

## **HOTEL CORPORATION OF INDIA LTD.**



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

The Company is inviting experienced professionals of Indian nationality to apply for the following positions to operate the Airline Flight Handling Unit (FHU) under Chefair Flight Catering at Mumbai.

<b>Airline Flight Handling Unit (FHU) under Chefair Flight Catering (CFCM), Mumbai</b>								
S. No.	POST	TOTAL VACANCIES	CATEGORY					EMOLUMENTS (COST TO COMPANY)  CTC
			GEN	SC	ST	OBC	EWS	
1.	Unit Head FHU	1	1	-	-	-	-	44,150/-
2	Duty Managers (Shift Incharge & Airline Co-ordinator)	04	3	-	-	1	-	37,850/-
3	Asst. Mgr. Operations & Coordination (Duty Officer & Shift Co-ordinator)	05	4	-	-	1	-	35,350/-
4	Asst. Mgr. Stores & Billing	01	1	-	-	-	-	35,350/-
5	Supervisors	22	11	3	1	5	2	31,500/-
6	SAP Operator (Inventory Management)	04	3	-	-	1	-	31,500/-
7	Packers & Loaders	59	28	8	3	15	5	26,150/-
8	<b>Total</b>	<b>96</b>	<b>51</b>	<b>11</b>	<b>4</b>	<b>23</b>	<b>7</b>	

**N.B.: Above is indicative no. of vacancies and is subject to change as per business requirements.**

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

- i) **Head Operations:**  
**Total Vacancies: 1**

**Key Responsibilities:** He / She will report to the Head / Incharge of CFCM. He / She will be completely responsible to coordinate the operations of the entire FHU (including the Bond & Linen Sections), activities at the Tarmac, coordination with the airlines, all vendors, caterers, transporter, laundry etc to ensure timely delivery of the stores as per the laid down schedule so that there is no flight delay on account of the FHU functions. To resolve identified issues by taking immediate actions so as to ensure delivery of services as per the SLA. Submit ATR for all agreed upon actions to resolve issues. Ensure proper stores management and billing / invoices in time. The smooth functions of the entire Packing Activity (Preparations of Carts as per the GLP) and FHU Functions will be the responsibility of the Head Operations. It includes comprehensive

coordination for packing, flight handling and linen management for airline operations. Timely requisitions based on flight specifications, receiving materials, packing carts and linen and flight handling activities. Prepare and follow SOPs for operations of each Section of the FHU. Maintain proper records on as required basis. Ensure at all times the Uplift Standards, Custom Requirements, and Regulatory Norms as applicable to Packing & FHU activities. Take timely action for provision of AEPs & ADPs. Complete coordination for Shift Coordination on 24x7 bases. Responsible for continuous Flight Tracking through the staff placed at disposal for the same. All responsibility towards the Retrievals of dry store, soiled linen, liquor and its proper accounting

**Academic & Professional Qualification:** Minimum Graduate from a reputed and recognised university. Fluent in English and Hindi language and use of computers.

**Experience:** Minimum 20 years of experience with reputed Flight Handling Unit (FHU) / Flight Caterer / Airline Operator / Airline Catering. Out of 20 years, minimum 07 years experience as a HoD. Preference will be given to those having experience in Flight Catering / Airline experience in FHU activities. Have complete knowledge about the types of aircrafts and their GLP. Having experience in coordination with the Airlines and all connected vendors and Flight Tracking through Amadeus software and stores management through the SAP software.

ii) **Duty Managers (Shift Incharge & Airline Coordinator):**

**Total Vacancies: 04**

**Key Responsibilities:** He / She will report to the Head Operations of FHU and perform all duties of the Head Operations of FHU in the absence of the Head Operations FHU. Perform all duties of the Asst Manager Operations & Coordination incase the Asst Manager Operations & Coordination is absent. Duty Manager will be completely responsible to coordinate the shift being the shift incharge and coordinate with the airlines for all flight related requirements. He is responsible for all the FHU functioning and operations during the shift. As the shift incharge the operations of the entire FHU (including the Bond & Linen Sections), activities at the Tarmac, coordination with the airlines, all vendors, caterers, transporter, laundry etc to ensure timely delivery of the stores as per the laid down schedule so that there is no flight delay on account of the FHU functions. To resolve identified issues by taking immediate actions so as to ensure delivery of services as per the SLA. Submit ATR for all agreed upon actions to resolve issues. Ensure proper stores management and billing / invoices in time. The smooth functions of the entire Packing Activity (Preparations of Carts as per the GLP) and FHU Functions on behalf of the Air India will be the responsibility during the shift assigned. It includes comprehensive coordination for packing, flight handling and linen management for airline operations. Timely requisitions based on flight specifications, receiving materials, packing carts and linen and flight handling activities alongwith the Air India incharge placed on behalf of the Airline Management. Prepare and follow SOPs for operations of each Section of the FHU. Maintain proper records on as required basis. Ensure at all times the Uplift Standards, Custom Requirements, and Regulatory Norms as applicable to Packing & FHU activities. Take timely action for provision of AEPs & ADPs. Complete coordination for Shift Coordination on 24x7 bases. Responsible for continuous Flight Tracking through the staff placed at disposal for the same. All responsibility towards the Retrievals of dry store, soiled linen, liquor and its proper accounting

**Academic & Professional Qualification:** Minimum Graduate from a reputed and recognised university. Fluent in English and Hindi language and use of computers.

**Experience:** Minimum 15 years of experience with reputed Flight Handling Unit (FHU) / Flight Caterer / Airline Operator / Airline Catering. Out of 15 years, minimum 5 years experience of reporting directly to HoD. Preference will be given to those having experience in Flight Catering / Airline experience in FHU activities. Have complete knowledge about the types of aircrafts and their GLP. Having experience in coordination with the Airlines and all connected vendors and Flight Tracking through Amadeus software and stores management through the SAP software.

iii) **Asst. Mgr. (Operations) :**

**Total Vacancies: 05**

**Key Responsibilities:** He / She will report to the Duty Manager (Shift Incharge & Airline Coordinator). As the Duty Officer & Shift Coordinator will assigning duties of all staff to various sections and readjustments to make up for the manpower needs. The Asst Manager will be completely responsible to coordinate the shift being the shift coordinator and track the flights through the Amadeus Flight Tracking Software. He is responsible for all the FHU functioning and operations during the shift and as the shift coordinator ensure smooth operations of the entire FHU (including the Bond & Linen Sections), activities at the Tarmac, all vendors, caterers, transporter, laundry etc to ensure timely delivery of the stores as per the laid down schedule so that there is no flight delay on account of the FHU functions. To resolve identified issues by taking immediate actions so as to ensure delivery of services as per the SLA. Submit ATR for all agreed upon actions to resolve issues. Ensure proper stores management and billing / invoices in time. The smooth functions of the entire Packing Activity (Preparations of Carts as per the GLP) and FHU Functions on behalf of the Air India will be the responsibility during the shift assigned. It includes comprehensive coordination for packing, flight handling and linen management for airline operations. Timely requisitions based on flight specifications, receiving materials, packing carts and linen and flight handling activities alongwith the Air India incharge placed on behalf of the Airline Management. Ensure at all times the Uplift Standards, Custom Requirements, and Regulatory Norms as applicable to Packing & FHU activities. Take timely action for provision of AEPs & ADPs. Complete coordination for Shift during the duty period. All responsibility towards the Retrievals of dry store, soiled linen, liquor and its proper accounting .

**Academic & Professional Qualification:** Minimum Graduate from a reputed and recognised university. Fluent in English and Hindi language and use of computers.

**Experience:** Minimum 10 years of experience with reputed Flight Handling Unit (FHU) / Flight Caterer / Airline Operator / Airline Catering. Out of 10 years, minimum 3 years experience of reporting directly to HoD. Preference will be given to those having experience in Flight Catering / Airline experience in FHU activities. Have complete knowledge about the types of aircrafts and their GLP. Having experience in coordination with the Airlines and all connected vendors and Flight Tracking through Amadeus software and stores management through the SAP software.

iv) **Asst. Mgr. Stores & Billing :**  
**Total Vacancies: 01**

**Key Responsibilities:** He / She will report to the Duty Manager (Shift Incharge & Airline Coordinator). Assigning duties to all staff for Inventory Management through SAP Operators, upkeep of the store house, accounting of stores, indenting, collection from bulk warehouse, receiving from vendors, preparing bills / invoices on a timely basis. Issue of stores on time to various sections for packing of dry stores, beverages, linen, liquor, etc. To resolve identified issues by taking immediate actions so as to ensure delivery of services as per the SLA. Submit ATR for all agreed upon actions to resolve issues. Ensure proper stores management and billing / invoices in time. Timely requisitions based on flight specifications and receiving materials of all types. Ensure at all times the Uplift Standards, Custom Requirements, and Regulatory Norms as applicable to Packing & FHU activities. Complete coordination for Shift during the duty period. All responsibility towards the Retrievals of dry store, soiled linen, liquor and its proper accounting of stores as applicable.

**Academic & Professional Qualification:** Minimum Graduate from a reputed and recognised university. Fluent in English and Hindi language and use of computers.

**Experience:** Minimum 10 years of experience with reputed Flight Handling Unit (FHU) / Flight Caterer / Airline Operator / Airline Catering. Out of 10 years, minimum 3 years experience of reporting directly to HoD. Preference will be given to those having experience in Flight Catering / Airline experience in FHU activities. Have experience in coordination with all connected vendors linen and laundry management and stores management through the SAP software.

v) **SAP Operators :**  
**Total Vacancies : 04**

**Key Responsibilities:** Report to the Asst Manager Stores & Billing. Inventory Management through SAP software system or any software provided by the airline. Indenting and Accounting of the stores through the software system. Generating and maintaining of all reports and records for stores management activity and accounting of stores of all types.

**Academic & Professional Qualification:** Minimum 12<sup>th</sup> Pass from a reputed and recognised school. Fluent in use of computers, and conversing in English and Hindi languages. Candidate with formal computer knowledge / certification will be preferred for stores management through SAP / Software systems.

**Experience:** Minimum 5 years of experience with reputed Flight Handling Unit (FHU) / Flight Caterer / Airline Operator / Airline Catering. Preference will be given to those having store handling / store house management experience and handling through SAP software system. Have experience in coordination with all connected vendors, linen and laundry management and stores management through the SAP software.

**vi) Supervisors :**

**Total Vacancies: 22**

**Key Responsibilities:** Reporting to Asst Manager Operations. He/She is required to carry out comprehensive documentation, including requisitions, checklists, and records. He/She will be required to oversee packing, handling, logistics, retrieval processes to maintain quality and efficiency. He/She will be required to ensure adherence to uplift standards, customs requirements, regulatory norms with respect to packing and FHU activities. He/She will be required to ensure that packed items align with lift standards taking into account aircraft type. Should understand the GLP.

**Academic & Professional Qualification:** 12<sup>th</sup> Passed, Fluent in English and Hindi language.

**Experience:** Minimum 5 years of experience with reputed Flight Handling Unit (FHU) / Flight Caterer / Airline Operator / Airline Catering. Preference will be given to those having experience in Flight Catering / Airline experience in FHU activities. Complete knowledge of packing and preparing carts for specific GLP.

**Vii) Packers & Loaders :**

**Total Vacancies: 59**

**Key Responsibilities:** Reporting to the Supervisor. He/She will be required to prepare the carts as per the GLP and pack all dry stores, dry snacks and linen items as per the GLP to maintain uplift standards in the aircraft type and sector specifications. To sort and perform packing of dry store items but not limited to bonded as well non-bonded items including consumables etc., He/She will be required to seal carts as per customs requirements and ensure all regulatory norms, tagging & labelled in the carts, to coordinate for high lifts and load all the necessary items in the vehicles and transfer them to the aircraft. He/she will be required to perform at gate/hi-lift-verification of all packed/sealed items to be loaded which are aligned with uplift standards. He/She will be required to carry out packing of Linen and Linen Management activities.

**Academic & Professional Qualification:** 10th Passed. Fluent in English and Hindi language

**Experience:** Minimum 2 years of experience with reputed Flight Handling Unit (FHU) / Flight Caterer / Airline Operator / Airline Catering. Preference will be given to those having experience in Flight Catering / Airline experience in FHU activities. Complete knowledge of packing and preparing carts for specific GLP.

**II. REPORTING:** The Head of Operations of the FHU will report to the Incharge / Head of CFCM. All other positions will report to their respective reporting managers / officials as specified above. This may, however, be changed at the discretion of the management at any time whatsoever without assigning any reasons thereof.

**III. UPPER AGE LIMIT:** Upper Age Limit is 55 years. The 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 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:** All incumbents will be required to report to work at the FHU under the Chefair Flight Catering, Mumbai. 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:** Incumbents will be engaged on a Fixed Term Contract (FTC) for a period of 3 years. The Fixed Term Contract shall be extendable for a maximum of another 2 years, depending upon performance of the incumbent and Company's requirement and as per the Business needs. The first year of employment will be on probation. Further employment will be based on the work performance during the probation period.

**VI. CTC/ Total Emoluments:** Candidates' will draw the consolidated emoluments as mentioned above against each position during the period of FTC. The CTC includes Company's Contribution to Provident Fund. Statutory deductions such as PF, etc. will be applicable.

**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 travel for official purposes, as approved by the concerned approving authority, as well as expenses incurred towards official outstation visits will be reimbursed by the company as per prevailing rules of the company. Free uniform will be provided as per company norms.

**VIII. SELECTION PROCESS & OTHER TERMS:** Interested candidates, who fulfil the above eligibility criteria as on **Sept 1, 2024**, are required to attend the Walk-in-Interview on the specified dates for each post alongwith **valid passport issued on or after August, 01 2021**, all other original documents and one set photocopy (of all documents & passport) and complete application form at the end of this document which is to be printed from the website and filled up. Where necessary the company reserves the right to conduct practical test of any candidate to verify his / her claims for the candidature as per qualifications. **The HCI Management reserves the right to have member(s) from the concerned Airline for the Interview process and If required the Shortlisted candidates may be required to undergo more than one round of interview for the final selection of the shortlisted candidate.**

**IX. Dates for Walk-In-Interviews :-**

- (a) Head Operations / Duty Managers – on **04 Sept 2024**
- (b) Asst Managers / SAP Operators – on **05 Sept 2024**
- (c) Supervisors – on **06 Sept 2024**
- (d) Packers & Loaders – on **07 Sept 2024**

**X. Venue / Address for the Walk-In-Interview:-**

Hotel Corporation of India Ltd, Chefair Flight Catering Premises, CSMI Airport,  
Opp. ITC Maratha Hotel, Sahar Road, Andheri East, Mumbai-400 099.

**XI. Reporting Time – From 10 AM to 2 PM.** Entry will not be permitted after 2 PM.

**XII.** Candidates must ensure that they fulfil the requisite eligibility criteria as on **01.09.2024** and the particulars furnished by them in the Application Form are correct in all respects. At the time of walk-in-interview (followed by practical test, if any required) all the applications received incomplete / mutilated or without any of the supporting documents, as specified will be rejected. The decision of the Company will be final in this regard.

i) 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:** The Official Website is - [www.centaurhotels.com](http://www.centaurhotels.com)

Interested candidates and EX-Servicemen may keep visiting the website regularly for updates. Interested candidates, who fulfil the above eligibility criteria as on **Sept 01, 2024**, may download the Application Form and print it accordingly for filling it up.

ii) Candidate to report with the completed Application Form (see prescribed format below), **original certificates and one copy of 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) Documents in support of the candidature which must include the following:
  - (i) Date of birth (class 10<sup>th</sup> certificate). (For Ex-Servicemen – Discharge Book & ESM Identity card.)
  - (ii) Educational Qualification & Professional Qualification.
  - (iii) Experience Certificate or the Appointment Letter and Relieving Letter/ Full & Final Clearance Letter from all the previous employers.
  - (iv) 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.
  - (v) Applicants serving in Government/ Semi-Government/ Public Sector Undertakings or Autonomous bodies as permanent or on contract must route their Application through proper channel or bring along the “No Objection Certificate” from their present employer.
  - (vi) Candidates already working with Chefair Mumbai 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 through their current Reporting Manager.
  - (vii) Valid Passport issued **on or after October, 01 2021 is MANDATORY for all candidates, except the existing employees of Chefair / HCI who are already holding valid AEP (Airport Entry Pass).**

iii) At any stage of the Selection Process, or later, should the particulars or the testimonials provided are 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.

iv) Candidates will be required to make their own travel arrangements to attend the complete interview process. No TA/DA will be given. Candidates are advised to take suitable precautions against rain and carry their own drinking water and food.

**v)** Selected candidates will be required to submit police verification and 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.

**vi)** Selected candidates will have to undergo the BCAS Verification Process and AVSEC Training the cost of which will be borne by the company.

**vii)** 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 regularly visit the career page of website [www.centaurhotels.com](http://www.centaurhotels.com)

**viii)** 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.

**ix)** Management reserves the right to change the above conditions, based on requirements of the company and business needs and without providing any reasons thereof.

**x)** Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidature.

**xi)** The Management of the HCI Ltd reserves the right to cancel the recruitment process at any time due to administrative reasons.

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**HOTEL CORPORATION OF INDIA LTD.**

**APPLICATION FORMAT FOR THE POST OF:**

(Tick Only 1, for More than 1 fill up separate Form)

**Unit Head** Flight Handling Unit

**Duty Manager** (Shift Incharge / Airline Coordinator)

**Asst Manager** (Operations)

**Asst Manager** (Stores & Billing)

**SAP Operator**

**Supervisors**

**Packers & Loaders**

Paste a recent  
Passport size  
photograph

(Please do not  
staple)

**Walk – In – Interview Dates**

On **04 Sept** 2024 - Head Operations & Duty Managers

On **05 Sept** 2024 – Asst Managers & SAP Operators

On **06 Sept** 2024 – Supervisors On **07 Sept** 2024 - Packers & Loaders

**1. YOUR PERSONAL DETAILS:**

a) Name (in CAPITAL Letters): \_\_\_\_\_ Rank (for ESM) \_\_\_\_\_

b) Father's Name: \_\_\_\_\_

c) Address: \_\_\_\_\_

\_\_\_\_\_ Pin Code \_\_\_\_\_

d) Contact Details:

i) Mobile No.: \_\_\_\_\_

ii) Mobile No.: \_\_\_\_\_

iii) E-mail id: \_\_\_\_\_

e) Date of Birth: \_\_\_\_\_

f) Age (**As on 01.09.2024**): \_\_\_\_\_ (Years) \_\_\_\_\_ (Months) \_\_\_\_\_ (Days)

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

h) Marital Status - Married - Single - Divorced-

i) Court Case / Labour Case (if any) –

j) Passport Issue Date –

k) Airport Entry Pass (valid Upto) -

l) Category you belong to:

☐

GEN

☐

SC

☐

ST

☐

OBC

☐

EWS

☐

DEF

**2. Particulars for Reference Checks to be conducted by HCI:**

S. No.	Particulars of the Referring Manager	Organization 1	Organization 2	Organization 3
1.	Name of Referring Manager			
2.	Designation of Referring Manager			
3.	Name of Organization of Referring Manager			
4.	Current Organization of Referring Manager			
5.	Email ID of Referring Manager			
6.	Mobile No. of Referring Manager			

**3. Educational/ Professional Qualifications: (10+2 onwards):**

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

(\*\* List starting with the latest qualification first)

**4. Positions held in support of the total requisite experience at work & present position held (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)

5. 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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6. 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:

7. Give details of experience during the service ( you may attach separate sheets)

8. Give Details of court case / labour case (if any) –

9. 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 I 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 HCI.

Date: 2024

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 any bribe, I will  
immediately bring the same to the knowledge of management.

Signature:-----  
Name of the Candidate:

Date: