



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

Invites experienced professionals to apply for the post of

**Chief Financial Officer | Chief Human Resources Officer
Corporate Chef | Head Chef | Executive Manager-Finance
Dy. Chief Engineer | Commis I | Culinary Associates**

(On a Fixed Term Contract basis, based in Delhi)

Last date for receiving completed applications is extended to February 27, 2023

**For complete details and for other vacancies
login to Careers section of www.centaurhotels.com**

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.

1. HCI invites applications from eligible Indian citizens for filling up the following post:

Sr No.	POST	NO. OF VACANCIES	CATEGORY	MONTHLY EMOLUMENTS - (CTC)
1	Chief Financial Officer, HCI	1	General	Rs. 1,25,000/-
2	Chief Human Resources Officer	1	General	Rs. 1,25,000/-
3	Corporate Chef	1	General	Rs. 1,25,000/-
4	Executive Manager-Finance-Delhi Units	1	General	Rs. 80,000/-
5	Head Chef - Centaur Hotel & Chefair Delhi (one post each)	2	General	Rs. 80,000/-
6	Dy. Chief Engineer - Delhi Units	1	General	Rs. 60,000/-
7	Commis I –Centaur Delhi Continental (2) Oriental (2) Indian(2) South Indian (2) Garde Manger (2) Tandoor (2) Halwai (2)	14	8 Gen,3 OBC, 1 SC, 1 ST, 1 EWS	Rs 32,500/-
8	Culinary Associates –Centaur Delhi	12	7 Gen, 3 OBC, 1 SC & 1 EWS	Rs 25,000/-

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

1. Chief Financial Officer:

Key responsibilities:

He/ She will report to the Chief Executive Officer and be responsible for all the financial activities of the Company including Revenue and Expenditure Accounting in all the locations of the Company. Accountable for setting international best practices in implementing, managing and running the overall Finance function of the Company, including, but not limited to Working Capital Management, Financial Planning & Strategy, budgeting, forecasting, reporting, cash-flow management, identifying process improvements, project management, etc. Facilitating / Completing Statutory Audit, C&AG Audit, Internal Audit, Tax Audit, etc. compliances within the time limits stipulated by law across all units/ locations. Statutory Compliances w.r.t. GST, PT, TDS, PF, ESIC, Gratuity, etc. Monitor financial performance by measuring and analysing results, initiating corrective actions, and minimizing the impact of

variances. Implementing Risk Management Policy Maximize return on invested funds by identifying investment opportunities and maintaining relationships with the investment community. Working closely with the various Unit Heads in the Company and ensure that all books of accounts are accurately maintained and reported as per statutory and company requirements within stipulated timelines, lead & direct the Accounts, Internal Audit & Purchase teams to implement various lead & lag cost control measures, secure mandatory licenses, insurances & AMCs to run the business seamlessly. Implementing Internal Financial Controls across all the locations of the Company. Duties and responsibilities would include streamlining payroll functions, preparing various Reports as and when required by higher authorities. Compliances of Audit Committee and Board decisions, DPE guidelines, coordinating with outside authorities such as DPE/ GST/ Income tax and any other authority, taking corrective action on the observations of Internal Auditors, Statutory Auditors, C&AG from time to time, etc. Working on GeM, TReDS. Timely Reconciliations, MIS, etc. Physical Verification of Fixed Assets. Quarterly Preparation of Accounts of the Company. Any additional task / assignment allotted by the Competent Authority, including nomination to the Internal Complaints Committee, etc.

Academic & Professional Qualification: Graduate degree in finance/ accounting from a recognized University/ Institution and an Associate / Fellow Member of the Institute of Chartered Accountants of India is mandatory.

Preferable: Additional qualification of MBA in Finance from a UGC accredited University and/or Certified Public Accountant certification will be an added advantage.

Experience: A minimum of 10 years of post-qualification practical experience in the accounting and financial management practices of a Company of repute with a minimum of 3 years assisting the Head of Finance of the Company. Preference will be given to candidates having previously worked for a Public Sector Undertaking/ hospitality chain/a Flight Catering company. Candidates with extensive IND AS & financial reporting skills, working knowledge of Tally, word processing, spreadsheets & hotel PMS will be preferred. Experience in setting, measuring and reporting of lead & lag results in the hospitality / flight catering Company will be an added advantage.

2. CHIEF HUMAN RESOURCES OFFICER:

Key responsibilities:

Reporting to the CEO, will be responsible for the overall HR, Training & Administration of the Company. Serving as an employee advocate, mediator, mentor, and coach will set and maintain ENPS. The incumbent will be accountable for setting of international best practices covering, but not limited to, human capital management; initiate, articulate & amplify values, culture & goals within

the organization; drive employer branding; design & implement talent acquisition, retention, career development & separation plans; compensation & benefits strategies; maintain workplace & safety standards; design & implement performance management; ensure hiring & on-boarding procedures are effective for diverse groups; initiate learning & development programs; maintain effective Industrial Relations and adhere to all statutory laws across all units of the company.

Academic & Professional Qualification:

Serving/ retired career Defence personnel of a minimum of Lt. Colonel rank or equivalent OR Minimum Graduate with a Diploma (2-years full-time or 3-years part time) in HR/ People Management, Organisational/ Industrial Psychology, Industrial Relations or Labour Welfare, or related subjects or an M.B.A. in Personnel Management/Industrial Relations from a recognised University/Institution.

Experience:

A data-driven leader who can connect workforce and business outcomes, a minimum of 15 years of experience in a Public Sector Undertaking/ Private sector/ Multinational company of which at least 3 years must be as a Head of HR or IR function. Retired Defence personnel / Ex-servicemen of minimum of Lt. Colonel rank and having experience of HR/IR/Administration function may also apply.

Preference will be given to those with experience heading HR function in a hospitality chain hotel and/or working in a Flight Catering company/ QSR /event management of repute.

3. Corporate Chef:

Key responsibilities:

Reporting to the CEO, will work along with the various unit's 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 Company. Ensures food catered in all the hotel's F&B outlets as well as on flights and in the Airport Lounge from the respective Chef Air units meets the highest taste, quality, hygiene & sanitisation 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 standardisation 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 recommends menu enhancements to the airlines; training & timely hiring of talent; coordinates with colleagues in Operations, Housekeeping, Engineering & HR to ensure smooth and seamless continuity of business at all times.

Eligibility Criteria:

Diploma in Hotel Management preferably with an additional professional certification in culinary arts and a minimum of 20 years of experience in a hospitality chain hotel/ Flight Catering company/convention centre/ Restaurant chain of repute with at least 5 years as an Executive Chef/ Head of Food Production. Preference will be given to those who have experience working in both Hotels and Flight Catering units and have managed multi-city operations.

4. Executive Manager- Finance:

Key Responsibilities: Reporting to the Chief Financial Officer, incumbent would be responsible for managing the Accounts department of the said unit/s; prepare, update & maintain accurate, timely, and relevant financial data/ ratios; manage all phases of Accounts Payable, Receivable and departmental budget; reduce ageing by following-up with debtors for timely recoveries; ensure expenses are accounted for on an accrual basis; manage statutory & vendor payments cycle; guide the Unit Head to manage working capital & improve profitability; manage the audit function of the said unit/s, verifying recorded transactions and report irregularities to management; set, review & implement processes to prevent revenue leakage & enhance profitability; implement sound purchasing policies, systems and procedures in accordance with Company standards; prepare regular MIS reports and summaries of accounting activities; prepare financial statements

Academic & Professional Qualification: Minimum of B.Com/ BBA with specialization in Finance. Preference will be given to those who are M.Com/ M.B.A - Finance/ ICWAI/ CA and proficient in operating on Tally.

Experience: A total of 7 years of post-qualification experience, preferably in hospitality/ Flight Catering/ Institutional Catering/ QSR/ Convention Center/ Events company/ Travel Management/ Facility Management company of repute.

5. Dy. Chief Engineer (for Delhi Units):**Key Responsibilities:**

Reporting to DGM-Engineering & Projects, he/she will assist him in managing all the Engineering related matters of the company; coordinate with the Engineering in-charges of all the units for prevention of interruptions to the day-to-day operations of the units; ensure that the plant & equipment operates at optimum levels; oversee the 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 guest rooms, public areas, back-offices, etc.; aware of latest techniques, equipment, plant, machinery & tools used to extend the life of existing facilities & minimise operational costs; regularly inspects the state of the civil, electrical, mechanical,

plumbing, signage, fixtures & fittings, vehicles, etc. in all the units and recommends timely intervention to ensure upkeep & zero breakdowns; conduct 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 10 years of experience working in the engineering function, with a minimum of 2 years experience in a hotel/flight kitchen of repute.

6. (i) Head Chef (For Chefair Delhi):

Key responsibilities:

Reporting operationally to the Corporate Chef and administratively to the Unit Head. Managing the food production team, he/she will be responsible for the P&L of the overall kitchen operations of all the existing & future units/ F&B outlets of the Chefair Delhi and T3 Airport Lounges; ensuring that the food catered from the kitchen meets the laid down menu specifications, highest taste, quality, hygiene & sanitisation 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 as per the airlines menu; initiates standardisation of recipes and creation of signature dishes; 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 recommends menu enhancements to the airlines; training & timely hiring of talent; coordinates with colleagues in Operations, Housekeeping, Engineering & HR to ensure smooth and seamless continuity of business at all times.

Eligibility Criteria:

Diploma in hotel management with experience of 10 years in a Flight Catering /Institutional Catering of repute with at least 2 years as a number 2 to the Executive Chef/ Head of Food Production. **OR**

Minimum 10+2 with an experience of 15 years in the Flight Catering with at least 2 years as number 2 to the Executive Chef / Head Chef.

6. (ii) Head Chef (For Centaur Delhi):

Key responsibilities:

Reporting operationally to the Corporate Chef and administratively to the Unit Head. Managing the food production team, he/she will be responsible for the P&L of the overall kitchen operations of all the existing & future F&B outlets of the hotel; ensuring that the food catered meets the laid down menu specifications, highest taste, quality, hygiene & sanitisation standards as well complies with all food safety regulations; generating top customer ratings leading to higher share of the business; reviews, recommends & implements new cuisine offerings; initiates standardisation of recipes and creation of signature dishes; 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; creates new entrees & proactively recommends 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.

Eligibility Criteria:

Diploma in hotel management with experience of 10 years in major chain of hotels/hotels of repute with at least 2 years as a number 2 to the Executive Chef/ Head of Food Production. **OR**

Minimum 10+2 with an experience of at least 15 years in major chain of hotels/hotels of repute with at least 2 years as number 2 to the Executive Chef / Head Chef.

7. 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 as per the day's schedule and menu.

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

8. Associate Culinary:

Key Responsibilities: Reporting to the Chef de Partie -Multicuisine, he/she will be responsible for preparing the dishes as per laid-out SOPs and on a timely basis as per the day's schedule and menu.

Eligibility criteria: Minimum 10+2 qualification with a certificate in culinary arts and 1 year of relevant experience of working in a Flight Kitchen, Hotel, Restaurant, QSR, Institutional Kitchen, Mess/Canteen Kitchen

3. REPORTING: to the Officer as stated above. This may, however, be changed at the discretion of the management at any time whatsoever.

4. **AGE:**
- i) For Post no. 1 - Maximum of 59 years as on 01.02.2023. For serving / retired employees from PSUs, the upper age limit will be 62 years as on 01.02.2023.
 - ii) For Post no. 2 - Maximum of 59 years as on 01.02.2023. For serving / retired employees from PSUs and candidates from the Defence field of a minimum of Lt. Colonel rank or equivalent, the upper age limit will be 62 years as on 01.02.2023.
 - iii) For Post no. 3 - Maximum of 59 years as on 01.02.2023. For serving / retired employees from PSUs, the upper age limit will be 62 years as on 01.02.2023.
 - iv) For post nos. 4 to 6 - Maximum of 55 years
 - v) For post nos. 7 & 8 - Maximum of 35 years
5. **DURATION OF FIXED TERM CONTRACT:** Incumbent will be engaged on a Fixed Term Contract (FTC) for a period of 3 years. The Fixed Term Contract shall be extendable based on annual performance.
The tenure can be extended or curtailed as per the Company's requirement.
The contract may be terminated at the discretion of the management during the period of contract without assigning any reason and/or in the event of unsatisfactory performance.
6. **PLACE OF WORK:** Incumbents will be based in Delhi. This can, however, be changed depending on the requirement of the Company.
7. **CTC/ Total Emoluments:** During the FTC period of 3 years, candidates will draw the consolidated CTC as specified against each of the positions. Statutory deductions such as PF, etc. will be applicable. Additionally, a 10% deduction is currently being levied as Economy Measures on the CTC.

Based on consistent exceptional performance, extension of services and CTC will be reviewed every year.

8. **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.

9. **SELECTION PROCESS & OTHER TERMS:**

- i) Interested candidates, who fulfil the above eligibility criteria as on **February 1, 2023**, are required to send their completed Application to reach the following latest by 1700 hours on February 18, 2023:

Chief Executive Officer,
Hotel Corporation of India Ltd.
The Centaur Hotel,
Near IGI Airport
New Delhi - 110037

Sealed envelope, enclosing the completed Application with all the supporting documents as detailed below, must be clearly super scribed with the post applied for i.e. **“Application for the Post of -----”**.

- ii) Candidates must ensure that they fulfil the requisite eligibility criteria as on **01.02.2023** and the particulars furnished by them in the Application Form are correct in all respects. Applications received incomplete/mutilated or without any of the supporting documents, as specified below, will be rejected. The decision of the Company will be final in this regard.
- iii) Those provisionally eligible, will be called to appear for an Interview which is tentatively scheduled to be held in the last week of February 2023. 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 personal interview and their candidature shall be disqualified.

NOTE: If no candidate is found suitable for this position, HCI will issue fresh advertisements after every two weeks on the website www.centaurhotels.com. Interested candidates may keep visiting the website regularly for further updates in this regard.

- iv) Interested candidates, who fulfil the above eligibility criteria as on **February 1, 2023**, will be required to send the completed Application Form (see prescribed format below) along with 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) Original and one set of self-attested documents in support of the 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. 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. Applicants serving in Government/ Semi-Government/ Public Sector Undertakings or Autonomous bodies may route their Application through proper channel or along with the “No Objection Certificate” from their present employer.
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- v) 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. Decision of the Management will be final.
 - vi) Candidates will be required to make their own travel arrangements to attend the interview.
 - vii) Selected candidates will be required to 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.
 - viii) 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.
 - ix) 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.
 - x) Management reserves the right to change the above conditions, based on requirements and without providing any reasons thereof.
 - xi) Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidature.

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HOTEL CORPORATION OF INDIA LTD.

APPLICATION FORM FOR THE POST OF:

Chief Financial Officer, HCI
Chief Human Resources Officer, HCI
Corporate Chef, HCI
Head Chef- Chefair Delhi
Head Chef- Centaur Delhi
Executive Manager-Finance, Delhi
Dy. Chief Engineer, Delhi
Commis I – CHDA
Culinary Associates, CHDA

Paste a recent
Passport size
photograph

(Please do not

1. 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 01.02.2023): _____ (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	Organization 1	Organization 2	Organization 3
1.	Name			
2.	Designation			
3.	Name of Organization			
4.	Name of Current Organization			
5.	Email ID			
6.	Mobile No.			
7.	Telephone No.			

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. Positions held in support of the total requisite experience at managerial level/ present position (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)**

V. Is there any Departmental enquiry and/or Penalty/Punishment awarded in the last 5 years:

Yes	No
-----	----

If yes, the details thereof

i. Civil/ Criminal Enquiry/ Punishment

Yes	No
-----	----

ii. Departmental Enquiry/ Punishment

Yes	No
-----	----

VI. 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:

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.

Date:

SIGNATURE OF CANDIDATE

NAME OF CANDIDATE:

Note:

1. Please attach a write-up, not exceeding 400 words, in support of your candidature.
2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e. in footnotes or on a separate attachment
