



## **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.

The Company is inviting experienced professionals of Indian nationality to apply for the following positions to cater to the business for Centaur Hotel /Chefair Flight Catering, Delhi as a whole:-

Sr. No.	Post	CATEGORY						Emoluments-Cost to Company- (CTC)
		Total Vacancies	GEN	SC	ST	OBC	EWS	
1	Manager- Operations, HCI	1	1	-	-	-	-	Rs.65,000/-
2	Manager-Sales, HCI	1	1	-	-	-	-	Rs. 65,000/-
3	Manager-Purchase, HCI	1	1	-	-	-	-	Rs. 55,000/-
4	Manager-Quality Control, HCI	1	1	-	-	-	-	Rs. 65,000/-

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

#### **1. Manager-Operations, HCI:**

- a) **Key Responsibilities:** He/She will be reporting to the GM Operations-HCI. He/she will be responsible for running the day-to-day operations of the hotel& flight kitchen at Delhi. The incumbent will be accountable for the complete administration, operations, health, quality control, safety & hygiene for the hotel and flight kitchen. The incumbent will source opportunities to enhance business for the hotel and flight kitchen at Delhi.
- b) **Academic & Professional Qualification:** Degree/ Diploma in Hotel Management.
- c) **Experience:** Minimum of 06 years of experience in the Operations or Management position in Hospitality industry /Airline Catering Operations.

#### **2. Manager Sales-HCI:**

- a) **Job Profile:** He / She will report to the General Manager-SM&D, HCI. The incumbent will be primarily responsible for generating business & achieving targets for HCI units. 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, in coordination with the GM-SMD explore business opportunities for the other units of HCI and guide the team to achieve their targets.
- b) **Academic & Professional Qualification:** Graduate preferably MBA (In Marketing).
- c) **Experience:** Minimum of 06 years of experience in sales of Institutional Catering Unit or Global / Indian hospitality chain of repute or a Travel Organization / Airline.

**3. Manager –Purchase, HCI :**

- a) **Key Responsibilities:** He/She will report to the GM-Operations, HCI. He/she will be responsible for ensuring that all required items are sourced and no wastage or stock-out situation arises as per laid out SOPs. Ensure that the items reach the user department as per the prescribed quality and standard.
- b) **Academic & Professional Qualification:** Graduate preferably MBA (Materials Management).
- c) **Experience:** A minimum of 06 years in a reputed organization. Experience in hotel/F&B outlet/Flight Catering will be an added advantage.

**4. Manager-Quality Control, HCI:**

- a) **Key Responsibilities:** He/She will report to the GM-Operations, HCI. He/She will be responsible for developing HACCP & setting systems for total safety of the products and monitoring effective implementation. Responsible for overall quality control for all the Units of HCI.
- b) **Academic & Professional Qualification:** Degree/Diploma in Hotel Management or BSC degree in food Technology or Diploma in Quality Control/Assurance from a Govt. recognized institute or Institute of repute.
- c) **Experience:** Minimum 06 years' experience in Operations or Management position. Experience in Quality Control management will be an added advantage.

**II. UPPER AGE LIMIT:**

Upper age is 45 years for all the posts as on **01 August, 2025.**

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 Delhi. 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 for a maximum period of two years or curtailed as per the Company's requirement based on 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 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 Income Tax, PF, etc.

**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 fulfill the above eligibility criteria as on **August 01, 2025**, 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. Candidate will be required to submit a Police Verification certificate, which upon selection will have to be produced in original, prior to being appointed.
- g. 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.

VIII Interested candidates, who fulfill the above eligibility criteria as on **01 August 2025**, are required to send the completed Application to reach the undersigned latest by 1700 hours on **Monday 18 August, 2025.**

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

- IX. 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.
- X. 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.
- XI. Candidates must ensure that they fulfill the requisite eligibility criteria as on **01 August, 2025** 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 any correspondence in the matter. If appointed, services will be terminated without giving any notice or reasons thereof.
- XII. Candidates will be required to make their own travel arrangements to attend the interview. No TA/DA will be given.
- XIII. 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.

- XIV. Selected candidates will be required to undergo Pre-Employment Medical Examination and the cost of the same will be borne by the candidate.
- XV. 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)**
- XVI. 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.
- XVII. Management reserves the right to change the above conditions, based on requirements and without providing any reasons thereof.
- XVIII. Any canvassing by or on behalf of the candidate shall lead to disqualification of the candidature.
- XIX. If selected, candidate will not participate directly / indirectly in any union activity.

\*\*\*\*\*



**HOTEL CORPORATION OF INDIA LTD.**

**APPLICATION FORM FOR THE POST OF:**

(Delete/Strike-out whatever is not applicable)

Manager-Operations, HCI
Manager-Sales, HCI
Manager-Purchase, HCI
Manager-Quality Control, HCI

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 01.08.2025): \_\_\_\_\_ (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 HOTEL / FLIGHT CATERING & AIRLINE CATERING OPERATIONS MUST BE MENTIONED CLEARLY

Sr.No.	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
-----	----

If yes, the details thereof

i. Civil/Criminal Enquiry/Punishment

Yes	No
-----	----

ii. Departmental Enquiry/Punishment

Yes	No
-----	----

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

Yes	No
-----	----

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.

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: