



**HOTEL CORPORATION OF INDIA LTD.**  
**(A Government of India Undertaking)**

Invites experienced professionals at  
**Chefair Flight Catering, Mumbai**

**For the Post of**  
Asst Manager - **1** / Airline Coordinator - **3**  
Supervisors- **3** / Packers & Loaders- **6**

**(Post & Numbers are Indicative as They can Change as per Business Needs)**

(on a Fixed Term Contract basis)

**Dates for Walk-In- Interviews**

Monday, 23<sup>rd</sup> Sept 2024

**Reporting Time for Interview**

From 10 AM to 2 PM

**Venue for Walk-In-Interviews**

Chefair Flight Catering, Mumbai, CSMI Airport, Opp: ITC Maratha Hotel,  
Sahar Road, Andheri East, Mumbai-400 099

**For Complete details & Application Form and all further updates**  
Visit Careers Section of [www.centaurhotels.com](http://www.centaurhotels.com)

**Valid Indian Passport is Mandatory**

(Candidate should regularly check the website for changes / amendments)

**HOTEL CORPORATION OF INDIA LTD.**



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

The Company is inviting experienced professionals of Indian nationality to apply for the following positions at Chefair Flight Catering at Mumbai.

Chefair Flight Catering (CFCM), Mumbai								
S. No.	POST	TOTAL VACANCIES	CATEGORY					EMOLUMENTS (COST TO COMPANY) CTC
			GEN	SC	ST	OBC	EWS	
1.	Asst. Mgr. Operations (Duty Officer & Shift Co-ordinator)	01	1	-	-	-	-	35,350/-
2	Supervisors	03	3	-	-	-	-	31,500/-
3	Airline Coordinator	03	3	-	-	-	-	31,500/-
4	Packers & Loaders	06	5	-	-	1	-	26,150/-
5	<b>Total</b>	<b>13</b>	<b>12</b>	-	-	<b>1</b>	-	--

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

1.

- i) **Asst. Mgr. (Operations) :**  
**Total Vacancies: 01**

**Key Responsibilities:** He / She will report to the GM / Incharge of CFCM / HoD of Operations (and perform all duties of Shift Incharge & Airline Coordinator). As the Duty Officer & Shift Coordinator will assigning duties of all staff to various sections and readjustments to make up for the manpower needs. Responsible for coordinating with airline officials for passenger load so as to cater to any increase well within time. Plan and supervise correct packing and all class preset and develop procedures, schedules and checklists. Keep the airline's manuals up-to-date and ensure that filing of checklists, inventories, packing plans and other important records are made properly. Ensure all flight challans are correctly raised and signed by the appropriate airline authority after the flight.

**Academic & Professional Qualification:** Minimum Graduate from a reputed and recognised university. Fluent in English and Hindi language and use of computers.

**Experience:** Minimum 10 years of experience with reputed Flight Caterer / Airline Operator / Airline Catering in the Operations as a Team Leader. Preference will be given to the candidates having experience in a Flight Catering.

- ii) **Supervisors :**  
**Total Vacancies: 03**

**Key Responsibilities:** Reporting to the HOD-Operations/ AM Operations. He/she will be responsible for the day-to-day operations of catering services for the flights. Ensuring food is loaded in the high lifts as per the schedule and delivered in the flights with proper handover in writing.

**Academic & Professional Qualification:** Minimum of 12<sup>th</sup> pass.

**Experience:** Preferably a minimum of 3 years' experience in a Flight catering Kitchen/ Institutional kitchen

**iii) Coordinator - Airlines:**

**Total vacancies: 03**

**Key Responsibilities:** Reporting to the AM – Operations/HOD Operations. Responsible for coordinating with airline officials for passenger load so as to cater to any increase well within time. Plan and supervise correct equipment packing and all class preset and develop procedures, schedules and checklists. Keep the airline's manuals up-to-date and ensure that filing of checklists, inventories, packing plans and other important records are made properly. Ensure all flight challans are correctly raised and signed by the appropriate airline authority after the flight.

**Academic & Professional Qualification:** Graduate

**Experience:** 3 years' experience in the Operations position as a Team Leader, preferably in food manufacturing or food serving industry, Flight Catering/Hotel industry. Preference will be given to the candidates having experience in a Flight Catering.

**iv) Packers & Loaders :**

**Total Vacancies: 06**

**Key Responsibilities:** Reporting to the Supervisor- Catering. He/she will be responsible for presetting the food trays as per the laid-out SOPs to ensure par excellence service to the Airlines. Load and Unload food trolleys from the aircraft and arrange it in the hilifts and retrievals thereafter.

**Academic & Professional Qualification:**10<sup>th</sup> Standard or 12<sup>th</sup> Standard

**Experience:** Minimum 1 year experience in flight catering industry.

**II. REPORTING:** All staff will report to their reporting managers who will report to the Incharge / Head of CFCM through the HoD Operations Dept. This may, however, be changed at the discretion of the management at any time whatsoever without assigning any reasons thereof.

**III. UPPER AGE LIMIT:** Upper age limit is 50 years as on 01.09.2024. The 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 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.

**IV. PLACE OF WORK:** All incumbents will be required to report to work at the Chefair Flight Catering Unit, Mumbai. The nature of work and the posting can, however, be amended as per the requirement and at the sole discretion of the Company.

**V. 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 for a maximum of another 2 years, depending upon performance of the incumbent and Company's requirement and as per the Business needs. The first year of employment will be on probation. Further employment will be based on the work performance during the probation period.

**VI. CTC/ Total Emoluments:** Candidates will draw the consolidated emoluments as mentioned above against each position during the period of FTC. The CTC includes Company's Contribution to Provident Fund. Statutory deductions such as PF, etc. will be applicable.

**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 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. Free uniform will be provided as per company norms.

**VIII. SELECTION PROCESS & OTHER TERMS:** Interested candidates, who fulfil the above eligibility criteria as on **Sept 1, 2024**, are required to attend the Walk-in-Interview on 23.09.2024 and as notified /changed on the website for each post **along with valid Indian passport** and all other original documents and one set photocopy (of all documents & passport) and complete application form at the end of this document which is to be printed from the website and filled up. Where necessary the company reserves the right to conduct practical test of any candidate to verify his / her claims for the candidature as per qualifications.

**IX. Date for Walk-In-Interviews :-** on Monday, 23<sup>rd</sup> Sept 2024 with roll over to next day to complete the hiring process, if required for which candidates must check the website.

**X. Venue / Address for the Walk-In-Interview:-**

Hotel Corporation of India Ltd, Chefair Flight Catering Premises, CSMI Airport,  
Opp. ITC Maratha Hotel, Sahar Road, Andheri East, Mumbai-400 099.

**XI. Reporting Time – From 10 AM to 2 PM.**

**XII.** Candidates must ensure that they fulfil the requisite eligibility criteria as on **01.09.2024** and the particulars furnished by them in the Application Form are correct in all respects. At the time of walk-in-interview all the applications received incomplete / mutilated or without any of the supporting documents, as specified will be rejected. The decision of the Company will be final in this regard.

i) Candidates not fulfilling all the criteria and / or unable to show the supporting documents in original in support of their candidature, as stated below, will not be allowed to appear for the interview and the candidature shall be disqualified.

**NOTE:** The Official Website is - [www.centaurhotels.com](http://www.centaurhotels.com)

Interested candidates and Ex-Servicemen may keep visiting the website regularly for updates. Interested candidates, who fulfil the above eligibility criteria as on **Sept 1, 2024**, may download the Application Form and print it accordingly for filling it up.

**ii) Candidate to report with the completed Application Form (see prescribed format below), original certificates and one copy of self-attested documents in support of their candidature which must include the following:**

- a) A recent passport size photograph pasted in the space provided in the application Form
- b) Documents in support of the candidature which must include the following:
  - (i) Date of birth (class 10<sup>th</sup> certificate). (For Ex-Servicemen – Discharge Book & ESM Identity card.)
  - (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) Those applying under the reserved category vacancy are required to submit the appropriate Certificate in the prescribed Performa issued by the appropriate authority for Central Government employment.
  - (v) Applicants serving in Government/ Semi-Government/ Public Sector Undertakings or Autonomous bodies as permanent or on contract must route their Application through proper channel or bring along the “No Objection Certificate” from their present employer.
  - (vi) Candidates already working with Chefair Mumbai 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 through their current Reporting Manager.
  - (vii) **Valid Indian Passport.**

**iii)** At any stage of the Selection Process, or later, should the particulars or the testimonials provided are 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. Decision of the Management will be final.

**iv)** Candidates will be required to make their own travel arrangements to attend the interview. No TA/DA will be given. Candidates are advised to take suitable precautions against rain and carry their own drinking water and food.

**v)** Selected candidates will be required to submit police verification and undergo Pre-Employment Medical Examination and the cost of the same and any additional tests, if required, will have to be borne by the candidate.

**vi)** Selected candidates will have to undergo the BCAS Verification Process and AVSEC Training the cost of which will be borne by the company.

**vii)** 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 regularly visit the career page of website [www.centaurhotels.com](http://www.centaurhotels.com)

**viii)** 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.

**ix)** Management reserves the right to change the above conditions, based on requirements of the company and business needs and without providing any reasons thereof.

**x)** Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidature.

**xi)** The Management of the HCI Ltd reserves the right to cancel the recruitment process at any time due to administrative reasons.

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**HOTEL CORPORATION OF INDIA LTD.**

**APPLICATION FORMAT FOR THE POST OF:**

(Tick Only 1, for More than 1 fill up separate Form)

**Asst Manager (Operations)**

**Supervisors**

**Airlines Co-ordinators**

**Packers & Loaders**

Paste a recent  
Passport size  
photograph

(Please do not  
staple)

**Walk – In – Interview Dates**

**Monday, 23<sup>rd</sup> Sept 2024 with roll over to next day if hiring process not completed. Candidates advised to keep checking website.**

**1. YOUR PERSONAL DETAILS:**

a) Name (in CAPITAL Letters): \_\_\_\_\_ Rank (for ESM) \_\_\_\_\_

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

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

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

d) Contact Details:

i) Mobile No.: \_\_\_\_\_

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

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

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

f) Age (**As on 01.09.2024**): \_\_\_\_ (Years) \_\_\_\_ (Months) \_\_\_\_ (Days)

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

Valid Indian passport-

h) Marital Status - Married - Single - Divorced-

i) Court Case / Labour Case (if any) -

h) Category you belong to:

GEN

SC

ST

OBC

EWS

DEF

**2. Particulars for Reference Checks to be conducted by HCI:**

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

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

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

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

**4. Positions held in support of the total requisite experience at work & present position held (in the order of the most recent assignments):**

Sr no.	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)



5. 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 thereof

i. Civil/ Criminal Enquiry/ Punishment

Yes	No
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ii. Departmental Enquiry/ Punishment

Yes	No
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6. 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:

7. Give details of experience during the service ( you may attach separate sheets along with CV)

8. Give Details of court case / labour case (if any) –

9. 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 I 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 HCI.

Date: 2024

SIGNATURE OF CANDIDATE

NAME OF CANDIDATE:



**HOTEL CORPORATION OF INDIA LIMITED**

**UNDERTAKING**

I, ..... Daughter/Son of  
..... Undertake that I came to know  
of 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 any bribe, I will  
immediately bring the same to the knowledge of management.

Signature:-----

Name of the Candidate:

Date: