appropriate authority for Central Government employment .**
4. **PLACE OF WORK:** All the posts are based at Mumbai. The nature of work and the posting can, however, be amended as per the requirement and at the sole discretion of the Company.
- II. **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.
- III. **CTC/ Total Emoluments:** During the FTC period of 3 years, candidates will draw the consolidated emoluments as mentioned above. Statutory deductions such as PF, etc. will be applicable. Additionally, a 10% deduction is currently being levied as Economy Measures on the CTC. Based on consistent exceptional performance, extension of services and CTC will be reviewed every year.
- IV. **ENTITLEMENTS:** Free meals on duty and staff discounts, as per prevailing rules of the company will be provided. Additionally, expenses incurred on any local travel for official purposes, as approved by the concerned approving authority, as well as expenses incurred towards official outstation visits will be reimbursed by the company as per prevailing rules of the company.
- V. **SELECTION PROCESS & OTHER TERMS:**
 1. Interested candidates, who fulfil the above eligibility criteria as on **June 1, 2022**, will be required to send the completed Application Form (see prescribed format below) along with the self-attested documents in support of their candidature which must include the following:
 - a. Date of birth.

- b. Educational Qualification & Professional Qualification.
 - c. Experience Certificate or the Appointment Letter and Relieving Letter/ Full & Final Clearance Letter from all the previous employers.
 - d. Those applying under the Reserved category vacancy are required to submit the appropriate Certificate in the prescribed proforma issued by the appropriate authority for Central Government employment.
 - e. Caste Certificate (For SC/ST/OBC Candidates only), EWS Certificate in the prescribed format issued by the Competent Authority (For EWS Candidates only).
 - f. 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.
 - g. 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.
 - h. Names along with email ID and Telephone/ Mobile Nos. of the reporting managers from the previous 3 organizations to be provided for Reference Checks.
 - i. Candidates are required to show their original Indian Passport (with a remaining validity of at least 3 years from June 1, 2022) and submit a self-attested photocopy of the first and last pages of the Passport. Alternatively, they will be required to submit a Police Verification certificate, which upon selection, will have to be produced in original, prior to being appointed.
 - j. Candidates already working with Hotel Corporation of India Limited in a non-permanent capacity and wanting to apply for any of the above mentioned posts are required to submit their applications with the written consent of the concerned Unit Head and the concerned Corporate Functional Head, wherever applicable, through their current Reporting Manager.
 - k. Candidates not fulfilling all the criteria and/or unable to show the supporting documents in original in support of their candidature, as stated above, will not be allowed to appear for the interview and the candidature shall be disqualified.
2. The envelope must be super-scribed with **“APPLICATION FOR THE POST OF (mention the relevant post)”** and sent by Speed Post to the following:

**Chief Human Resources Officer,
Hotel Corporation of India Ltd.,
Transport Annexe Building, 1st floor,
Air India Complex,
Old Airport,
Kalina, Santacruz East,
Mumbai 400029**

Tel: 022-26265442/5440

Applications must be received latest by 15th June, 2022.

3. Applications received late/incomplete/mutilated or without any of the supporting documents with regard to eligibility criteria will be rejected. Hotel Corporation of India Limited will not be responsible for any postal delay/ loss of any documents during transit.
4. All supporting documents will be required to be furnished in original at the time of interview. In the absence of the supporting documents, etc., the candidature will be rejected.
5. Candidates must ensure that they fulfill the requisite eligibility criteria as on **01.06.2022** 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 or the testimonials provided be found to be incorrect/false or discovered that the candidate does not possess the laid down qualification/ meets the 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.
6. Candidates will be required to make their own travel arrangements to attend the interview.
7. All candidates applying for F&B Production positions and who fulfill the criteria, will be required to appear for a trade test starting **21.06.2022**. The candidates who pass the trade test would then appear for an interview.
8. All candidates who fulfill the criteria would be called for interview in the week starting **20.06.2022**.
9. All final selections will be individually informed latest by **27.06.2022**
10. Selected candidates will be required to undergo Pre-Employment Medical Examination and the cost of the same will be borne by the candidate.
11. Any change in the criteria, amendments or change in the dates, etc. will be uploaded only on the Website and no separate advertisement/ communication will be released.
12. 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.
13. Management reserves the right to change the above conditions, based on requirements and without providing any reasons thereof.
14. Any canvassing by or on behalf of the candidate shall lead to disqualification of the candidature.

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HOTEL CORPORATION OF INDIA LTD.

APPLICATION FORMAT FOR THE POST OF:

FOR CHEFAIR FLIGHT CATERING MUMBAI

(Delete/ Strike-out whatever is not applicable)

- Unit Head
- Head- Culinary
- Chef de Partie- Bakery
- Demi Chef de Partie
 - a. Indian Cuisine
 - b. Continental Cuisine
 - c. Oriental Cuisine
- Associate - Culinary:
 - a. South Indian
 - b. Halwai
- Manager – HR
- Manager – Purchase
- Manager – Quality Control
- Chief Security Officer
- Microbiologist
- Flight Supervisor
- Driver
- Loader/Presetter
- Security Guard

Paste a recent
Passport size
photograph

(Please do not
staple)

1. 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 01.06.2022): ____ (Years) ____ (Months) ____ (Days)

g) Nationality: _____

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

II. Particulars for Reference Checks to be conducted by HCI:

S. No.	Particulars of the Referring Manager	Organization 1	Organization 2	Organization 3
1.	Name			
2.	Designation			
3.	Name of Organization			
4.	Name of Current Organization			
5.	Email ID			
6.	Mobile No.			
7.	Telephone No.			

II. Educational/ Professional Qualifications: (10+2 onwards):

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

(List starting with the latest qualification first)**

IV. Employment History:

Organization **	Designation	Period		Major Achievement/s
		From	To	

(List starting with the latest/ current job first. In addition, you may also attach a copy of your latest resume)**

V. Any other information:(you may use separate sheet/s)_____

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. I have no objection to HCI conducting my reference checks as per the list provided above, at any stage.

Date:

SIGNATURE OF CANDIDATE

NAME OF CANDIDATE:
