



## 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, Mumbai and HCIL as a whole:-

Sr. No.	Post	Total Vacancies	CATEGORY					Emoluments Cost to Company CTC (Rs.)
			GEN	SC	ST	OBC	EWS	
1	General Manager Chefair Mumbai (CFCM)	1	1	-	-	-	-	Rs.1,05,000/-
2	Manager-Institutional Sales	1	1	-	-	-	-	Rs. 75,000/-
3	Asst. Manager-Sales	1	1	-	-	-	-	Rs. 45,000/-

**N.B.:** Above are indicative no. of vacancies and is subject to change as per business requirements. **All the above vacancies are available for IMMEDIATE JOINING.**

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

#### 1. General Manager – Chefair Mumbai (CFCM) : (1position-Mumbai)

- 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.
- Academic & Professional Qualification:** Minimum of a Graduate from a recognized university / institution. Candidate with Diploma in Hotel Management or Graduation in food technology from a Government recognized institute or an institute of repute will be preferred.
- 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. Manager – Institutional Sales : (1position-Mumbai)

- Job Profile:** He / She will report to the General Manager-Sales, Marketing & Distribution at Corporate 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.
- Academic & Professional Qualification:** Minimum of a Graduate from a recognized University / Institution. MBA with a specialization in Marketing will be preferred.
- Experience:** Minimum of 5 years of experience in Flight Catering / Institutional Catering Unit or Global / Indian hospitality chain of repute or a Travel Organization / Airline with a minimum of 3 years in sales. Candidates having good networking with high potential accounts will be preferred.

3. **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 recognized 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.

II. **REPORTING:**

a) General Manager, Chefair Mumbai (CFCM) will report to the CEO-HCI.

b) All other positions will report to their respective reporting Managers as specified above.

c) This may, however, be changed at the discretion of the Management at any time whatsoever.

i) **UPPER AGE LIMIT:**

a) Upper age is 55 years for the post at Sr. No. 1 as on **April 01, 2024**.

b) Upper age is 45 years for the post at Sr. No. 2 & 3 years as on **April 01, 2024**.

c) For all the vacancies, in case of reserved category, upper age limit is relaxable by 5 years for 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 OF WORK:** All positions 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 **April 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 April 2019**) 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 25 April, 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 on the day of the 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.April.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. No TA/DA will be given.
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](http://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.
12. If selected, candidate will not participate directly / indirectly in any union activity.

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**HOTELCORPORATIONOFINDIALTD.**

**APPLICATION FORM FOR THE POST OF:**  
(Delete/Strike-out whatever is not applicable)

General Manager Chefair Mumbai (CFCM)
Manager-Institutional Sales (based at Chefair Mumbai)
Asst. Manager-Sales (based at Chefair Mumbai)

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 01.04.2024): \_\_\_\_\_ (Years) \_\_\_\_\_ (Months) \_\_\_\_\_ (Days)

g) **Nationality:** \_\_\_\_\_

h) **Category you belong to:**

<input type="checkbox"/>					
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:**

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**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: