

**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 at Centaur Hotel, Delhi and Chefair Flight Catering including two Airport Lounges at T-3 IGI Airport, New Delhi:

Sr. No.	Post	Total Vacancies	CATEGORY					Emoluments Cost to Company CTC (Rs.)
			GEN	SC	ST	OBC	EWS	
1	Executive Chef (Centaur Hotel-Delhi)	1	1	-	-	-	-	Rs. 95,000/-
2	Executive Chef Chefair-Delhi (Including 02 Airport Lounges)	1	1	-	-	-	-	Rs. 95,000/-

**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. Executive Chef- Centaur Hotel, Delhi:**

**Key responsibilities:**

Reporting to the GM, Centaur Hotel / Vice President-Technical/Operations. He / She will work along with the various unit's Chefs-in-charge and be responsible for the P&L of the overall kitchen operations of all the existing & future units/ F&B outlets of the Centaur Hotel. Ensures food catered in all the hotel's F&B outlets meets the highest taste, quality, hygiene & sanitization standards as well complies with all food safety regulations; generating top customer ratings leading to higher share of the business; reviews, recommends & implements the new cuisine offerings for all the outlets; initiates standardisation of recipes and creation of signature dishes across all brands; rationalizes food costs by overseeing the entire delivery chain from purchasing of raw materials to the final delivery and review of wastage; is aware of new culinary trends and recipes across multiple cuisines, including bakery & confectionary delicacies & special dietary preferences in bulk catering kitchens; creates new entrees & proactively implements menu enhancements; training & timely hiring of talent; coordinates with colleagues in Operations, Housekeeping, Engineering & HR to ensure smooth and seamless continuity of business at all times.

**Academic & Professional Qualification:**

Minimum of a bachelor's degree. Those with a Certification in the culinary arts from a recognized Culinary / Hotel Management Institute will be preferred.

**Experience:**

Minimum of **25 years** of experience in a Hotel/ Convention Center/ QSR or Specialty Restaurant/ Institutional Catering/ Facility Management/ Event Management company of repute with at least **10 years as an Sr. Chef/ Head of food production.**

## **1. Executive Chef – Chefair, Delhi (Including two Airport Lounges):**

### **Key responsibilities:**

Reporting to the GM, Chefair-Delhi / VP-Tech/Opns. He/She will work along with the various unit's Chefs-in-charge and be responsible for the P&L of the overall kitchen operations of all the existing & future units/ F&B outlets of the Company. Ensures food catered on flights and in the Airport Lounge from the Chefair meets the highest taste, quality standard in terms of taste, portion size, hygiene & sanitisation standards as well complies with all food safety regulations; generating top customer ratings leading to higher share of the business; reviews, recommends & implements the new cuisine offerings for all the outlets; initiates` standardisation of recipes and creation of signature dishes across all brands; rationalizes food costs by overseeing the entire delivery chain from purchasing of raw materials to the final delivery and review of wastage; is aware of new culinary trends and recipes across multiple cuisines, including bakery & confectionary delicacies & special dietary preferences in bulk catering kitchens; creates new entrees & proactively recommends menu enhancements to the airlines; training & timely hiring of talent; coordinates with colleagues in Operations, Housekeeping, Engineering & HR to ensure smooth and seamless continuity of business at all times.

### **Academic & Professional Qualification:**

Minimum of a Bachelor's degree. Those with a certification in the culinary arts from a recognized Culinary/Hotel Management Institute will be preferred.

### **Experience:**

Minimum of **25 years** of experience in a Flight Catering/ Institutional Catering/ cruise-liner company of repute with at least **10 years** as a Sr. Chef/ Head of food production.

## **II. REPORTING:**

a) All positions will report to the Officer as stated above. This may, however, be changed at the discretion of the Management at any time whatsoever.

III. **UPPER AGE LIMIT:** Upper age limit is **55 years** as on January 15, 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.

IV. **PLACE OF WORK:** Both the 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.

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

VI. **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, etc. Based on consistent exceptional performance, extension of services and CTC will be reviewed every year.

VII. **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.

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

- i) Interested candidates, who fulfill the above eligibility criteria as on **January 15, 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, 30 Jan, 2024 to the following:

<b>Chief Human Resources Officer, Hotel Corporation of India Ltd., The Centaur Hotel, IGI Airport, New Delhi – 110037.</b>
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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 **15.01.2024** 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](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.

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**HOTEL CORPORATION OF INDIA LTD.**

**APPLICATION FORM FOR THE POST OF:**

<b>Executive Chef – Centaur Hotel, Delhi</b>
<b>Executive Chef – Chefair, Delhi (Including 02 Airport Lounges)</b>

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 15.01.2024): \_\_\_\_\_(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 HOTEL AND FLIGHT CATERING 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 of 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: