

**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 in New Delhi:

Sr. No.	Post	Total Vacancies	CATEGORY					Location	CTC (Rs. in lakhs per month)
			GEN	SC	ST	OBC	EW S		
1	General Manager (Operations), HCI	1	1	-	-	-	-	Delhi	1.05

**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. General Manager ( Operations), HCI**

- a) **Key Responsibilities:** He/she will be responsible for driving the overall performance & meeting the strategic objectives; oversee cashflows and optimize the P&L including meeting of budgeted topline, EBITDA and other financial & operational metrics of the hotel; oversee all departments to ensure smooth & efficient operations of the hotel on a daily basis, working in harmony to deliver a memorable stay for guests; maintain the overall appearance and functionality of the property; manage staff; meet with guests & ensure they are provided with high standards of services as per the laid down procedures and specifications at all times; address guest concerns promptly, and constantly seek ways to enhance the guest experience; ensure guests return as ambassadors of the hotel as measured by the growth in NPS/ guest satisfaction results posted on various online reputation management sites; assume complete accountability of Administration, Operations, Sales, Marketing & Distribution, Health, Safety & Hygiene, Quality, Licensing & Statutory compliances of the hotel. The incumbent will represent the Company in industry forums and contribute to employer branding.
- b) **Academic & Professional Qualification:** Graduate. Candidate with Diploma in Hotel Management from a Government recognized Institute or an Institute of repute will be preferred.
- c) **Experience:** A minimum of 12 years of experience in the hospitality industry, of which at least a minimum of 2 years as an HOD in a hotel of repute is a must.

II) **REPORTING:** He/She will report to the Chief Executive Officer of the Company.

III) **AGE:** Upper age limit is 55 years for the above position as on **February 01, 2026**. In case of reserved category, upper age limit is relaxable by 5 years for SC/ ST candidates and by 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 those applying for such relaxations would be required to produce the original certificate issued by the appropriate authority for Central Government employment.

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 1 year will be

on probation. The FTC tenure can be extended for further period of up to 2 years on the same terms & conditions 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 the contract without assigning any reason and/or in the event of unsatisfactory performance.

- V) **PLACE OF WORK**: Incumbent will be based in Delhi. This can, however, be changed depending on the requirement of the Company.
- VI) **CTC/ Total Emoluments**: During the FTC period of 3 years, candidate will draw the monthly CTC as indicative above. Statutory deductions such as PF, etc. 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:**

1. Interested candidates, who fulfill the above eligibility criteria as on **01 February 2026**, are required to send the completed Application to reach at the below mentioned address latest by 1700 hours on 17.03.2026.

**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 the post of General Manager (Operations), HCI".

2. Candidates must ensure that they fulfill the requisite eligibility criteria as on **01.02.2026** 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.**
3. 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 these positions, HCI will issue corrigendum on the website [www.centaurhotels.com](http://www.centaurhotels.com). Interested candidates may keep visiting the website regularly.**
4. Interested candidates, who fulfill the above eligibility criteria as on **01 February 2026** 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.
5. 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.
  6. Candidates will be required to make their own travel arrangements to attend the interview.
  7. 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.
  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.
  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. Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidature.

**XXXXXXXXXXXXXX**



**HOTEL CORPORATION OF INDIA LTD.**

**APPLICATION FORM FOR THE POST OF:**

**General Manager (Operations), HCI**

Paste a recent  
Passport size  
photograph

(Please do not  
staple)

**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 01.02.2026): \_\_\_\_ (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.			

**II. 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):**

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
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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: