

HOTEL CORPORATION OF INDIA LTD.



Hotel Corporation of India Limited (HCIL) operates The Centaur Hotel New Delhi, 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 position to cater to the business of Chefair Flight Catering, New Delhi.

| Chefair Flight Catering, Delhi (an ISO certified Unit) | | | | | | | | |
|--|-----------------------------|-----------------|----------|----|----|-----|-----|------------------------------|
| S. No. | POST | TOTAL VACANCIES | CATEGORY | | | | | EMOLUMENTS (COST TO COMPANY) |
| | | | GEN | SC | ST | OBC | EWS | |
| 1 | Hi-lift Operator-cum-Driver | 14 | 07 | 02 | 01 | 03 | 01 | Rs. 24,990/- |
| 2 | Driver (LMV) | 04 | 03 | - | - | 01 | - | Rs. 21,500/- |
| 3 | Supervisor-Catering | 09 | 06 | 01 | 0 | 02 | 0 | Rs. 25,000/- |
| 4 | Loader | 16 | 08 | 02 | 01 | 04 | 01 | Rs. 18,750/- |

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:

(a) **Hi-lift Operator-cum-Driver**

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

Eligibility criteria- Minimum passed 10th Board exams. With a valid Indian Driving Licence (both HMT & LMV License) to drive Commercial Vehicles, including trucks and mini vans as well as motor vehicles with a minimum of 2 years' experience in operation of hi-lift including aligning the hi-lift loader (catering equipment) with the aircraft.

(b) **Driver (LMV)**

Key Responsibilities: Reporting to the Transport Head, he/she will be responsible for safely transporting the goods; ensure there is no pilferage and spoilage.

Eligibility criteria Minimum passed 10th Board exams with a valid Indian Driving license to drive Commercial vehicles, including trucks & 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.

(c) **Supervisor- Catering:**

Key Responsibilities: Reporting to the Sr. AM-Catering. He/she will be responsible for the day to day operations of catering services for the flights. Ensuring food is loaded in the high lifts as per the schedule and delivered in the flights.

Eligibility Criteria: Graduate in any discipline, preferably a minimum of 5 years experience in a Flight Catering Kitchen, Institutional kitchen, knowledge of Flight Handling, Loading, Off Loading, Handing over of Catering Meals Equipments. Familiar with Air Lines Galley Loading plans etc.

(d) **Loader:**

Key Responsibilities: Reporting to the Supervisor- Catering. He/she will be responsible for presetting the food trays as per the laid-out SOPs to ensure par excellence service to the Airlines. Load and Unload food trolleys from the aircraft and arrange it in the hi-lifts/Truck/Van

Eligibility Criteria : Minimum 10th Standard with 2 years of experience in flight catering industry.

2. 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.

3. UPPER AGE LIMIT: 45 years.

In case of reserved category, upper age limit is relaxable by 5 years to SC/ST candidates and 3 years to OBC candidates.

4. DURATION OF FIXED TERM CONTRACT: Incumbent will be engaged on a Fixed Term Contract (FTC) for a period of 3 years for Chefair Flight Catering, Delhi. 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 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.

5. CTC/ Total Emoluments: During the FTC period of 3 years, 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.

6. 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.

7. SELECTION PROCESS & OTHER TERMS: Interested candidates, who fulfil the above eligibility criteria as on **November 1, 2023**, are requested to attend **WALK-IN-INTERVIEW (followed by Driving Trade Test)** on any **working FRIDAY** starting from

17 November, 2023 (from 10.30 AM to 3.30 PM), till the time this advertisement is hosted on the official website of HCI. The eligible candidate to carry application form duly filled and pasted with photo. Please download the form and print it accordingly for filling it up. Application form duly filled with **original documents for verification must be carried** along with the candidate for the walk-in-interview.

8. Candidates must ensure that they fulfil the requisite eligibility criteria as on **01.11.2023** and the particulars furnished by them in the Application Form are correct in all respects. At the time of walk-in-interview (followed by driving trade test), 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.

9. 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: till the time all vacancies are not filled up by suitable candidate, HCI will continue to host this advertisement on its official website for walk-in-interview on all working FRIDAY. Official Website is:- www.centaurhotels.com. Interested candidates may keep visiting the website regularly.

II. Interested candidates, who fulfil the above eligibility criteria as on **November 1, 2023**, will be required to come for the walk-in-interview (and driving trade test) along 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:
 - 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 as permanent or on contract must route their Application through proper channel or bring along the "No Objection Certificate" from their present employer.
 - f. **Candidates with valid passport will be preferred.** Please bring it along to show their original Indian Passport (issued on or after 01.01.2020) and submit a self-attested photocopy of the first and last pages of the Passport along with their application. – **in case passport is not available; the candidate can still appear for the interview.**

- 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 their current Reporting Manager and concerned Operations Head.
 - h. Candidate with past indiscipline and/or past accident incident/record will not be accepted due to high stakes of the airport.
- III. 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.
- IV. Candidates will be required to make their own travel arrangements to attend the interview.
- V. 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.
- VI. 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.
- VII. 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.
- VIII. Management reserves the right to change the above conditions, based on requirements and without providing any reasons thereof.
- IX. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidature.



HOTEL CORPORATION OF INDIA LTD.

APPLICATION FORMAT FOR THE POST OF:

**Hi-lift Operator – cum- Driver
Driver (LMV)
Supervisor-Catering
Loader
(Walk-In-Interview : Every Working Friday)
Starting 17 November, 2023**

Paste a recent
Passport size
photograph

(Please do not
staple)

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 01.11.2023**): _____ (Years) _____ (Months) _____ (Days)
g) Nationality: _____

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

2. 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. | | | |

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

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

(** List starting with the latest qualification first)

4. 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)

5. 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 |
|-----|----|

6. Are you related to any past / present employee of HCI?

| | |
|-----|----|
| Yes | No |
|-----|----|

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:



HOTEL CORPORATION OF INDIA LIMITED

UNDERTAKING

I,Daughter/Son of
..... undertake that I came to know of this advt.
through Further, it is
stated that nobody from HCI has asked me for a bribe. I also assure that at
any time if anybody asks for a bribe, I will immediately bring the same to the
knowledge of management.

Signature:-----

Name of the Candidate:

Date: