

**HOTELCORPORATIONOFINDIALTD.**



Hotel Corporation of India Limited (HCIL) operates The Centaur Hotel New Delhi, Chefair Delhi, Chefair Mumbai and Airport Lounge at T3, IGI Airport, New Delhi.

The Company is inviting experienced professionals of Indian nationality to apply for the following positions for Centaur Hotel, New Delhi:

Sr. No.	Post	Total Vacancies	CATEGORY					Emoluments Cost to Company CTC (Rs.)
			GEN	SC	ST	OBC	EWS	
1	General Manager	1	1	-	-	-	-	Rs. 1,05,000/-
2	Chief Engineer	1	1	-	-	-	-	Rs. 85,000/-
3	Executive Manager-F&B,	1	1	-	-	-	-	Rs. 85,000/-
4	Executive Manager-Housekeeping	1	1	-	-	-	-	Rs. 85,000/-
5	Sales Manager-Events & Celebrations	1	1	-	-	-	-	Rs. 75,000/-
6	Dy. Manager-Travel Industry Sales	1	1	-	-	-	-	Rs. 65,000/-
7	Asst. Manager – Corporate Sales	1	1	-	-	-	-	Rs. 45,000/-
8	Asst. Manager-Banquet Sales	1	1	-	-	-	-	Rs. 45,000/-
9	Asst. Manager-Reservations	1	1	-	-	-	-	Rs. 45,000/-
10	Asst. Manager-Housekeeping,	3	3	-	-	-	-	Rs. 45,000/-
11	Associate Engineering,	5	4	-	-	1	-	Rs. 30,000/-
12	Associate-F&B,	10	6	1	-	2	1	Rs. 26,000/-
13	Associate-Housekeeping	15	8	2	1	3	1	Rs. 24,000/-
14	Associate-Purchase	1	1	-	-	-	-	Rs. 30,000/-

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

**I. The eligibility criteria and other details areas under:**

**1. General Manager:**

- a) **Key Responsibilities:** Reporting to the Vice President-Technical/Operations, he/she will be responsible for driving the overall performance & meeting the strategic objectives; oversee cashflows and optimize the P&L including meeting of budgeted topline, EBITDA and other

financial & operational metrics of the hotel; oversee all departments to ensure smooth & efficient operations of the hotel on a daily basis, working in harmony to deliver a memorable stay for guests; maintain the overall appearance and functionality of the property; manage staff; meet with guests & ensure they are provided with high standards of services as per the laid down procedures and specifications at all times; address guest concerns promptly, and constantly seek ways to enhance the guest experience; ensure guests return as ambassadors of the hotel as measured by the growth in NPS/ guest satisfaction results posted on various online reputation management sites; assume complete accountability of Administration, Operations, Sales, Marketing & Distribution, Health, Safety & Hygiene, Quality, Licensing & Statutory compliances of the hotel. The incumbent will represent the Company in industry forums and contribute to employer branding.

- b) **Academic & Professional Qualification:** Graduate. Candidate with Diploma in Hotel Management from a Government recognized institute or an institute of repute will be preferred.
- c) **Experience:** A minimum of 12 years of experience in the hospitality industry, of which at least a minimum of 2 years as an HOD in a hotel of repute is a must.

## **2. Chief Engineer:**

### **a) Key Responsibilities:**

Reporting to the General Manager, Centaur Hotel Delhi, he/she will be responsible for managing all the Engineering related matters of the hotel, including existing and new projects covering costing, planning, tendering and execution. In addition, the incumbent will also coordinate with the Engineering in-charges of all the units of the Company to ensure interruptions to the day-to-day operations of the units is prevented; ensure that the plant & equipment operates at optimum levels; recommends the use of latest techniques, equipment, plant, machinery & tools used to extend the life of existing facilities & minimise operational costs; oversees the preventive maintenance and repairs of the mechanical and electrical systems ensuring that processes are both timely and cost-efficient; Coordinates HVAC, deep freezers, cold storages, DG sets, Elevators, Transformers, electrical, plumbing, and other building repairs including hiring and monitoring external vendors as needed; Plans new construction, renovations, refurbishment and/or upgradation of guest rooms, public areas, back-offices, etc.; regularly inspects the state of the civil, electrical, mechanical, plumbing, signages, fixtures & fittings, vehicles, etc. and recommends timely intervention to ensure upkeep & zero breakdown; conducts routine maintenance and safety inspections, ensuring the safety and security of the facilities at all times.

- b) **Academic & Professional Qualification:** Engineering graduate from a recognised institute. Those having professional experience in Civil, Architecture, HVAC, Electrical and/ or Mechanical, are computer literate (Excel, CAD/CAM, etc.) as well as be able to read blueprints and other technical documents will be preferred.

- c) **Experience:** Minimum of 10 years of experience in a Hotel/ Flight Catering/ Facility Management/ Merchant Navy/ QSR or Speciality Restaurant company of repute, of which at least 2 years should be reporting to the Head of Engineering Services.

## **3. Executive Manager-F&B:**

- a) **Key Responsibilities:** Reporting to the General Manager, Centaur Hotel, New Delhi, he/she will be responsible for the day-to-day functioning and managing of F&B Operations of all the F&B outlets, including Banquets & outdoor events; interact with guests/ CIPs/ VIPs, etc. to improve NPRs; increase footfalls to the targeted outlet/s by creating and executing a special events calendar; coordinate with GM-SMD for creation and uploading of relevant posts on Company's/ hotels' Social Media handles; coordinate with other departmental heads for Menu Pricing and to achieve outlet-wise Revenue, Profitability & Guest satisfaction targets; create and follow SOPs for service deliverables across each of the outlets including sanitation

codes and laws, food storage & loss prevention; work alongside other members of the food production team to create standard and occasion-specific menus to dazzle & delight guests; manage special events including institutional catering; staff management including assignment of duty rosters, etc.; hiring of casual staff to manage deliverables & meet operational standards; office administration; vendor communication including new vendor empanelment, etc.;

- b) **Academic & Professional Qualification:** Minimum of a Diploma in Hotel Management or a Graduate with certification in F&B Service from a recognized University/ Institution.
- c) **Experience:** A minimum of 10 years of experience in a hospitality company/ restaurant chain of repute with at least 2 years reporting to the F&B Manager/ Director of F&B Operations.

#### 4. **Executive Manager-Housekeeping:**

- a) **Key Responsibilities:** Reporting to the General Manager, Centaur Hotel, New Delhi, he/she will be responsible for the overall upkeep, aesthetics, cleanliness, sanitation, health orderliness and appearance of the unit, including the Guest rooms, F&B outlets, Public & common areas, Meeting rooms, Kitchens & back-offices; adopts cost control measures to stay within the approved budgets without compromising on guest satisfaction scores; engages with professionals to plan, design & execute 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 & 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 help of the Chief Engineer & 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 from a recognized Institution/ University. Those with a Degree / Diploma in Hotel Management from a recognized University/ Institution and/or a certification in Interior Designing will be preferred.
- c) **Experience:** Minimum 10 years of Experience in a hotel/ luxury passenger cruise liner/ Facilities Management/ QSR or Restaurant chain of repute with at least 2 years reporting to the Housekeeping Manager/ Director Operations.

#### 5. **Sales Manager-Events & Celebrations:**

- a) **Key Responsibilities:** Reporting to the General Manager-Sales, Marketing & Distribution, he/she will be primarily responsible for active sales calling in the markets to source, close & achieve the revenue targets from the Weddings and Events segment for the hotel; develop and manage new accounts and generate new business for the hotel; conduct site inspections; develop & maintain healthy relationships with existing accounts to generate repeat business at the targeted rates/ yield; maintain a high conversion rate; work along with the F&B Manager to create and market the special events calendar for the hotel; analyze market developments and production details to prioritize efforts in enhancing the share of wallet; coordinate with GM-SMD & F&B Manager for uploading relevant posts on the Company's social handles.
- b) **Academic & Professional Qualification:** Graduate from a recognized University/Institution. Those with an MBA with a specialization in Marketing or those with a certification in Social Media Marketing will be preferred.
- c) **Experience:** Minimum of 5 years of active Sales experience in a leading hotel company, Wedding Planner or Travel organization of repute. Candidates having good networking with

high potential accounts and influencers will be preferred.

6. **Dy. Manager–Travel Industry Sales:**

- a) **Key Responsibilities:** Reporting to the General Manager- Sales, Marketing & Distribution, he/she will be primarily responsible for active sales calling on DMCs/ Inbound and Domestic agencies to source, close & achieve the revenue targets for the hotel; develop & maintain healthy & profitable relationships with key accounts; conduct site inspections; leverage existing relationships to introduce new accounts to the Company; use superior relationship skills to penetrate into 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 from a recognized University /Institution. An MBA with a specialization in Marketing or Certification in Social Media Marketing will be preferred.
- c) **Experience:** Minimum of 3 years of active Sales experience in a leading hotel company/ travel organization/ Airline of repute. Candidates having good networking with high potential accounts in India and key international source markets with a track record of meeting targets will be preferred.

7. **Asst. Manager-Corporate Sales**

- a) **Key Responsibilities:** Reporting to the Sales Manager - Corporates, he/she will be primarily responsible for active sales calling on the global & local Corporates and TMCs to generate FIT & MICE business and achieve the RPD and Revenue targets of the hotel; source & close opportunities for institutional catering business; conduct site inspections; develop & maintain healthy relationships with key accounts 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 from a recognized University/ Institution. An MBA with a specialization in Marketing or Certification in Social Media Marketing will be preferred.
- c) **Experience:** Minimum of 1 year of Sales experience in a hotel company/ Travel organization/ Airline company of repute. Candidates having good networking with high potential accounts and a track record of meeting targets will be preferred.

8. **Asst. Manager– Banquet Sales:**

- a) **Key Responsibilities:** Reporting to the Food & Beverage Manager of the Centaur Hotel, New Delhi, he/she will be primarily responsible for conducting site inspections for walk-in and other clients referred internally by the Sales team, etc., capturing & closing the leads; as a SPOC for the guest, responsible for coordinating internally with F&B Production, F&B Service, Front Office & Engineering teams to ensure the event is successfully concluded; assist the F&B Manager to execute the special events calendar; coordinate with GM-SMD & F&B Manager to post relevant feeds on the hotels' social media handles; in addition to maintaining a high conversion rate, active tele calling on high potential clients with regular Meeting Room/ Conferencing/ Outdoor catering / Institutional catering requirements to achieve the individual revenue targets; develops & maintains healthy relationships both internally and with key accounts to get positive referrals and repeat business; analyzes market developments and production details to prioritize efforts in enhancing share of wallet; .
- b) **Academic & Professional Qualification:** Graduate from a recognized University/Institution. An MBA with a specialization in Marketing or Certification on Social Media Marketing will be preferred.
- c) **Experience:** Minimum of 1 year of experience in Sales/ similar role in a hotel company/ Wedding Planner/ Travel organization of repute. Candidates having good networking with high potential accounts and a track record of meeting targets will be preferred.

**9. Asst. Manager– Reservations:**

- a) **Key Responsibilities:** Reporting to the Revenue Manager, he/she will be primarily responsible for managing Room reservations, including handling reservation requests received directly from customers/guests and internally through the Sales team, etc. via phone, email or online platforms; provide excellent customer service by promptly addressing of enquiries and resolving issues related to reservations; maintain high conversion rate; capture, update & store all relevant guest details as per GDPR and other data confidentiality norms; accurate & timely processing of reservations and sending confirmation details to customers; Coordinate with other departments to ensure availability of rooms as per confirmation & without turn-aways.
- b) **Academic & Professional Qualification:** Graduate from a recognized University/ Institution along with a very good command over spoken and written English & Hindi. Those with a Certification in any foreign language will be preferred.
- c) **Experience:** Minimum of 1 year of experience in the Reservations/ Call Center of a Hotel/ F&B Marketing/ Travel company/ Airline of repute.

**10. Asst. Manager- Housekeeping:**

- a) **Key responsibilities:** Reporting to the Manager-Housekeeping, he/she will be responsible for supervising the upkeep, aesthetics, cleanliness, sanitation, health, orderliness and appearance of the Hotel, including the guest rooms, F&B outlets, public & common areas, rest rooms, pantry, back office, etc.; ensures timely execution of all the SOPs in the department and accurately implements changes as directed; supervises completion of the routine & spring cleaning schedules for guest rooms, meeting rooms, public areas, kitchens & back-offices by coordinating with respective user departments; ensures that the team provides a glitch-free guest room experience; maintains an adequate supply of guest room amenities at all times; coordinates with the Laundry supervisor to ensure that the room linen is well laundered & ironed and that the guest laundry is received on time, etc.; investigates and maintains a record of any damage/ pilferage to any fixed asset; conducts on the job training for the housekeeping staff.
- b) **Academic & Professional Qualification:** Graduate. Those with a Diploma in Hotel Management or a Certification in Housekeeping from a recognized University/ Institution will be preferred.
- c) **Experience:** Minimum of 1 year of similar experience in the Housekeeping department of a hotel/ restaurant/ passenger cruise liner/ facility management company of repute.

**11. Associate-Engineering:**

- a) **Key Responsibilities:** Reporting to the Assistant Manager-Engineering, he/she will be responsible for the upkeep, routine repairs & maintenance as well as ensure preventive maintenance of all the capital items, including Kitchen Appliances, Air-conditioning, Plumbing, Lighting, etc., delivering par excellence external and internal customer experience leading to improvement in guest & employee satisfaction scores.
- b) **Academic & Professional Qualification:** Three-year Diploma / ITI in any stream with technical or vocational schooling.
- c) **Experience:** Minimum of 1 year of similar experience in the Engineering department of a hotel/restaurant/ passenger cruise liner/ facility management company of repute.

**12. Associate – F&B:**

- a) **Key Responsibilities:** Reporting to the Assistant Manager – F&B, he/she will be responsible for serving Food & Beverages to the guests as per the laid-out SOPs; ensures guests receive par excellence service leading to improvement in guest satisfaction scores.
- b) **Academic & Professional Qualification:** Graduate with a certification in F&B along with an

excellent command over English & Hindi. Those who can also converse in a foreign language will be preferred.

- c) **Experience:** Minimum of 1 year of similar experience in the F&B Service department of a hotel/ restaurant/ passenger cruise liner/ airline of repute.

**13. Associate-Housekeeping:**

- a) **Key Responsibilities:** Reporting to the Assistant Manager-Housekeeping, he/she will be responsible for the timely upkeep, aesthetics, cleaning and hygiene of the guest rooms, meeting rooms, F&B outlets, public & common areas, kitchens & back-offices of the hotel premises as per the SOPs and brand standards; ensures there are no stock-outs of housekeeping supplies at any time and delivers par excellence service leading to improvement in guest and employee satisfaction scores.
- b) **Academic & Professional Qualification:** 12<sup>th</sup> Pass OR Passed Apprenticeship Training in the relevant trade.
- c) **Experience:** Minimum of 1 year experience in a hotel/ F&B outlet/passenger cruise liner/ facility management company of repute.

**14. Associate-Purchase:**

- a) **Job Profile:** Reporting to the Assistant Manager-Purchase, he/she will be responsible for preparing tender documents, ensuring all items sourced from the vendors are strictly as per the Company's Procurement Policy of procuring first through the GeM portal; are received on time and stored and stacked as per the SOPs; ensures there is no wastage or stock-out situation at any point; ensures items reach the user department on a timely basis and as per the prescribed quantity & quality standard.
- b) **Academic & Professional Qualification:** Graduate. Those with a Certification in procurement through GeM portal and proficient in working on computers (material management software and Microsoft office) will be preferred.
- c) **Experience:** Minimum of 1 year experience in the Purchase/ Stores department of a hotel/ flight catering/ restaurant/ passenger cruise liner/ facility management company of repute.

II **REPORTING:** All positions will report to their respective reporting Managers as specified above. This may, however, be changed at the discretion of the Management at any time whatsoever.

III **UPPER AGE LIMIT:** Upper age limit is 55 years for the post at Sr. No. 1, 2, 3 & 4; 45 years for Sr. No. 5 & 6; 40 years for Sr. No.7, 8, 9 & 10 and 35 years for Sr. No 11, 12,13 & 14 as on **May 01, 2024**. In case of reserved category, upper age limit is relaxable by 5 years for SC/ ST candidates and by 3 years for OBC candidates. Ex-Servicemen will be given age relaxation as per rules on the subject approved by the Govt of India. All those applying for such relaxations would be required to produce the original certificate issued by the appropriate authority for Central Government employment.

IV **PLACE OF WORK:** All the positions are based at the Centaur Hotel, near IGI Airport, New Delhi - 110037. The nature of work, place of posting along with the designation can, however, be amended as per the requirement and at the sole discretion of the Company.

V **DURATION OF FIXED TERM CONTRACT:** Incumbent will be engaged on a Fixed Term Contract (FTC) for a period of 3 years of which the first 1 year will be on probation. The FTC tenure can be extended for a further period of up to 2 years on the same terms & conditions or curtailed as per the Company's requirement based on your annual performance. The contract could be terminated at the discretion of the management during the period of the contract without assigning any reason and / or in the event of your unsatisfactory performance.

VI **CTC/ Total Emoluments:** During the FTC period, the candidate will draw the monthly CTC as indicated above for the post as applicable and Statutory deductions such as Income tax, PF, ESI, etc.

will apply. Based on consistent exceptional performance, extension of services and CTC will be reviewed every year.

VII **ENTITLEMENTS:** Free meals on duty and staff discounts, as per prevailing rules of the company will be provided. Additionally, expenses incurred on any local & outstation travel for official purposes, as approved by the concerned approving authority, will be reimbursed by the Company.

VIII **SELECTION PROCESS & OTHER TERMS:**

- a) Interested candidates, who fulfill the above eligibility criteria as on **May 01, 2024**, are 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:
- i. Date of birth.
  - ii. Educational Qualification & Professional Qualification.
  - iii. Experience Certificate or the Appointment Letter and Relieving Letter/ Full & Final Clearance Letter from all the previous employers.
  - iv. 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.
  - v. Names along with email ID and Telephone/ Mobile Nos. of the reporting managers from the previous 3 organizations to be provided for Reference Checks.
  - vi. Candidates are required to show their original Indian Passport (Preferably, the Passport should not be issued before 1 January 2019) and submit a self-attested photocopy of the first and last pages of the Passport. Candidate will also be required to submit a Police Verification certificate, which upon selection will have to be produced in original, prior to being appointed.
  - vii. 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, wherever applicable, through their current Reporting Manager.
  - viii. 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.
- b) The envelope must be super-scribed with “**APPLICATION FOR THE POST OF (mention the relevant post)**” and sent by Speed Post/Courier by 5 PM May 25<sup>th</sup>, 2024 to the following:

<p><b>Chief Human Resources Officer Hotel Corporation of India Ltd. The Centaur Hotel, IGI Airport, New Delhi – 110037</b></p>
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- c) Applications received late/incomplete/mutilated or without any of the supporting documents with regards 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.
- d) 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.
- e) Candidates must ensure that they fulfill the requisite eligibility criteria as on **01.05.2024** 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.

- f) Candidates will be required to make their own travel arrangements to attend the interview.
- g) All candidates who fulfill the criteria would be called for interview by the management of HCI through the email & cell phone mentioned in the application form by the candidate.
- h) Selected candidates will be required to undergo Pre-Employment Medical Examination and the cost of the same will be borne by the candidate.
- i) 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. Candidates are advised to keep checking the Career Page on the website of HCI at [www.centaurhotels.com](http://www.centaurhotels.com).
- j) 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.
- k) Management reserves the right to change the above conditions, based on requirements and without providing any reasons thereof.
- l) Any canvassing by or on behalf of the candidate shall lead to disqualification of the candidature.

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**HOTELCORPORATIONOFINDIALTD.**

**Last Date for Receipt of Completed Application is 5 PM, 25<sup>th</sup> May 2024**

**APPLICATION FORM FOR THE POST OF:**

(Delete/Strike-out whatever is not applicable)

General Manager	Asst. Manager-Banquet Sales
Chief Engineer	Asst. Manager-Reservations
Executive Manager-F&B,	Asst. Manager-Housekeeping,
Executive Manager- Housekeeping	Associate Engineering,
Sales Manager-Events & Celebrations	Associate-F&B,
Dy. Manager-Travel Industry Sales	Associate-Housekeeping
Asst. Manager –Corporate Sales	Associate-Purchase

Paste a 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 01.05.2024): \_\_\_\_\_(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	Organization1	Organization2	Organization3
1.	Name			
2.	Designation			
3.	Name of Organization			
4.	Name of Current Organization			
5.	Email ID			
6.	Mobile No.			
7.	Telephone No.			

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

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

(\*\*List starting with the latest qualification first)

**IV. Positions held in support of the total requisite experience at managerial level/ present position (in the order of the most recent assignments): EXPERIENCE IN HOTEL / FLIGHT CATERING OPERATIONS MUST BE MENTIONED CLEARLY**

SrNo.	Organization	Designation	Period		Major Achievement/s and brief job profile
			From	To	

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

V. Is there any Departmental enquiry and/or Penalty/Punishment awarded in the last 5 years:

Yes	No
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If yes, the details there of

i. Civil / Criminal Enquiry / Punishment

Yes	No
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ii. Departmental Enquiry / Punishment

Yes	No
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2. Are you related to any past / present employee of HCI?

Yes	No
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If Yes, please provide:

i) Name:

ii) Relation:

iii) Place worked:

VI. Give details of Experience during the service in Flight Catering / Flight Kitchen & Airline Catering Operations (You may attach separate sheet).

VII. 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.

I also certify that I have neither given any bribe nor have been asked for any bribe for the said recruitment process and give an undertaking for the same as per format attached.

If at any time any bribe is asked from me, then I will report the matter to the Management of the HCI.

Date:

SIGNATURE OF CANDIDATE

NAME OF CANDIDATE:

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## HOTEL CORPORATION OF INDIA LIMITED

### UNDERTAKING

I, .....Daughter/Son of .....  
undertake that I came to know for this advt. through  
..... Further, it is stated that nobody from HCI  
has asked me for any bribe in cash or kind. I also assure you that at any time  
if anybody asks for a bribe, I will bring the same to the knowledge of the  
Management.

Signature: -----

Name of the Candidate:

Date: