



**HOTEL CORPORATION OF INDIA LTD**

Hotel Corporation of India Limited (HCL) 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 to cater to the business for Chefair Flight Catering, Mumbai and HCL as a whole:-

Sr. No.	Post	Total Vacancies	CATEGORY					Emoluments-Cost to Company- (CTC)
			GEN	SC	ST	OBC	EWS	
1	Manager-Purchase-CFCM	1	1					Rs 55,000/-
2	Manager Quality Control -CFCM	1	1	-	-	-	-	Rs. 55,000/-
3	Manager- Business Process Reengineering	1	1					Rs. 55,000/-
4	Dy. Chief Engineer- CFCM	1	1	-	-	-	-	Rs. 50,000/-
5	Chef de Partie-CFCM(Bakery)	1	1					Rs 42,500/-
6	Commis – I (Bakery), CFCM	2	2					Rs 35,000/-
7	Associate Culinary (Bakery), CFCM	2	2	-	-	-	-	Rs. 25,000/-
8	Asst Manager Opns	1	1	-	-	-	-	Rs 35,350/-
9	Airline Coordinator	3	3					Rs 31,500/-
10	Hi-lift Operator	8	5	1		2		Rs. 25,000/-
11	Duty Manager-FHU-CFCM	3	2			1		Rs37,850/-
12	Asst Manager-Opns-FHU-CFCM	2	1			1		Rs 35,350/-
13	Supervisor-FHU-CFCM	3	2				1	Rs 31,500/-

**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. Manager - Purchase:**

**Key Responsibilities:** Administrative reporting to the Unit Head and functionally to the CFO, HCL. He/she will be responsible for ensuring all required items are sourced with no wastage or stock-out situation, as per laid out SOPs; ensures the items reach the user department as per the prescribed quality standard.

**Academic & Professional Qualification:** Graduate in any stream, preferably with a Degree or Diploma in Materials Management or Business Management.

**Experience:** A minimum of 3 years in a reputed organisation. Experience in hotel/ F&B outlet/ Flight Catering will be an added advantage.

**2. Manager-Quality Control-CFCM:**

Key responsibilities: Reporting to the Head Operations, Chefair Flight Catering. 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:** 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' experience in the operations or management position, preferably in food manufacturing or food serving, Flight Catering/Hotel industry, Institutional Catering, Government/Defence Services Canteen/Mess. Candidate having experience of working in a Flight Catering Kitchen would be preferred.

**3. Manager Business Process Reengineering:**

**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).

**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.

**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.

4. **Dy. Chief Engineer-CFCM:**

**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 & minimise 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.

**Academic & Professional Qualification:** Minimum Graduate Engineering degree from a recognised institute with specialization in a related stream. 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.

**Experience:** Minimum of 7 years of experience in a Global/ Indian hospitality chain/ Flight Catering company/ Facility Management company/ Merchant Navy /Defence Services of which at least 3 years should be in assisting the Chief Engineer/ Head of Engineering Services.

5. **Chef-de-Partie (Bakery):**

**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.

**Academic & Professional Qualification**

Degree in hotel management or Diploma course in culinary management from a Government recognized institute or an institute of repute.

**Experience:**

Candidates with minimum experience of 6 years from a reputed hospitality brand or flight kitchen, working in bakery and pastry department.

6. **Commis-I (Bakery):**

**Key Responsibilities:**

Reporting to the Chef-de-Partie (Bakery). He/she will be responsible for preparing the bakery & confectionary items as per the requirements.

**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.

**Experience:**

Candidates with minimum of 5 years experience in the food production department of a major chain of hotels / hotel of repute.

7. **Associate Culinary (Bakery):**

**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.

**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.

**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.

**8. Asst. Mgr. (Operations) :****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.

**9. Coordinator - Airlines:****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.

**10. Hiift Operator**

**Key Responsibilities:** Reporting to the Transport Head, he/she will be responsible for safely transporting the food and all items needed for the flight in the hi-lifts and ensure there is no pilferage and spoilage.

**Academic & Professional Qualification:** Minimum pass 10<sup>th</sup> Board exams

**Eligibility criteria-** With a valid Indian Driving Licence to drive Commercial Vehicles, including trucks and mini vans as well as motor vehicles with a minimum of 2 years experience in a Transport Company, flight

catering unit or travel agency of repute.

**11. Duty Managers (Shift Incharge & Airline Coordinator)-FHU:**

**Key Responsibilities:**

He / She will report to the Head Operations of FHU and perform all duties of the Head Operations of FHU in the absence of the Head Operations FHU. Perform all duties of the Asst Manager Operations & Coordination in case the Asst Manager Operations & Coordination is absent. Duty Manager will be completely responsible to coordinate the shift being the shift incharge and coordinate with the airlines for all flight related requirements. He is responsible for all the FHU functioning and operations during the shift. As the shift incharge the operations of the entire FHU (including the Bond & Linen Sections), activities at the Tarmac, coordination with the airlines, all vendors, caterers, transporter, laundry etc to ensure timely delivery of the stores as per the laid down schedule so that there is no flight delay on account of the FHU functions. To resolve identified issues by taking immediate actions so as to ensure delivery of services as per the SLA. Submit ATR for all agreed upon actions to resolve issues. Ensure proper stores management and billing / invoices in time. The smooth functions of the entire Packing Activity (Preparations of Carts as per the GLP) and FHU Functions on behalf of the Air India will be the responsibility during the shift assigned. It includes comprehensive coordination for packing, flight handling and linen management for airline operations. Timely requisitions based on flight specifications, receiving materials, packing carts and linen and flight handling activities alongwith the Air India incharge placed on behalf of the Airline Management. Prepare and follow SOPs for operations of each Section of the FHU. Maintain proper records on as required basis. Ensure at all times the Uplift Standards, Custom Requirements, and Regulatory Norms as applicable to Packing & FHU activities. Take timely action for provision of AEPs & ADPs. Complete coordination for Shift Coordination on 24x7 bases. Responsible for continuous Flight Tracking through the staff placed at disposal for the same. All responsibility towards the Retrievals of dry store, soiled linen, liquor and its proper accounting

**Academic & Professional Qualification:**

Minimum 12<sup>th</sup> Pass from a reputed and recognized university. Fluent in English and Hindi language and use of computers.

**Experience:**

Minimum 15 years of experience with reputed Flight Handling Unit (FHU) / Flight Caterer / Airline Operator / Airline Catering. Out of 15 years, minimum 5 years experience of reporting directly to HoD. Preference will be given to those having experience in Flight Catering / Airline experience in FHU activities. Have complete knowledge about the types of aircrafts and their GLP. Having experience in coordination with the Airlines and all connected vendors and Flight Tracking through Amadeus software and stores management through the SAP software.

**12. Asst. Mgr. (Operations) -FHU:**

**Key Responsibilities:**

He / She will report to the Duty Manager (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. The Asst Manager will be completely responsible to coordinate the shift being the shift coordinator and track the flights through the Amadeus Flight Tracking Software. He is responsible for all the FHU functioning and operations during the shift and as the shift coordinator ensure smooth operations of the entire FHU (including the Bond & Linen Sections), activities at the Tarmac, all vendors, caterers, transporter, laundry etc to ensure timely delivery of the stores as per the laid down schedule so that there is no flight delay on account of the FHU functions. To resolve identified issues by taking immediate actions so as to ensure delivery of services as per the SLA. Submit ATR for all agreed upon actions to resolve issues. Ensure proper stores management and billing / invoices in time. The smooth functions of the entire Packing Activity (Preparations of Carts as

per the GLP) and FHU Functions on behalf of the Air India will be the responsibility during the shift assigned. It includes comprehensive coordination for packing, flight handling and linen management for airline operations. Timely requisitions based on flight specifications, receiving materials, packing carts and linen and flight handling activities alongwith the Air India incharge placed on behalf of the Airline Management. Ensure at all times the Uplift Standards, Custom Requirements, and Regulatory Norms as applicable to Packing & FHU activities. Take timely action for provision of AEPs & ADPs. Complete coordination for Shift during the duty period. All responsibility towards the Retrievals of dry store, soiled linen, liquor and its proper accounting.

**Academic & Professional Qualification:**

Minimum 12<sup>th</sup> Pass from a reputed and recognized university. Fluent in English and Hindi language and use of computers.

**Experience:**

Minimum 10 years of experience with reputed Flight Handling Unit (FHU) / Flight Caterer / Airline Operator / Airline Catering. Out of 10 years, minimum 3 years experience of reporting directly to HoD. Preference will be given to those having experience in Flight Catering / Airline experience in FHU activities. Have complete knowledge about the types of aircrafts and their GLP. Having experience in coordination with the Airlines and all connected vendors and Flight Tracking through Amadeus software and stores management through the SAP software.

**13. Supervisors :**

**Key Responsibilities:**

Reporting to Asst Manager Operations. He/She is required to carry out comprehensive documentation, including requisitions, checklists, and records. He/She will be required to oversee packing, handling, logistics, retrieval processes to maintain quality and efficiency. He/She will be required to ensure adherence to uplift standards, customs requirements, regulatory norms with respect to packing and FHU activities. He/She will be required to ensure that packed items align with hilift standards taking into account aircraft type. Should understand the GLP.

**Academic & Professional Qualification:**

12<sup>th</sup> Passed, Fluent in English and Hindi language.

**Experience:**

Minimum 5 years of experience with reputed Flight Handling Unit (FHU) / Flight Caterer / Airline Operator / Airline Catering. Preference will be given to those having experience in Flight Catering / Airline experience in FHU activities. Complete knowledge of packing and preparing carts for specific GLP.

- II. **REPORTING:** All positions will report to their respective reporting managers / officials as specified above. 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 for Srl No 1 to 10 is 50 years and for Srl Nos 11 to 13 it is 55 years. 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 FHU under the Chefair Flight Catering, 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 for Srl No 1 to 10 will be engaged on Fixed Term Contract (FTC) for a period of 3 years and extended as per their performance and business needs. Incumbents for Srl No 11 to 13 will be engaged on a Fixed Term Contract (FTC) for a period of 2 years, co-terminus with the contract with the Airline. For all incumbents from Srl 1 to 13 The Fixed Term Contract shall be extendable for a maximum of another 2 years, depending upon performance of the incumbent and / or 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 **October 1, 2024**, are required to attend the Walk-in-Interview on the specified dates for each post along-with **valid passport will be preferred**, 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. **The HCI Management reserves the right to have member(s) from the concerned Airline for the Interview process and If required the Shortlisted candidates may be required to undergo more than one round of interview for the final selection of the shortlisted candidate.**
- IX. **Date for Walk-In-Interviews** :- 15 October 2024
- 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 4 PM**. Entry will not be permitted after 4 PM.
- XII. Candidates must ensure that they fulfil 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 (followed by practical test, if any required) 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.

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 may keep visiting the website regularly for updates. Interested candidates, who fulfil the above eligibility criteria as on **Oct 01, 2024**, may download the Application Form and print it accordingly for filling it up.

- XIII. 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 Passport issued is PREFERRED for all candidates.**

**XIV** 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.

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

**XVI.** 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.

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

**XVIII.** 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)

**XIX.** 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.

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

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

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





**HOTEL CORPORATION OF INDIA LTD.**

**APPLICATION FORM FOR THE POST OF:**

(Delete/Strike-out whatever is not applicable)

Manager-Purchase-CFCM
Manager Quality Control -CFCM
Manager- Business Process Reengineering
Dy. Chief Engineer- CFCM
Chef de Partie-CFCM(Bakery)
Commis – I (Bakery), CFCM
Associate Culinary (Bakery), CFCM
Asst Manager Opns
Airline Coordinator
Hi lift Operator
Duty Manager-FHU-CFCM
Asst Manager-Opns-FHU-CFCM
Supervisor-FHU-CFCM

Paste a  
recent Passport  
size photograph

(Please  
do not)

**I. YOUR PERSONAL DETAILS:**

a) **Name**(in CAPITAL Letters): \_\_\_\_\_

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

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

**Pin Code**: \_\_\_\_\_

d) **ContactDetails:**

i) TelephoneNos.: \_\_\_\_\_

ii) MobileNo.: \_\_\_\_\_

iii) E-mailid: \_\_\_\_\_

e) **DateofBirth:** \_\_\_\_\_

f) **Age(Ason01.10.2024):** \_\_\_\_\_ (Years) \_\_\_\_\_ (Months) \_\_\_\_\_ (Days)

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

h) **Categoryyoubelongto:**

GEN

SC

ST

OBC

EWS

DEF

II. **ParticularsforReferenceCheckstobeconductedbyHCI:**

S. No.	ParticularsoftheReferringManager	Organization1	Organization2	Organization3
1.	Name			
2.	Designation			
3.	NameofOrganization			
4.	NameofCurrentOrganization			
5.	EmailID			
6.	MobileNo.			
7.	TelephoneNo.			

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

Exam.Passed**	University/Board	YearofPassing	Subjects	%ageofMarks

(\*\*Liststartingwiththelatestqualificationfirst)

IV. **Positionsheldinsupportofthetotalrequisiteexperienceatmanageriallevel/presentposition(intheorderofthemostrecentassignments):EXPERIENCEINFLIGHTCATERING&AIRLINECATERINGOPERATIONSMUSTBEMENTIONEDCLEARLY**

SrNo.	Organization	Designation	Period	MajorAchievementsandbriefjobprofil

			From	To	e

(\*\*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
-----	----

If yes, the detail thereof

i. Civil/Criminal Enquiry/Punishment

Yes	No
-----	----

ii. Departmental Enquiry/Punishment

Yes	No
-----	----

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 detail 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 HCl 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 undertaking for the same as per format attached.

give

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

**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.

Date:

Signature:-----

Name of the Candidate

