



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 positions to cater to the business for Chefair Flight Catering, New Delhi & Mumbai:

Sr. No.	Post	Total Vacancies	CATEGORY					Emoluments Cost to Company CTC (Rs.)
			GEN	SC	ST	OBC	EWS	
1	General Manager - Chefair Delhi	1	1	-	-	-	-	Rs.1,05,000/-
2	General Manager - Chefair Mumbai	1	1	-	-	-	-	Rs.1,05,000/-
3	Manager- Institutional Sales Chefair Mumbai	1	1	-	-	-	-	Rs. 75,000/-
4	Asst. Manager-Sales Chefair Mumbai	1	1	-	-	-	-	Rs. 45,000/-
5	Asst. Manager- Operations Chefair Delhi	2	2	-	-	-	-	Rs. 45,000/-
6	Associate- Stores Chefair Delhi	1	1	-	-	-	-	Rs. 25,000/-
7	Associate- Stores (Lady Rice Cleaner) Chefair Delhi	1	1	-	-	-	-	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:

1. General Manager, Chefair Delhi:

- a) Job profile:** Reporting to the Vice President (Technical / Operations), he/she will be responsible for running the day-to-day operations of the flight catering division. The incumbent will be accountable for the complete administration, operations, health, safety & hygiene for the unit and ensure that airlines and other customers are provided with in-flight catering services, etc. as per the laid down procedure and specification at all times. The incumbent will also maintain excellent relationships with the principals and other airlines; source opportunities to enhance business for Chefair Flight Catering Division. He will also be responsible for the timely preparation & safe dispatch of meals to the Airport Lounges as per the laid out specifications.
- b) Academic & Professional Qualification:** Graduate. Candidate with Diploma in Hotel Management or Graduation in food technology from a Government recognized institute or an institute of repute will be preferred.
- c) Experience:** Minimum of 12 years of experience in the Operations or management position in Flight Kitchen/Flight Catering OR 12 years of experience in the Airline Catering Operations.

2. **General Manager – Chefair Mumbai (CFCM):**

- a) **Job profile:** Reporting to the CEO, he/she will be responsible for running the day-to-day operations of the flight catering division. The incumbent will be accountable for the complete administration, operations, health, safety & hygiene for the unit and ensure that airlines and other customers are provided with in-flight catering services, etc. as per the laid down procedure and specification at all times. The incumbent will also maintain excellent relationships with the principals and other airlines; source opportunities to enhance business for Chefair Flight Catering Division.
- b) **Academic & Professional Qualification:** Graduate. Candidate with Diploma in Hotel Management or Graduation in food technology from a Government recognized institute or an institute of repute will be preferred.
- c) **Experience:** Minimum of 12 years of experience in the Operations or management position in Flight Kitchen/Flight Catering OR 12 years of experience in the Airline Catering Operations.

3. **Manager– Institutional Sales (1position-Mumbai)**

- a) **Job Profile:** He/She will report to the General Manager-Sales, Marketing & Distribution at HO-Delhi. The incumbent will be primarily responsible for generating business & achieving targets for Chefair Mumbai; leverage existing relationships to introduce new accounts to the Company and develop & maintain healthy & profitable relationships; analyze market developments and production details to prioritize efforts in enhancing share of the wallet. Also explore business opportunities for the other units of HCI and guide the team to achieve their targets.
- b) **Academic & Professional Qualification:** Minimum of a Graduate from a recognized University / Institution. MBA with a specialization in Marketing will be preferred.
- c) **Experience:** Minimum of 5 years of experience in Sales of a Flight Catering / Institutional Catering Unit or Global / Indian hospitality chain of repute or a Travel Organization / Airline. Candidates having good networking with high potential accounts will be preferred.

4. **Asst. Manager – Sales (1 position – Mumbai)**

- a) **Job Profile :** He/She will report to Manager-Institutional Sales (at Mumbai). The incumbent will be primarily responsible for generating business for all the units of HCI from the given territory / segment; develop & maintain healthy relationships with key accounts; maintain a high conversion rate & enhance share of wallet.
- b) **Academic & Professional Qualification:** Minimum of a Graduate from a recognised University / Institution. MBA with a specialization in Marketing will be preferred.
- c) **Experience:** Minimum of 3 years of experience in a Global / Indian hospitality chain of repute or a travel organization / Airline with a minimum of 1 year in Sales. Candidates having good networking with high potential accounts in the sales & marketing will be preferred.

5. **Asst. Manager-Operations:**

- a) **Job Profile:** He/She will report to the GM-Chefair Delhi (CFCD). He/she will be responsible for the day to day operations of CFCD for the flights & T-3 lounges. The incumbent will ensure meals are loaded in the high lifts as per the schedule for timely delivery in the flights& T-3 lounges.
- b) **Academic & Professional Qualification:** Graduate in any discipline.
- c) **Experience:** Minimum of 10 years experience in a Flight Operations / Flight Catering / Institutional kitchen; knowledge of Flight Handling, Loading, Off Loading, Handing over of Catering Meals Equipment. Familiar with Airlines Galley Loading plans etc.

6. **Associate-Stores :**

- a) **Job Profile:** He/She will report to the Stores-In-charge. He/she will be responsible for keeping a record of all receipts and issues, restock the store according to the Re-order level. Ensure that the store is kept clean and organized. Hands on experience in handling computers (Emails, material management software and Microsoft office).
- b) **Academic & Professional Qualification:** Graduate in any stream.
- c) **Experience:** A minimum of 1 year of experience in the Stores Department of a hotel / Flight Catering unit of repute.

7. **Associate-Stores (Lady Rice Cleaner) :**

- a) **Job Profile:** She will report to the Stores-In-charge. She will be responsible for cleaning of rice and grains, etc. to keep them free of dust, stones, straws, etc. and ensure that the store is kept clean and organized at all times.
- b) **Academic & Professional Qualification:** Minimum 10th pass.
- c) **Experience:** A minimum of 3 months experience in the Stores department of a hotel / Flight Catering unit of repute.

II. **REPORTING:**

- a) The General Manager, Chefair Delhi (CFCD) will report to the Vice President (Technical & Operations). General Manager, Chefair Mumbai (CFCM) will report to the CEO-HCI. All other positions will report to their respective reporting Managers as specified above. This may, however, be changed at the discretion of the Management at any timewhatsoever.
- i) **UPPER AGE LIMIT:** Upper age is 55 years for the post at Sr. No. 1 & 2, 45 years for Sr. No. 3, 4 & 5 years and 40 years for Sr. No 6 & 7 as on **January 01, 2024**. In case of reserved category, upper age limit is relaxable by 5 years to SC / ST candidates and 3 years to OBC candidates. Ex-Servicemen will be given age relaxation as per rules on the subject approved by the Govt of India. All such relaxations would be required to produce the original certificate issued by the appropriate authority for Central Government employment.
- III. **PLACE O FWORK:** Post at Sr. No. 1, 5, 6 & 7 are based at Chefair Delhi and post at Sr. No. 2, 3 & 4 are based at Chefair Mumbai. The nature of work and the posting can, however, be amended as per the requirement and at the sole discretion of the Company.

- IV. **DURATION OF FIXED TERM CONTRACT:** Incumbent will be engaged on a Fixed Term Contract (FTC) for a period of 3 years of which the first year will be on probation. The FTC tenure can be extended or curtailed as per the Company's requirement based on your annual performance. 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 your unsatisfactory performance.
- V. **CTC / Total Emoluments:** During the FTC period of 3 years, the candidate will draw the monthly CTC as indicated above for the post as applicable and Statutory deductions such as PF, ESI, etc. 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:**
- i) Interested candidates, who fulfill the above eligibility criteria as on **January 01, 2024**, are required to send the **completed Application Form (see prescribed format below)** along with the self-attested documents in support of their 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. 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.
 - e. Names along with email ID and Telephone/ Mobile Nos. of the reporting managers from the previous 3 organizations to be provided for Reference Checks.
 - f. Candidates are required to show their original Indian Passport (Preferably, the Passport should not be issued before 1 January 2020) and submit a self-attested photocopy of the first and last pages of the Passport. Candidate will also be required to submit a Police Verification certificate, which upon selection will have to be produced in original, prior to being appointed.
 - 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, wherever applicable, through their current Reporting Manager.
 - h. Candidates not fulfilling all 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 interview and the candidature shall be disqualified.
1. The envelope must be super-scribed with "**APPLICATION FOR THE POST OF (*mention the relevant post*)**" and sent by Speed Post / Courier by 5 PM 10 Jan, 2024 to the following:

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

2. Applications received late/ incomplete/ mutilated or without any of the supporting documents with regard to eligibility criteria will be rejected. Hotel Corporation of India Limited will not be responsible for any postal delay/ loss of any documents during transit.
3. All supporting documents will be required to be furnished in original at the time of interview. In the absence of the supporting documents, etc., the candidature will be rejected.
4. Candidates must ensure that they fulfill the requisite eligibility criteria as on **01.01.2024** 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 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.
5. Candidates will be required to make their own travel arrangements to attend the interview.
6. All candidates who fulfill the criteria would be called for interview by the management of HCI through the email & cell phone mentioned in the application form by the candidate.
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, etc. will be uploaded only on the Website and no separate advertisement/ communication will be released. Candidates are advised to keep checking the Career Page on the website of HCI at www.centaurhotels.com.
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 and without providing any reasons thereof.
11. Any canvassing by or on behalf of the candidate shall lead to disqualification of the candidature.



HOTELCORPORATIONOFINDIALTD.

APPLICATION FORM FOR THE POST OF:

(Delete/Strike-out whatever is not applicable)

General Manager Chefair Delhi (CFCD)
General Manager Chefair Mumbai (CFCM)
Manager-Institutional Sales Chefair Mumbai (CFCM)
Asst. Manager-Sales Chefair Mumbai (CFCM)
Asst. Manager-Operations Chefair Delhi (CFCD)
Associate-Stores Chefair Delhi (CFCD)
Associate-Stores (Lady Rice Cleaner) Chefair Delhi (CFCD)

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 01.01.2024): _____(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	Organization1	Organization2	Organization3
1.	Name			
2.	Designation			
3.	Name of Organization			
4.	Name of Current Organization			
5.	Email ID			
6.	Mobile No.			
7.	Telephone No.			

III. 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): EXPERIENCE IN FLIGHT CATERING & AIRLINE CATERING OPERATIONS MUST BE MENTIONED CLEARLY

SrNo.	Organization	Designation	Period		Major Achievements and brief job profile
			From	To	

(** List starting with latest / current job first and 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 there of

i. Civil/Criminal Enquiry/Punishment

Yes	No
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ii. Departmental Enquiry/Punishment

Yes	No
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2.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:

VI. Give details of Experience during the service in Flight Catering / Flight Kitchen & Airline Catering Operations (You may attach separate sheet).

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.

I also certify that I have neither given any bribe nor have been asked for any bribe for the said recruitment process and give undertaking for the same as per format attached.

If at any time any bribe is asked from me, then I will report the matter to the Management of the HCI.

Date:

SIGNATURE OF CANDIDATE

NAME OF CANDIDATE:



HOTEL CORPORATION OF INDIA LIMITED

UNDERTAKING

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

Signature: -----

Name of the Candidate:

Date: