

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 in New Delhi:-

| Sr. No. | POST | Total Vacancies | CATEGORY | | | | | Location | CTC (Rs. in lakh per month) |
|---------|-----------------|-----------------|----------|----|----|-----|-----|----------|-----------------------------|
| | | | GEN | SC | ST | OBC | EWS | | |
| 1 | F&B Controller | 1 | 1 | | | | | Delhi | 0.55 |
| 2 | Revenue Manager | 1 | 1 | - | - | - | - | Delhi | 0.75 |

N.B.: Above are indicative number of vacancies and it is subject to change as per business requirements

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

1. F&B Controller:

a) Job profile: He / She will be responsible for setting up & monitoring controls across the entire F&B value chain from purchase to production and billing. To analyze the spending and provide timely clues to ensure profitability benchmarks are not breached; and to identify and plug any procedural gaps.

b) Academic & Professional Qualification: Minimum Graduate from recognized university / institution or Diploma in HMCT from recognized university / institution.

c) Experience: Minimum of 3 years of experience working in the hospitality or F&B industry, or preferably in a similar role.

2. Revenue Manager:

a) Job profile: He / She will be primarily responsible for implementing international best practices in optimizing Total Revenues of the hotel through rate parity management across various OTAs, meta search & global distribution platforms and inventory management. Shall manage & direct the hotel Reservations teams and work closely with the Unit heads and Sales & Marketing teams to prepare revenue budgets for the hotel & meet Total Revenue targets of the hotel on a weekly / monthly basis. In addition, will take full accountability for meeting the online targets of the hotel and proactively institute & monitor lead measures, viz. pace reports, etc., to forecast performance and take proactive measures to course correct.

b) Academic & Professional Qualification: Minimum Graduate degree from a recognized University / Institution. Those with a Certification in Revenue Management and Data Analytics will be at an advantage.

c) **Experience:** Minimum of 6 years of experience in a Global / Indian hospitality chain of repute and / or with an Online Travel Aggregator / Airline, of which at least 2 years should be in Revenue Management in a hotel of a reputable brand and / or OTA / Airline. Apart from excellent analytical, interpersonal, written and oral communication skills, including presentation skills, those with experience in implementing PMS & CRS; proficiency in leveraging business from online travel aggregators & Global Distribution Systems; adept at managing the booking engine of brand.com; managing a Call Center Reservation team & working with Sales teams to optimize sales; having a good knowledge of big data analysis & staying current with the latest technology tools, including deployment of CRM, channel manager, rate shopping tool, STR, etc. will be at an advantage.

II. **REPORTING:**

a) **F&B Controller** will Report to the CFO, who further reports to the CEO of the Company.

b) **Revenue Manager** will Report to the GM-Sales, Marketing & Distribution who further reports to the CEO of the Company.

(This may, however, be changed at the discretion of the management at any time what so ever without assigning any reasons thereof.)

III. **UPPER AGE LIMIT:** The maximum age limit is **40 years** as on **August 01, 2023**

IV. **PLACE OF WORK:** Positions are based in Delhi and will operate from The Centaur Hotel. The nature of work, operating unit 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. 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.

VI. **CTC/ Total Emoluments:** During the FTC period of 3 years, the candidate will draw the monthly CTC as indicated above. Statutory deductions such as PF, etc. as well a deduction against Economy Measures will be applicable. 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 **August 01, 2023**, are required to attend **WALK-IN-INTERVIEW with the completed Application. The walk in interview will be held on Tues, 22 Aug to Thurs 24 Aug 2023** and thereafter every working Friday, till such time the vacancy is not filled by the most suitable candidate & / or the Advt. is not withdrawn from the official web site of the HCI Ltd.
- ii) **The Walk-In-Interview** will be at the Centaur Hotel, near IGI Airport, New Delhi – 110037
- iii) **Reporting Time** is 10:30 AM to 11 AM on all days of the Walk-In-Interviews.
- iv) Candidates must ensure that they fulfill the requisite eligibility criteria as on **01.08.2023** and the particulars furnished by them in the Application Form are correct in all respects.
- v) The decision of the Company will be final to accept / reject the candidature. No representation will be accepted in this matter.
- vi) Please carry original testimonials / certificates in support of your candidature along with one set of photocopy duly self attested.

NOTE: If no candidate is found suitable during the walk in interview from 22 Aug to 24 Aug 2023 for the positions, then HCI will continue to hold Walk-In-Interviews on every working Friday for which the candidates must refer our website www.centaurhotel.com. Interested candidates may visit the website to check for openings.

- vii) Interested candidates, who fulfill the above eligibility criteria as on **August 01, 2023**, will be required to carry 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 Performa issued by the appropriate authority for Central Government employment.
 - e. Applicants serving in Government / Semi-Government / Public Sector Undertakings or Autonomous bodies must produce the “No Objection Certificate” from their present employer.

- viii) 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.
- ix) Candidates will be required to make their own travel arrangements to attend the walk in interview.
- x) 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.
- xi) 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.
- xii) 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.
- xiii) Management reserves the right to change the above conditions, based on requirements and without providing any reasons thereof.
- xiv) Canvassing in any form 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 :

(Delete/Strike-out whatever is not applicable)

F&B Controller

Revenue Manager

Walk-In-Interview from Tues, 22 Aug to Thurs, 24 Aug 2023. Thereafter Every Working Friday Till such time the vacancy is filled & / or Advt is removed from the website of HCI Ltd

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 No : _____

e) **Date of Birth:** _____

f) **Age** (As on 01.10.2022): _____(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+2on wards):

| 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):

| Sr no. | Organization | Designation | Period | | Major Achievement/s and brief job profile |
|--------|--------------|-------------|--------|----|---|
| | | | From | To | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(** 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 |
|-----|----|

If yes, the details there of

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:

ii. 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.

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 :
