



HOTEL CORPORATION OF INDIA LTD

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

The Company is inviting experienced professionals of Indian nationality to apply for the following positions to cater to the business for Chefair Flight Catering, Mumbai and HCIL as a whole:-

Sr. No.	Post	Total Vacancies	CATEGORY					Emoluments - Cost to Company – (CTC)
			GEN	SC	ST	OBC	EWS	
1	General Manager Chefair Mumbai (CFCM)	1	1	-	-	-	-	Rs.1,05,000/-
2	Sales Manager-HCI	1	1	-	-	-	-	Rs. 75,000/-
3	Dy. Chief Engineer-CFCM	1	1	-	-	-	-	Rs. 55,000/-
4	Manager Quality Control -CFCM	1	1	-	-	-	-	Rs. 55,000/-
5	Chief Security Cum Fire Officer-CFCM	1	1	-	-	-	-	Rs. 55,000/-
6	Manager Personnel -CFCM	1	1	-	-	-	-	Rs. 55,000/-
7	Manager Purchase-CFCM	1	1	-	-	-	-	Rs. 55,000/-
8	Manager-Business Process Reengineering, CFCM	1	1	-	-	-	-	Rs. 55,000/-
9	Chef de Partie (Bakery), CFCM	1	1	-	-	-	-	Rs. 42,500/-
10	Commis – I (Bakery), CFCM	2	2	-	-	-	-	Rs. 35,000/-
11	Associate-Culinary (Bakery), CFCM	2	2	-	-	-	-	Rs. 25,000/-

N.B.: Above are indicative no. of vacancies and is subject to change as per business requirements. **All the above vacancies are available for IMMEDIATE JOINING.**

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

1. General Manager – Chefair Mumbai (CFCM) :

a) Job profile: Reporting to the CEO, he/she will be responsible for running the day-to-day operations of the flight catering division. The incumbent will be accountable for the complete administration, operations, health, safety & hygiene for the unit and ensure that airlines and other customers are provided with in-flight catering services, etc. as per the laid down procedure and specification at all times. The incumbent will also maintain excellent relationships with the principals and other airlines; source opportunities to enhance business for Chefair Flight Catering Division.

- b) **Academic & Professional Qualification:** Minimum of a Graduate from a recognized university / institution. Candidate with Diploma in Hotel Management or Graduation in food technology from a Government recognized institute or an institute of repute will be preferred.
 - c) **Experience:** Minimum of 12 years of experience in the Operations or management position in Flight Kitchen / Flight Catering Or 12 years of experience in the Airline Catering Operations.
2. **Sales Manager -HCI:**
- a) **Job Profile:** He / She will report to the General Manager at Chefair, Mumbai. The incumbent will be primarily responsible for generating business & achieving targets for Chefair Mumbai; leverage existing relationships to introduce new accounts to the Company and develop & maintain healthy & profitable relationships; analyze market developments and production details to prioritize efforts in enhancing share of the wallet. Also, in coordination with the GM-SMD explore business opportunities for the other units of HCI and guide the team to achieve their targets.
 - b) **Academic & Professional Qualification:** Minimum of a Graduate from a recognized University/ Institution. Those with an MBA with a specialization in Marketing will be preferred.
 - c) **Experience:** Minimum of 5 years of experience in Flight Catering / Institutional Catering Unit or Global / Indian hospitality chain of repute or a Travel Organization / Airline with a minimum of 3 years in sales. Candidates having good networking with high potential accounts will be preferred.
3. **Dy. Chief Engineer-CFCM:**
- a) **Key responsibilities:** Reporting operationally to VP-Technical and administratively to the Unit Head, he/she will assist him in managing all the Engineering related matters of the Unit; coordinate with the Engineering staff for prevention of interruptions to the day-to-day operations; ensure that the plant & equipment operates at optimum levels; oversee the periodic 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 the Unit; be aware of latest techniques, equipment, plant, machinery & tools used to extend the life of existing facilities & minimize operational costs; regularly inspect the state of the civil, electrical, mechanical, plumbing, signages, fixtures & fittings, vehicles, etc. and recommend timely intervention to ensure upkeep & zero breakdowns; conduct periodic routine maintenance and safety inspections, ensuring the safety and security of the facilities at all times.
 - b) **Academic & Professional Qualification:** Minimum Graduate Engineering degree from a recognized institute. 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:** Minimum of 7 years of experience working in the engineering function, with a minimum of 2 years experience in a hotel/flight kitchen of repute.
4. **Manager-Quality Control-CFCM:**
- a) **Key responsibilities:** Reporting to the General Manager, Chefair 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.
 - b) **Academic & Professional Qualification:** 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.

- c) **Experience:** Minimum 5 years' experience in the operations or management position in a food manufacturing or food serving, Flight Catering/Hotel industry, Institutional Catering, Government/Defence Services Canteen/Mess with a minimum of 2 years quality assurance.

5. **Chief Security-cum-Fire Officer :**

- a) **Key Responsibilities:** Reporting to Unit Head, Chefair Flight Catering, Mumbai. He/She will be responsible for Industrial Security Functions of Chefair, Mumbai should be familiar with fire-fighting techniques, Liaising with BCAS etc. Complete responsibility as per BCAS guidelines for the safety & security of Flight Kitchen.
- b) **Academic & Professional Qualification:** Graduate in any discipline, with Certificate in Safety/Security and Fire Fighting. Preference will be given to those who have valid BASIC AVSEC Certificate and having experience with airline/airline catering security. Candidate should have sufficient knowledge about security fire fighting, fire prevention, gathering intelligence, investigation of cases, preparing security reports etc. He/She should be smart in appearance. Basic qualifications may be relaxed in the case of Ex-Servicemen, Police, and Safety (Fire) Officer.
- c) **Experience:** A Minimum of 5 years working in a reputed Organisation and at the Airport, Airline Catering, Hotel, Defence Facility. He/She should meet the criteria laid down by the BCAS. Preference will be given to those having relevant experience in the airlines catering industry. For Ex- servicemen 20 years of Military Service and minimum rank of Subedar Major Equivalent (Honorary Rank of Lt./Capt., will be preferred).

6. **Manager –Personnel:**

- a) **Key Responsibilities:** Administrative reporting to the General Manager, 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.
- b) **Academic & Professional Qualification:** Graduate. Those with an MBA in HR/ Post Graduate Diploma in Labour Law will be preferred.
- c) **Experience:** A minimum of 5 years in the HR functions of a reputed organisation. Experience in Hotel/Flight Catering will be an added advantage.

7. **Manager - Purchase:**

- a) **Key Responsibilities:** Administrative reporting to the General Manager, Chefair Flight Catering Mumbai and functionally to the Head Corporate Purchase/CFO, HCI. He/she will be responsible for ensuring all required items are sourced no wastage or stock-out situation, is as per laid out SOPs; ensures the items reach the user department as per the prescribed quality standard.
- b) **Academic & Professional Qualification:** Graduate. Those with a Degree or Diploma in Materials Management or Business Management will be preferred.
- c) **Experience:** A minimum of 5 years in a reputed organisation. Experience in hotel/ F&B outlet/ Flight Catering will be an added advantage.

8. Manager-Business Process Reengineering:

- a) **Key Responsibilities:-** Administrative reporting to the General Manager, Chefair Flight Catering Mumbai and functionally to the CHRO-HCI. He/ She will be responsible for Process Analysis and Improvement (- Analyze existing business processes to identify inefficiencies and areas for improvement; Develop and implement process improvement strategies to streamline operations and enhance productivity; Utilize data-driven methodologies to assess process performance and identify key performance indicators); Business Reengineering (-Lead business process reengineering initiatives to redesign workflows, eliminate redundancies, and optimize resource utilization; Collaborate with cross-functional teams to understand business requirements and develop innovative solutions; Conduct impact assessments and feasibility studies to support reengineering proposals); Continuous Improvement (Drive a culture of continuous improvement by promoting best practices and implementing lean methodologies; Monitor and evaluate the effectiveness of improvement initiatives and make necessary adjustments; Provide training and support to team members on process improvement tools and techniques); Business Analysis (Gather and document business requirements, process flows, and functional specifications; Conduct gap analysis to identify discrepancies between current and desired states; Develop and present detailed business cases to support proposed changes and initiatives); Stakeholder Management (Build strong relationships with stakeholders at all levels to ensure alignment and support for process improvement initiatives; Communicate project status, risks, and issues to stakeholders in a timely and transparent manner; Facilitate workshops and meetings to gather input and gain consensus on process changes); Project Management (Manage process improvement projects from inception to completion, ensuring timely delivery and adherence to project scope; Develop project plans, timelines, and budgets, and monitor progress against milestones; Identify and mitigate project risks and issues, and implement corrective actions as needed.
- b) **Academic & Professional Qualification:** Minimum a Graduate. Those with a certification in process improvement or project management (e.g., Six Sigma, PMP, etc.)/ proficiency in process mapping tools and methodologies (e.g., Six Sigma, Lean, BPMN)/ proven experience in process improvement, business reengineering, and business analysis will be preferred.
- c) **Experience:**
A minimum of 5 years of overall experience with at least 2 years of experience in a Business Excellence/ Business Process Management function in companies of repute. Those having experience working in a Hotel/ Flight Catering/ Institutional Catering/ Packing/ Logistics/ Warehouse/ e-Commerce company will be preferred.

9. Chef-de-Partie (Bakery):

- a) **Key Responsibilities:** Reporting to the Senior Manager-Kitchen. He/she will be responsible for managing all day to day operations of the pastry, bakery & confectionary, Indian sweets & savouries section for the kitchen.
- b) **Academic & Professional Qualification** Degree in hotel management or Diploma course in culinary management from a Government recognized institute or an institute of repute.
- c) **Experience:** Candidates with minimum experience of 6 years from a reputed hospitality brand or flight kitchen, working in bakery and pastry department.

10. Commis-I (Bakery):

- a) **Key Responsibilities:** Reporting to the Chef-de-Partie (Bakery). He/she will be responsible for preparing the bakery & confectionary items as per the requirements.
- b) **Eligibility criteria:** Graduate with a certification in Food Production with a minimum of 2 years in the hospitality industry/flight kitchen/ institutional catering/cloud kitchen OR Minimum 10+2 with a certification in culinary arts.
- c) **Experience:** Candidates with minimum of 5 years experience in the food production department of a major chain of hotels / hotel of repute.

11. Associate Culinary (Bakery):

- a) **Key Responsibilities:** Reporting to the Chef de Partie- (Bakery). He/she will be responsible for preparing the dishes as per laid-out SOPs and on a timely basis.
- b) **Eligibility criteria:** Literate with 5 years' experience of working with a Flight Kitchen, Hotel, Restaurant, QSR, Institutional Kitchen, Mess/Canteen Kitchen or Minimum 1.5 years of culinary diploma from govt. approved institute or govt. approved apprenticeship program certificate.
- c) **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.

I. Reporting:

- a) General Manager, Chefair Mumbai (CFCM) will report to the CEO-HCI.
- b) All other positions will report to their respective reporting Managers / Unit Head as specified above.

This may, however, be changed at the discretion of the Management at any time whatsoever.

II. UPPER AGE LIMIT:

- a. Upper age is 55 years for the post at Sr. No. 1 as on **September 01, 2024.**
- b. Upper age is 50 years for the post at Sr. No. 2 to 11 as on **September 01, 2024.**

For all the vacancies, in case of reserved category, upper age limit is relaxable by 5 years for SC /ST candidates and 3 years to OBC candidates. Ex-Servicemen will be given age relaxation as per rules on the subject approved by the Govt of India. All such relaxations would be required to produce the original certificate issued by the appropriate authority for Central Government employment.

- III. PLACE OF WORK:** All positions are based at Chefair Mumbai. The nature of work and the posting can, however, be amended as per the requirement and at the sole discretion of the Company.

- IV. 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 year will be on probation. The FTC tenure can be extended 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 contract without assigning any reason and / or in the event of your unsatisfactory performance.

- V. **CTC / Total Emoluments:** During the FTC period of 3 years, the candidate will draw the monthly CTC as indicated above for the post as applicable and Statutory deductions such as PF, etc. Based on consistent exceptional performance, extension of services and CTC will be reviewed every year.
- VI. **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.
- VII. **SELECTION PROCESS & OTHER TERMS:**
Interested candidates, who fulfill the above eligibility criteria as on **September 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:
- 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. 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.
 - e. Names along with email ID and Telephone/ Mobile Nos. of the reporting managers from the previous 3 organizations to be provided for Reference Checks.
 - f. Candidates are required to show their original Indian Passport (**Preferably, the Passport should not be issued before 1 April 2021**) 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.
 - g. Candidates already working with Hotel Corporation of India Limited 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.
 - h. 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.
- VIII. The envelope must be super-scribed with “**APPLICATION FOR THE POST OF (mention the relevant post)**” and send by Speed Post / Courier by 5 PM, on **07.09.2024 to the following:**

**Chief Human Resources Officer,
Hotel Corporation of India Ltd.,
Chefair Flight Catering - Mumbai,
CSMI Airport Mumbai,
Opposite ITC Maratha Hotel,
Sahar Road,
Andheri East, Mumbai - 400099.**

- IX. 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.
- X. All supporting documents will be required to be furnished in original on the day of the interview. In the absence of the supporting documents, etc., the candidature will be

rejected.

- XI. Candidates must ensure that they fulfill the requisite eligibility criteria as on **01 September, 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.
- XII. Candidates will be required to make their own travel arrangements to attend the interview. No TA/DA will be given.
- XIII. All candidates applying for Bakery positions and who fulfill the criteria will be required to appear for a trade test. The candidates who pass the trade test would then appear for an interview.
- XIV. 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. The candidates are advised to check the website also.
- XV. The Selected candidates will be required to undergo Pre-Employment Medical Examination and the cost of the same will be borne by the candidate.
- XVI. 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**
- XVII. 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.
- XVIII. Management reserves the right to change the above conditions, based on requirements and without providing any reasons thereof.
- XIX. Any canvassing by or on behalf of the candidate shall lead to disqualification of the candidature.
- XX. If selected, candidate will not participate directly / indirectly in any union activity.
- XXI. If a candidate is applying for more than one post, please use separate Application Form.



HOTEL CORPORATION OF INDIA LTD.

APPLICATION FORM FOR THE POST OF:

(Delete/Strike-out whatever is not applicable)

Paste a recent
Passport size
photograph

(Please do not
staple)

General Manager (CFCM)	Manager- Quality Control (CFCM)
Sales Manager-HCI (based at Chefair Mumbai)	Manager-Business Process Reengineering, CFCM
Dy. Chief Engineer (CFCM)	Chef de Partie (Bakery), CFCM
Chief Security cum Fire Officer (CFCM)	Commis – I (Bakery), CFCM
Manager Personnel- CFCM	Associate-Culinary (Bakery), CFCM
Manager Purchase- CFCM	

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 01.09.2024): _____(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+2 onwards):

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 FLIGHT CATERING & AIRLINE CATERING OPERATIONS MUST BE MENTIONED CLEARLY

SrNo.	Organization	Designation	Period		Major Achievements and brief job profile
			From	To	

(** List starting with latest / current job first and 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 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:



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:.....

Date:

Name of the Candidate: