

**HOTEL CORPORATION OF INDIA LTD.**



Hotel Corporation of India Limited (HCIL) operates The Centaur Hotel New Delhi, Chefair Flight Catering, Delhi and Chefair Flight Catering, Mumbai.

1. HCI invites applications from eligible Indian citizens for filling up the following post:

Sr No.	POST	NO. OF VACANCIES	PLACE OF POSTING	MONTHLY EMOLUMENTS (CTC)
1	Company Secretary & GM-Legal	01	Delhi - The nature of work and the posting can, however, be amended as per the requirement and at the sole discretion of the Company.	Total monthly Salary and allowances (CTC) Rs.1.05 lakhs

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

i) **ACADEMIC & PROFESSIONAL QUALIFICATION:**

- a) **Minimum:** A Fellow/Associate Member of Institute of Company Secretaries of India (ICSI), **AND**  
b) LLB or an equivalent degree/ certificate from any reputed institute/ university.

- ii) **EXPERIENCE:** Minimum of 8 years' of relevant experience in the Secretarial Department of a Central/State/ Public Sector Undertaking/ Private Limited Company of which a minimum of 2 years in performing/ assisting the Company Secretary is required. In addition, experience in handling/ coordinating Legal matters for a Unit/ Company is a must. Preference will be given to those adept in coordinating with Law Advisory firms.

3. **AGE:** Upper age limit is 50 years as on **01.06.2025**. Upper Age limit is relaxable by 5 years for SC/ST & 3 years for OBC candidates. Ex-Servicemen will be given age relaxation as per rules. All such relaxations would be required to produce the original certificate issued by the appropriate authority for Central Government employment.

4. **JOB DESCRIPTION:**

- i) Excellent knowledge of Company Law and its application including Secretarial Standards, DPE guidelines as applicable to CPSEs and other laws as applicable to a Company under the Companies Act, 2013 and other relevant statutes.

- ii) As our Compliance Officer, ensure compliance of the provisions of various laws applicable to the Company; conduct affairs of the Company as specified in the Memorandum and Articles of Association of the Company;
- iii) Drafting of Notice, Agendas, conduct & maintain Minutes of the Board Meetings, Audit Committee meetings, General Meetings and to attend the same;
- iv) Carry out the procedure related to the allotment, transfer and transmission, buy back of shares of the Company;
- v) Keep the Companies Records and maintain the Statutory Registers as required by the Companies Act, 2013;
- vi) Advise the Board of Directors of their legal obligations;
- vii) Represent the Company when dealing with various Regulatory bodies, Government Departments & Courts;
- viii) Guide the Directors about their Responsibilities and duties;
- ix) Be a liaison between the Company and the Stakeholders and perform all such duties as assigned by the Board and act as prescribed under the various Laws applicable to the Company;
- x) In coordination with the respective Unit heads & their teams, liaise with the Law firm/s to handle all legal matters of the Company, including Arbitration matters, etc.
- xi) Guide all stakeholders, including various units, with regards implications of any Legal Notices and Orders; discuss remedial action/s with the Legal counsel and recommend & develop our response to deal with the same on a timely basis;
- xii) Develop & maintain a healthy association with the designated Law Advisory Firm/s, Advocates, Auditors, Consultants, etc. to ensure we receive prompt attention & preferred services.
- xiii) Will be responsible for any additional task/assignment allotted by the Competent Authority, including nomination to the Internal Complaints Committee, etc.

5. **REPORTING:** to the Chief Executive Officer of the Company

6. **DURATION OF FIXED TERM CONTRACT:** Incumbent will be engaged on a Fixed Term Contract (FTC) for a period of 3 years. 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

7. **CTC/ Total Emoluments:** During the FTC period of 3 years, candidate will draw CTC of Rs 1.05 lakhs per month. Statutory deductions such as PF, etc. will be applicable. Based on consistent exceptional performance, extension of services and CTC will be reviewed every year.

8. **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.

**9. SELECTION PROCESS & OTHER TERMS:**

- i) Interested candidates, who fulfill the above eligibility criteria as on **01 June, 2025**, are required to send the completed Application to reach the undersigned latest by 1700 hours on Friday, 20 June, 2025.

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 Company Secretary & GM-Legal".

- ii) Candidates must ensure that they fulfill the requisite eligibility criteria as on **01.06.2025** and the particulars furnished by them in the Application Form are correct in all respects. **Applications received incomplete/mutilated or through an email 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 will be intimated through an email. 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 one week on the website [www.centaurhotels.com](http://www.centaurhotels.com). Interested candidates may keep visiting the website regularly.**

- iv) Interested candidates, who fulfill the above eligibility criteria as on **01 June, 2025**, 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 FORMAT FOR THE POST OF:**

Company Secretary & GM-Legal

**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 01.06.2025): \_\_\_\_\_(Years) \_\_\_\_\_(Months) \_\_\_\_\_(Days)

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

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

Paste a recent  
Passport size  
photograph

(Please do not  
staple)

**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):**

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

(\*\* 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):**

<b>Sr. No.</b>	<b>Organization</b>	<b>Designation</b>	<b>Period</b>		<b>Major Achievement/s and brief job profile</b>
			<b>From</b>	<b>To</b>	

(\*\* 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:



## **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: