



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

Invites experienced professionals to apply for the posts of

**Manager - Butler Operations | Shift in Charge
Commis I | Executive Butler | Bartender/Sommelier
Culinary Associates | Supervisor- Housekeeping & Stewarding
Lounge Hostess | Associate-F&B Services**
(on a Fixed Term Contract basis, for the Airport Lounges, T3 IGI Airport, New 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.

The Company is inviting experienced professionals of Indian nationality to apply for the following positions to cater to the business for the Airport Lounges, T3 IGI Airport, New Delhi and will be required to work in shifts as per operational requirements:

T3 Lounges, Delhi								
S. No.	POST	TOTAL VACANCIES	CATEGORY					EMOLUMENTS (COST TO COMPANY)
			GEN	SC	ST	OBC	EWS	
1	Manager – Butler Operations	1	1	-	-	-	-	Rs. 55,000/-
2	Shift In-charge	6	3	1	-	1	1	Rs. 40,000/-
3	Commis I	10	3	2	1	3	1	Rs. 35,000/-
4	Executive Butler	7	5	1	-	1	-	Rs. 35,000/-
5	Bartender/ Sommelier	4	3	-	-	1	-	Rs. 27,500/-
6	Culinary Associates	14	8	1	1	3	1	Rs. 25,000/-
7	Supervisor- Housekeeping & Stewarding	7	5	1	-	1	-	Rs. 27,500/-
8	Lounge Hostess	05	4	-	-	1	-	Rs. 25,000/-
9	Associate – F&B Services	34	12	5	3	10	4	Rs. 25,000/-

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

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

1. Manager - Butler Operations:

Key responsibilities: Reporting to the Airport Lounge Manager, the incumbent will be responsible for managing the butler operations in the Airport Lounges; create SOPs to provide unique welcome, departure and personalised & unforgettable F&B, Housekeeping & other in-premises experience for our guests in line with international benchmarks; coordinate & maintain excellent relations with various in-house teams & external agencies to deliver these experiences; train the team to deliver positive & unmatched experiences; develop, augment and maintain a bank of guest history cards to provide efficient, timely and flawless anticipatory services, especially in case of repeat travellers; exceptional levels of attention to detail, multi-skill/task & outstanding ideas to consistently enhance the guest experience.

Academic & Professional Qualifications:

Diploma in Hotel Management or Graduate with certification in Butler operations;

Experience:

Minimum of 5 years in a hospitality company of repute with at least 3 years of experience working as a Butler. In addition, has strong leadership and relationship building skills.

2. Shift In-charge:

Key Responsibilities: Reporting to the Airport Lounge Manager/ Manager Lounge Operations, he/she will be responsible for managing the operations of the lounge during the assigned shift; ensure all guests receive par excellence service and rate us accordingly; maintains cordial relationships with all external and internal stakeholders.

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

Experience: A minimum of 3 years in the F&B industry. Preference will be given to those with prior experience of working in an airport lounge.

3. 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.

4. Executive Butler:

Key responsibilities:

Reporting to the Manager - Butler Operations, the incumbent will be responsible for anticipating, managing & delivering bespoke experiences covering F&B, Housekeeping and other in-premises/ airport related needs of designated guests, ensuring high-levels of personalised attention and services to create a wow.

Academic & Professional Qualifications:

Diploma in Hotel Management or Graduate with certification in Butler operations

Experience:

Minimum of 3 years of experience working in a hospitality company of repute with at least 1 year as a Butler in a luxury hotel. In addition, be able to work well with others and demonstrate a high degree of emotional & social quotient, the incumbent will have excellent verbal communication skills, active listening

skills, problem-solving & customer service skills and remains calm in stressful situations.

5. Bartender/Sommelier:

Key Responsibilities: Reporting to the Shift –in charge, will be required to serve classical cocktails / wines and exciting new beverages to our guests. He/she will greet guests, learn about their preferences, answer questions, recommend menu items, and prepare and serve beverages and food, up sell items, create new recipes, utilize proper equipment and ingredients, and handle basic cleaning duties, Adhering to all food safety and quality regulations. He/she will possess exceptional interpersonal and communication skills, with an eye for detail and understanding of drink mixing tools and techniques and will be required to work in shifts.

Academic & Professional Qualification: Minimum Diploma in Hotel Management with additional training/ certification as a Bartender/Sommelier.

Experience:

A minimum of 3 years in the F&B industry with at least 1 year as a Bartender. Preference will be given to those with prior experience of working in an airport lounge.

6. 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

7. Supervisor- Housekeeping & Stewarding:

Key responsibilities: Reporting to the departmental head, he/she would work in shifts and be responsible for supervising the upkeep, cleanliness, sanitation, health, orderliness and appearance of the Lounge, including the public & common areas, rest rooms, pantry, back office, etc.

Academic & Professional Qualification: Diploma with a certification in Housekeeping/hotel management.

Experience: Minimum 5 years' experience in a hospitality industry/flight kitchen/ institutional catering/cloud kitchen.

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 ensure guests are seated comfortably; make sure guests are properly looked after; coordinate

with the staff to ensure cleanliness and smooth F&B services; coordinate with the respective airlines for the latest updates on guest flow, etc.

Academic & Professional Qualification: Graduate or Diploma in Aviation or Equivalent. 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 Services:

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: Diploma with a certification in F&B/hotel management. 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.

II. **REPORTING:** 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 without assigning any reasons thereof.

III. **UPPER AGE LIMIT: 35 years**

IV. **DURATION OF FIXED TERM CONTRACT:** Incumbent will be engaged on a Fixed Term Contract (FTC) for a period of one year for T3 Lounges. The Fixed Term Contract shall be extendable every year for a maximum of 2 years based on annual performance.

The tenure can be extended or curtailed as per the Company's requirement. The contract could 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 and/or being co-terminus with the expiry of the Company's contract for operation of the T3 Lounges.

V. **CTC/ Total Emoluments:** During the FTC period, candidate will draw CTC as stated 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.

VI. **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.

- VII. **SELECTION PROCESS & OTHER TERMS:** Interested candidates, who fulfil the above eligibility criteria as on **February 1, 2023**, are required to send the completed Application to reach latest by 1700 hours on February 18, 2023:

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

Sealed envelope enclosing the completed Application must be clearly superscribed with the post applied for, i.e. “Application for the Post of -----”.

- VIII. Candidates must ensure that they fulfil the requisite eligibility criteria as on **February 1, 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.

- IX. Those provisionally eligible, will be called to appear for an Interview which is tentatively scheduled to be held starting 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 interview and the 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.

- X. 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.

- f. Candidates are required to show their original Indian Passport (with a remaining validity of at least 5 years from February 1, 2023) and submit a self-attested photocopy of the first and last pages of the Passport along with their application.
 - g. Candidates already working with Hotel Corporation of India Limited 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 and the concerned Corporate Functional Head, wherever applicable, through their current Reporting Manager.
- XI. 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.
- XII. Candidates will be required to make their own travel arrangements to attend the interview.
- XIII. 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.
- XIV. 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.
- XV. 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.
- XVI. Management reserves the right to change the above conditions, based on requirements and without providing any reasons thereof.
- XVII. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidature.

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APPLICATION FORMAT FOR THE POST OF:

Manager – Butler Operations
Shift In-charge
Commis I
Executive Butler
Bartender/ Sommelier
Culinary Associates
Supervisor- Housekeeping & Stewarding
Lounge Hostess
Associate – F&B Services

Paste a recent
Passport size
photograph

(Please do not
staple)

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

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.			

Educational/ Professional Qualifications: (10+2 onwards):

Exam. Passed**	University/ Board	Year of Passing	Subjects	% age of Marks

(** List starting with the latest qualification first)

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)

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
-----	----

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:

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:
