

HOTEL CORPORATION OF INDIA LTD.



Hotel Corporation of India Limited (HCIL) operates The Centaur Hotel New Delhi, Centaur Lake View Hotel Srinagar, Chefair Delhi, Chefair Mumbai and two Airport Lounges at T3, IGI Airport, New Delhi.

The Company is inviting experienced professionals of Indian nationality to apply for the following positions to operate the two Airport Lounges at T3 IGI Airport:

S. No.	POST	TOTAL VACANCIES	CATEGORY-WISE VACANCIES					EMOLUMENTS (COST TO COMPANY)
			GEN	SC	ST	OBC	EWS	
1.	Airport Lounge Manager	1	1	-	-	-	-	Rs. 60,000/-
2.	Manager - HR	1	1	-	-	-	-	Rs. 55,000/-
3.	Manager - IT	1	1	-	-	-	-	Rs. 55,000/-
4.	F&B Controller	1	1	-	-	-	-	Rs. 55,000/-
5.	Chef In-charge	1	1	-	-	-	-	Rs. 55,000/-
6.	Commis – I: a. Continental, Oriental, Asian (8 no.s) b. Bakery & Confectionery (7 no.s) c. Indian, Regional/ Coastal, Tandoor (8 no.s)	23	11	3	1	6	2	Rs. 35,000/-
7.	Shift In-charge	4	3	-	-	1	-	Rs. 42,500/-
8.	Lounge Hostess	16	8	2	1	4	1	Rs. 25,000/-
9.	Associate - F&B Service	27	13	4	1	7	2	Rs. 25,000/-
10.	Associate – Housekeeping	10	6	1	-	2	1	Rs. 20,000/-
11.	Associate - Engineering	5	4	-	-	1	-	Rs. 30,000/-
12.	Associate – Accounts	2	2	-	-	-	-	Rs. 30,000/-
13.	Associate – Purchase	1	1	-	-	-	-	Rs. 30,000/-
14.	Associate- Stewarding	12	7	1	-	3	1	Rs. 20,000/-
15.	Stenographer	1	1	-	-	-	-	Rs. 21,500/-
16.	Driver	4	3	-	-	1	-	Rs. 21,500/-

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

1. **Airport Lounge Manager:**

Key Responsibilities: Reporting to the Unit Head of Centaur Hotel and Chefair Delhi, he/she will be responsible for the overall Operations of both the lounges and be the single point contact for all guest related issues; coordinates and maintains excellent relationships with the principals & other airlines; sources opportunities to enhance business for HCI; ensures compliance with all statutory rules & regulations; ensures guests receive par excellence service & rate our services accordingly; motivates and encourages staff to perform at peak levels at all times; maintains cordial relationships with all external and internal stakeholders.

Academic & Professional Qualification: Graduate/ Diploma in Hotel Management. Fluent communication in English & Hindi is a must. Ability to converse in any foreign language will be an added advantage.

Experience: A minimum of 6 years in the hospitality/ restaurant industry with a minimum of 1 year as a Restaurant Manager. Experience of working in an Airport Lounge will be preferred.

2. **Manager - HR:**

Key Responsibilities: Administrative reporting to the Airport Lounge Manager and Functional reporting to the CHRO, he/she will be responsible for all HR and Training related aspects of both the lounges; ensures statutory and legal compliances are always met with; assists the Airport Lounge Manager to continuously maintain par excellence service standards.

Academic & Professional Qualification: Graduate. Those with an MBA in HR/ Post graduate Diploma in Labour Laws will be preferred.

Experience: A minimum of 3 years in the HR function of a hotel, F&B outlet, Flight Catering Unit, Airport Lounge, Industrial Canteen of repute.

3. **Manager - IT:**

Key Responsibilities: Reporting to the Airport Lounge Manager, he/she will be responsible for the IT function in the lounges, including purchasing, installing, operating & maintaining all the IT infrastructure in the lounges and coordinate with the concerned vendors to ensure no downtime of the wifi services for multiple devices per guest and other machines, such as the PoS Biometric, CCTV, etc.

Academic & Professional Qualification: A graduate with certification in IT hardware/ software. Programming skills in HTML, CSS, Java, Python, C++, etc. will be preferred.

Experience: A minimum of 3 years in the IT operations of a hotel/ F&B outlet/ travel portal.

4. **F&B Controller:**

Key Responsibilities: Reporting to the CFO, he/she will be responsible for setting-up & monitoring controls across the entire F&B value chain from purchase to production and billing; analyze spends and provide timely cues to ensure profitability benchmarks are not breached; identify & plug any procedural gaps.

Academic & Professional Qualification: Commerce Graduate. A CA will be preferred.

Experience: A minimum of 3 years of experience working in the hospitality, F&B industry, preferably in a similar role.

5. **Chef In-Charge:**

Key Responsibilities: Administrative reporting to the Airport Lounge Manager and Functional reporting to the Corporate Chef, he/she will be responsible for managing the Kitchen staff assigned to T3 lounges and ensure food is prepared and delivered on time; dishes meet the quality standard in terms of taste, quality,

portion size, safety and hygiene; and is served fresh at all times; is well-versed in preparing classic international recipes as well as in latest food trends; creates unique dishes catering to travelers from across the globe.

Academic & Professional Qualification: Graduate with a certification in Food Production.

Experience: A minimum of 6 years in the hospitality, F&B outlet, flight catering unit, industrial catering unit, cruise ship, with at least 1 year as a Sous Chef in a restaurant of repute.

6. Commis-I:

Key Responsibilities: Reporting to the Chef In-charge, he/she will be responsible for preparing the dishes as per laid-out SOPs and on a timely basis.

Academic & Professional Qualification: Graduate with a certification in Food Production.

Experience: A minimum of 1 year in the hospitality industry.

7. Shift In-charge:

Key Responsibilities: Reporting to the Airport Lounge Manager, he/she will be responsible for managing the operations of both the lounges during the assigned shift; ensure all guests receive par excellence service and rate us accordingly.

Academic & Professional Qualification: Graduate with a certification in F&B/ Food Production.

Experience: A minimum of 5 years in the F&B industry. Preference will be given to those with prior experience in working for an airport lounge.

8. Lounge Hostess:

Key Responsibilities: Reporting to the Shift In-charge, She will be responsible for greeting guests and take check-ins as per the laid-out SOPs and ensures guests are seated comfortably; coordinates with the respective airlines for the latest updates on guest flow, etc.

Academic & Professional Qualification: Graduate. Excellent command over spoken English & Hindi. Ability to converse in any foreign language will be an added advantage.

Experience: Preferably a minimum of 6 months as a Receptionist/ Hostess in a hotel/ F&B outlet of repute. Those with experience working in an Airport Lounge will be preferred.

9. Associate – F&B Service:

Key Responsibilities: Reporting to the Shift In-charge, He/She will be responsible for serving Food & Beverage to the guests as per the laid-out SOPs; ensure guests receive par excellence service and they rate us accordingly.

Academic & Professional Qualification: Graduate with a certification in F&B. Excellent command over English & Hindi. Those who can also converse in a foreign language will be preferred.

Experience: Preferably a minimum of 6 months in a hotel/ F&B outlet of repute. Those with experience in an Airport Lounge will be preferred.

10. Associate – Housekeeping:

Key Responsibilities: Administrative reporting to the Airport Lounge Manager and functionally to the Group Executive Housekeeper, He/She will be responsible for the upkeep and cleaning of the various spaces in both the lounges as per the SOPs; delivers par excellence service and ensures no stock-out of housekeeping supplies at any time.

Academic & Professional Qualification: Minimum of 10+2. Graduates will be at an advantage.

Experience: Preferably a minimum of 6 months of experience in a hotel/ restaurant/ facility management.

11. Associate – Engineering:

Key Responsibilities: Reporting to the Chief Engineer, he/she will be responsible for the upkeep, routine repairs & maintenance as well as ensuring preventive maintenance of all the capital items installed/ placed in both the lounges, including Kitchen Appliances, Airconditioning, Plumbing, Lighting, etc.

Academic & Professional Qualification: ITI or Diploma in any of the engineering streams.

Experience: A minimum of 1 year in a hotel/ restaurant/ facility management company of repute.

12. Associate – Accounts:

Key Responsibilities: Administrative reporting to the Airport Lounge Manager and functional reporting to the CFO, He/She will be responsible for maintaining all the books of accounts as per the laid-out standards; accurate raising of bills; timely collections and preparation of MIS.

Academic & Professional Qualification: Commerce graduate.

Experience: A minimum of 1 year of experience in a hotel/ F&B outlet/ Travel Agency of repute.

13. Associate – Purchase:

Key Responsibilities: Administrative reporting to the Airport Lounge Manager and functional reporting to the CFO, He/She will be responsible for ensuring all items sourced from the vendors, stored and stacked to ensure 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.

Academic & Professional Qualification: Graduate in any stream.

Experience: A minimum of 1 year of experience in a hotel/ F&B outlet/ Flight Catering unit of repute.

14. Associate – Stewarding:

Key Responsibilities: Reporting to the Shift In-charge, he/she will be responsible for ensuring the Pantry is kept clean & hygienic at all times; ensures cutlery, crockery, glassware, utensils, kitchenware, etc. is properly washed, wiped & stored neatly; helps load F&B into the vehicle from Chefair to T3 and brings back any unused items safely and hygienically.

Academic & Professional Qualification: Passed the 10th Board exams.

Experience: Preferably a minimum of 6 months in a hotel/ F&B outlet/ flight catering unit/ industrial canteen of repute.

15. Stenographer:

Key Responsibilities: Reporting to the Airport Lounge Manager, He/She will be responsible for taking dictation, typing and handling/ coordinating all Office work.

Academic & Professional Qualification: Passed 12th Board exams. Those proficient in typing in both English and Hindi languages will be preferred.

Experience: Minimum of 1 year. Those having experience working in a hotel, F&B outlet, flight catering unit, industrial canteen will be preferred.

16. Driver:

Key Responsibilities: Reporting to the Transport head, He/She will be responsible for safely transporting the goods; ensures there is no pilferage and spoilage.

Academic & Professional Qualification: Passed 10th Board exams with a valid Indian Driving license to drive Commercial vehicles, including trucks & mini vans as well as motor vehicles.

Experience: A minimum of 2 years in a Transport company, flight catering unit or travel agency of repute.

II. **REPORTING:** All positions, unless otherwise specified, will report to the Unit Head (Centaur Hotel & Chefair New Delhi). This may, however, be changed at the discretion of the management at any time whatsoever.

III. **UPPER AGE LIMIT:** Upper age limit is 50 years for posts in S. No.s 1-5 above, i.e. for Airport Lounge Manager, Manager – HR, Manager – IT, F&B Controller & Chef In-charge. For all other positions, upper age limit is 35 years. 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. All such relaxations would be required to produce the original certificate issued by the appropriate authority for Central Government employment.

- IV. **PLACE OF WORK:** Unless otherwise stated, all incumbents will be required to report to work at either of the T3 IGI New Delhi Airport lounges assigned to them, as per the requirements of the Company. Those not required to be positioned in either of the Airport lounges, will be required to report to work at either of the Delhi units (The Centaur Hotel, Chefair 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:** Incumbents will be engaged on a Fixed Term Contract (FTC) for a period of 3 years. The Fixed Term Contract shall be extendable, depending upon performance and Company's requirement.
- VI. **CTC/ Total Emoluments:** During the FTC period of 3 years, candidates will draw the consolidated emoluments as mentioned above. Based on consistent exceptional performance, 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 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.
- VIII. **SELECTION PROCESS & OTHER TERMS:**
1. Interested candidates, who fulfil the above eligibility criteria as on **15.10.2021**, will be required to appear, in person, for a Walk-In Interview at The Centaur Hotel, IGI Airport, New Delhi (011-25607523) on any of the following dates/ timings specified below.

October 27, 2021:	10.30 am – 5.00 pm
October 28, 2021:	10.30 am – 5.00 pm
October 29, 2021:	10.30 am – 5.00 pm
October 30, 2021:	10.30 am – 3.30 pm
 2. Candidates will be required to submit the completed Application Form (see prescribed format below).
 3. Candidates will be willing to show the original documents in support of their candidature and also submit "SELF-ATTESTED" photocopies of:
 - 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. Those applying under the Reserved category vacancy are required to submit the appropriate Certificate in the prescribed proforma issued by the appropriate authority for Central Government employment.
 - e. Caste Certificate (For SC/ST/OBC Candidates only), EWS Certificate in the prescribed Format issued by the Competent Authority (For EWS Candidates only).
 - f. Candidates belonging to OBC Category should be in possession of Category Certificate in the prescribed Format meant for Central

- Government employment along with “Non-Creamy Layer” status. Please note that the validity of “Non-Creamy layer” Certificate should not be older than 6 months from the date of eligibility criteria.
- g. 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.
 - h.
 - i. Candidates are required to show their original Indian Passport (with a remaining validity of at least 1 year from November 1, 2021) and submit a self-attested photocopy of the first and last pages of the Passport.
 - j. Candidates not fulfilling 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 walk-in interview.
4. Candidates must ensure that they fulfill the requisite eligibility criteria as on 15.10.2021 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 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.
 5. Candidates will be required to make their own travel arrangements to attend the interview.
 6. List of selected candidates will be posted on the Careers section of the website: centaurhotels.com by the evening of November 1, 2021. Candidates will be required to collect their Letter of Offer in person on November 2, 2021 and join the Company latest by November 8, 2021.
 7. Selected candidates will be required to undergo Pre-Employment Medical Examination and the cost of the same will be borne by the candidate.
 8. Any change in the criteria, amendments or change in the dates will be uploaded only on the Website and no separate advertisement/ communication will be released.
 9. 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.
 10. Management reserves the right to change the above conditions, based on requirements.

11. Any canvassing by or on behalf of the candidate shall lead to disqualification of the candidature.



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APPLICATION FORMAT FOR THE POST OF:

(Delete/ Strike-out whatever is not applicable)

- Airport Lounge Manager
- Manager - HR
- Manager - IT
- F&B Controller
- Chef In-charge
- Commis – I (Continental, Oriental, Asian)
- Commis – I (Bakery & Confectionery)
- Commis – I (Indian, Regional/ Coastal, Tandoor)
- Shift In-charge
- Lounge Hostess
- Associate - F&B Service
- Associate – Housekeeping
- Associate - Engineering
- Associate – Accounts
- Associate - Purchase
- Associate - Stewarding
- Stenographer
- Driver

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 15.10.2021): _____ (Years) _____ (Months) _____ (Days)

g) Nationality: _____



h) Category you belong to: GEN SC ST OBC EWS DEF

II. 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. Employment History:

Organization **	Designation	Period		Major Achievement/s
		From	To	

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

V. Any other information: _____

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.

Date:

SIGNATURE OF CANDIDATE

NAME OF CANDIDATE:
