



HOTEL CORPORATION OF INDIA LTD.

Hotel Corporation of India Limited (HCIL) operates The Centaur Hotel New Delhi (CHDA), Chefair Delhi (CFCD), Chefair Mumbai (CFCM). HCI is also in the process to establish a Flight Handling Unit (FHUM) at Mumbai.

The Company is inviting experienced professionals of Indian nationality to apply for the following positions for Centaur Hotel (CHDA) /Corporate Office (HO) – HCI to be based at CHDA New Delhi.

Sr. No.	Post	Total Vacancies	CATEGORY					Emoluments Cost to Company CTC (Rs.)
			GEN	SC	ST	OBC	EWS	
1	Corporate Chef - HCI	1	1	-	-	-	-	Rs. 1,15,000/-
2	General Manager - CHDA	1	1	-	-	-	-	Rs. 1,05,000/-
3	Executive Manager-Finance - HCI	1	1	-	-	-	-	Rs. 85,000/-
4	Executive Manager-Housekeeping - CHDA	1	1	-	-	-	-	Rs. 85,000/-
5	F&B Manager - CHDA	1	1	-	-	-	-	Rs. 75,000/-
6	Sales Manager (Events & Celebrations) - HCI	1	1	-	-	-	-	Rs. 75,000/-
7	Asst. Manager – Legal - HCI	1	1	-	-	-	-	Rs. 45,000/-

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

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

1. Corporate Chef, HCI

A) Key responsibilities:

He / She will be Reporting to the CEO-HCI. He / She will work along with the various units' Chefs-in-charge and be responsible for the P&L of the overall kitchen operations of all the existing & future units/ F&B outlets of the Centaur Hotel / HCIL. Ensure that food catered in all the HCIL / Hotel's F&B outlets meets the highest taste, quality, hygiene & sanitization standards as well complies with all food safety regulations; generating top customer ratings leading to higher share of the business; reviews, recommends & implements the new cuisine offerings for all the outlets; initiates standardization of recipes and creation of signature dishes across all brands; rationalizes food costs by overseeing the entire delivery chain from purchasing of raw materials to the final delivery and review of wastage; is aware of new culinary trends and recipes across multiple cuisines, including bakery & confectionary delicacies & special dietary preferences in bulk catering kitchens; creates new entrees & proactively implements menu enhancements; training & timely hiring of talent; coordinates with colleagues in Operations, Housekeeping, Engineering & HR to ensure smooth and seamless continuity of business at all times.

B) Academic & Professional Qualification:

Minimum **12th Pass with** a Diploma in Hotel Management **or** Specialization in Culinary Art from a recognized institution of repute.

C) **Experience:** Minimum of **25 years** of experience in the hospitality and/or flight catering and/or institutional catering company of repute with at least **10 years of working as an Executive Chef/ Head of food production**. Preference will be given to those who have experience working in both Hotels and Flight Catering company and have managed multi-city operations.

2. General Manager, CHDA:

a) **Key Responsibilities:**

Reporting to the Unit Head or the CEO-HCIL as specified from time to time. He/she will be responsible for running the day-to-day operations of the hotel. The incumbent will be accountable for the complete administration, operations, health, quality control, safety & hygiene for the hotel and ensure that guests are provided with best services as per the laid down procedure and specification at all times. The incumbent will source opportunities to enhance business for the hotel.

b) Academic & Professional Qualification: Minimum of a **Graduate**. Those with a 3-year Diploma in Hotel Management from a Government recognized institute or an institute of repute will be preferred.

c) Experience: Minimum of **12 years** of experience in the Hospitality industry with at least **3 years as a General Manager or above**. Preference will be given to those who have worked in reputed 5-star hotels and have been involved with renovations/ refurbishment projects.

3. Executive Manager-Housekeeping, CHDA:

a) **Key Responsibilities:** Reporting to the Unit Head or the GM-CHDA. He/she will be overall responsible for the upkeep cleanliness, sanitation, health orderliness and appearances of all the units, including the public & common areas, guest rooms, meeting rooms, kitchens & back-offices; engages with professionals to plan, design & employment the up-gradation / refurbishment/ renovation/ re-opening of various facilities as per the approved R&M/ CAPEX budgets and agreed timelines; oversee and recommend changes to the uniform design for all the units & coordinates implementation within the approved budges and timelines; oversee plans and current processes in the Housekeeping department and recommends & implements changes wherever necessitated; oversee the coordination & timely completion of the routine & preventive repairs and maintenance schedules of rooms, public areas, kitchens & back-offices with the Engineering & respective user departments; oversee the procurement and maintenance of par stock of guest supplies, cleaning supplies, linen & fixed assets and ensure no stock-out situation arises; conduct on the job training for the housekeeping in charges & teams and evaluate its effectiveness; work with HR to hire critical talent.

b) **Academic & Professional Qualification:** Minimum of a Graduate. Those with a 3-year Diploma in Hotel Management from a Government recognized institute and a certificate in Interior Designing will be preferred.

c) **Experience:** Minimum **10 years** of Experience in the hospitality industry with at least **3 years** of Managerial experience in a 5-Star hotel of repute.

4. Executive Manager- Finance, HCI

a) **Key Responsibilities:** Reporting to the Chief Financial Officer (CFO). He/she would provide accurate, timely, and relevant financial data. Additionally responsible for managing the audit function in hotel to deliver outstanding guest service and financial profitability. Proficiency in operation of Tally software & all compliances and taxes. The major responsibilities are to Implement sound purchasing policies, systems and procedures in accordance with Company standards. Manage all phases of Accounts Payable, Receivable and departmental budget. Prepare regular MIS reports and summaries of accounting activities. Prepare financial statements Verify recorded transactions and report irregularities to management.

b) **Academic & Professional Qualification:** MBA-Finance (Regular) or CA or CMA.

c) **Experience:** A minimum of **10 years** experience in a reputed company. Preference will be given to those from the hospitality or flight catering or industrial catering industry.

5. F&B Manager, CHDA-:

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

b) **Academic & Professional Qualification:** Must have a Degree or 3 years Diploma in Hotel Management from a recognized University or Institution.

c) **Experience:** Minimum of **10 years** in the hospitality industry with at least **2 years** of Managerial experience in a global hospitality/ restaurant of repute.

6. Sales Manager (Events & Celebrations) – HCI

a) **Key Responsibilities:** He / She will report to General Manager-SMD. The incumbent will be primarily responsible for generating business for all the units of HCI from the given territory / segment; develop & maintain healthy relationships with key accounts; maintain a high conversion rate & enhance share of wallet.

b) **Academic & Professional Qualification:** Minimum of a Graduate from a recognized University / Institution. MBA with a specialization in Marketing will be preferred.

c) **Experience:** Minimum of **5 years** of experience in a hotel and/or Events Management company of repute with at least **3 years in Sales**. Candidates having good networking with high potential accounts in the Weddings industry will be preferred.

7. Asst. Manager – Legal

A) **Key Responsibilities:** Reporting to the GM-Legal, HCI. He/she will be responsible for all legal matters of all the Units of HCI; Ensuring statutory and Legal compliance of various legal and judicial provision. Attend court hearings or any other judicial authority. Drafting legal agreement / documents. Preparing case papers, plaints, written statements, affidavits, writ petitions and appeal for various legal cases. Coordinate with the company's legal counsels and will attend the court cases whenever required and maintain all legal cases files.

B) **Eligibility Criteria: Law Graduate.**

C) **Experience:** Minimum of **3 years'** of experience working in the Legal Department of a Company of repute. Those working in the Central /State / Public Sector Undertaking will be preferred. In addition, experience in handling /coordinating Legal matters for a Unit/ Company is a must. Preference will be given to those who are experienced in coordinating with Law Advisory firms.

II **REPORTING:** The Corporate Chef – HCI & GM CHDA will report directly to the CEO-HCI. Executive Manager Finance - HCI will report to the CFO-HCI. 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 as on October 01, 2024.**
is **61 years** for the **post at Sr. No. 1 & 2;** is **55 years** for the **post at Sr. NO 3 & 4;**
is **45 years** for the **post at Sr. No. 5 & 6;** is **40 years** for the **post at Sr. No. 7**

Upper Age limit for Posts from Sr. No. 3 to 7 is relaxable by 5 years for SC/ST & 3 years for OBC candidates. Ex-Servicemen will be given age relaxation as per rules. Candidates to produce the original certificate issued by the appropriate authority for Central Government Employment at the time of Interview.

IV **PLACE OF WORK:** All the positions are based at Centaur Hotel, Delhi. 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:** 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 or curtailed as per the Company's requirement based on the annual performance and business needs of the company. However, for Posts at Sr. No. 1 & 2, no incumbent will be considered for an extension of the contract beyond attaining 65 years of age or those who have completed 5-years of service post-retirement from their previous organization, whichever is earlier. 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 unsatisfactory performance.

VI **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. 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. Expenses incurred on any local / outstation travel for official purposes, as approved by the approving authority will be reimbursed as per prevailing rules of HCIL.

VIII **Date for Walk-In-Interviews:-** 11.10.2024. However, for the positions that are not closed, we will continue with the walk-ins on 12.10.2024 and thereafter on 14.10.2024 for which suitable notification will be updated on the Careers section of the website.

IX SELECTION PROCESS & OTHER TERMS:

1. Interested candidates, who fulfill the above eligibility criteria as on 1st October, 2024, are requested to attend **WALK-IN-INTERVIEW** on Friday 11th Oct 2024 (from 10.00 AM to 5.00 PM). Please download the form and print it accordingly for filling it up. Application form duly filled with passport size photograph along with one set photo copy of all the documents and **original documents for verification must be carried** for the walk-in-interview.
2. Candidates must ensure that they fulfill the requisite eligibility criteria as on 01.10.2024 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.
3. 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. However, the Management reserves the right to take on the spot decisions.
4. Candidates will be required to make their own travel & stay arrangements to attend the interview.
5. Selected candidates will be required to undergo Pre-Employment Medical Examination and the cost of the same will be borne by the candidate.
6. 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.
7. 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.
8. Management reserves the right to change the above conditions, based on administrative & business requirements and without providing any reasons thereof.
9. Any canvassing by or on behalf of the candidate shall lead to disqualification of the candidature.
10. Candidates already working in HCI in the Non Permanent Category to produce NOC from their Reporting Manager / HoD of the Dept in which they are working.
11. Those candidates who have already appeared for interview for these posts in the year 2024 need to apply again.
12. If selected, the candidate will not directly / indirectly participate in any Union or anti Management activity



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WALK-in-INTERVIEW on 11.10.2024. However, for the positions that are not closed, continue with the walk-in-interview on **12.10.2024** and thereafter on **14.10.2024** for which suitable **notification will be updated on the Careers section of the website.**

APPLICATION FORM FOR THE POST OF:

(Delete/Strike-out whatever is not applicable)

For more than one post fill up separate application form

Corporate Chef, HCI
General Manager, CHDA
Executive Manager- Housekeeping, CHDA
Executive Manager- Finance, HCI
F&B Manager, CHDA
Sales Manager (Events & Celebrations) -HCI
Asst. Manager-Legal-HCI

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 **01.10.2024**): _____(Years) _____(Months) _____(Days)

g) **Nationality:** _____

h) Passport Issue Date:

i) **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: _____

If yes, the details there of

i. Civil / Criminal Enquiry / Punishment

ii. Departmental Enquiry / Punishment

2. Are you related to any past / present employee of HCI?

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: -----

Name of the Candidate:

Date: