



**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 February 18, 2023

**For complete details and for other vacancies  
login to Careers section of [www.centaurhotels.com](http://www.centaurhotels.com)**

**CORRIGENDUM:**

**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](http://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.
- 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.

**XXXXXXXXXXXX**



**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- CFCD  
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
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**If yes, the details thereof**

**i. Civil/ Criminal Enquiry/ Punishment**

Yes	No
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**ii. Departmental Enquiry/ Punishment**

Yes	No
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**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

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