



**HOTEL CORPORATION OF INDIA LTD.  
(A Government of India Undertaking)**

Invites experienced professionals to apply for the post of

**Chief Financial Officer - HCI**

(on a Fixed Term Contract basis, based in Delhi)

**Unit Head-Chefair, Mumbai | Executive Manager-Finance, Mumbai**

(on a Fixed Term Contract basis, based in Mumbai)

Last date for receiving completed applications: January 9, 2023

**For complete details and for other future vacancies  
login to Careers section of [www.centaurhotels.com](http://www.centaurhotels.com)**

**HOTEL CORPORATION OF INDIA LTD.**



Hotel Corporation of India Limited (HCIL) operates the Centaur Hotel New Delhi, Centaur Lake View Hotel Srinagar, Chefair Delhi, Chefair Mumbai and two Airport Lounges at T3, IGI Airport, New Delhi.

1. HCI invites applications from eligible Indian citizens for filling up the following post:

Sr No.	POST	NO. OF VACANCIES	CATEGORY	PLACE OF POSTING	MONTHLY EMOLUMENTS - (CTC, including Salary & Allowances)
1	Chief Financial Officer, HCI	01	Reserved for OBC	Delhi	Rs. 1.25 lakhs
2	Unit Head, Chefair Mumbai	01	General	Mumbai	Rs. 0.95 lakhs
3	Executive Manager - Finance	01	General	Mumbai	Rs. 0.80 lakhs

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

**1. Chief Financial Officer:**

**Key responsibilities:** He/ She will report to the Chief Executive Officer and be responsible for all the financial activities of the Company including Revenue and Expenditure Accounting in all the locations of the Company. Accountable for setting international best practices in implementing, managing and running the overall Finance function of the Company, including, but not limited to Working Capital Management, Financial Planning & Strategy, budgeting, forecasting, reporting, cash-flow management, identifying process improvements, project management, etc. Facilitating / Completing Statutory Audit, C&AG Audit, Internal Audit, Tax Audit, etc. compliances within the time limits stipulated by law across all units/ locations. Statutory Compliances w.r.t. GST, PT, TDS, PF, ESIC, Gratuity, etc. Monitor financial performance by measuring and analysing results, initiating corrective actions, and minimizing the impact of variances. Implementing Risk Management Policy Maximize return on invested funds by identifying investment opportunities and maintaining relationships with the investment community. Working closely with the various Unit Heads in the Company and ensure that all books of accounts are accurately maintained and reported as per statutory and company requirements within stipulated timelines, lead & direct the Accounts, Internal Audit & Purchase teams to implement various lead & lag cost control measures, secure mandatory licenses, insurances & AMCs to run the business seamlessly. Implementing Internal Financial Controls across all the locations of the Company. Duties and responsibilities would include streamlining payroll functions, preparing various Reports as and when

required by higher authorities. Compliances of Audit Committee and Board decisions, DPE guidelines, coordinating with outside authorities such as DPE/ GST/ Income tax and any other authority, taking corrective action on the observations of Internal Auditors, Statutory Auditors, C&AG from time to time, etc. Working on GeM, TReDS. Timely Reconciliations, MIS, etc. Physical Verification of Fixed Assets. Quarterly Preparation of Accounts of the Company. Any additional task / assignment allotted by the Competent Authority, including nomination to the Internal Complaints Committee, etc.

**Academic & Professional Qualification:** Graduate degree in finance/ accounting from a recognized University/ Institution and an Associate / Fellow Member of the Institute of Chartered Accountants of India is mandatory.

**Preferable:** Additional qualification of MBA in Finance from a UGC accredited University and/or Certified Public Accountant certification will be an added advantage.

**Experience:** A minimum of 10 years of post-qualification practical experience in the accounting and financial management practices of a Company of repute with a minimum of 3 years assisting the Head of Finance of the Company. Preference will be given to candidates having previously worked for a Public Sector Undertaking/ hospitality chain/a Flight Catering company. Candidates with extensive IND AS & financial reporting skills, working knowledge of Tally, word processing, spreadsheets & hotel PMS will be preferred. Experience in setting, measuring and reporting of lead & lag results in the hospitality / flight catering Company will be an added advantage.

## **2. Unit Head, Chefair Mumbai:**

**Key responsibilities:** Reporting to the Chief Executive Officer. Responsible for the P&L of the unit, accountable for enhancing efficiencies across all areas of the flight catering division; manage & motivate team members to achieve departmental targets; upkeep of the unit at all times; provide on time catering services as per laid down procedures and specifications at all times; maintain excellent relationships with airline partners and various statutory authorities; source, close and execute new opportunities to enhance business for Chefair Flight Catering Division.

**Academic & Professional Qualification:** Diploma in Hotel Management/ Graduation from a Government recognized institute or an institute of repute.

**Experience:** 10 years of hospitality experience with at least 3 years assisting the Unit Head. Preference will be given to those with experience in Flight Catering/ Cloud Kitchen/ Food manufacturing/ Institutional Catering unit.

**3. Executive Manager- Finance:**

**Key Responsibilities:** Reporting to the Chief Financial Officer, incumbent would be responsible for managing the Accounts department of the said unit/s; prepare, update & maintain accurate, timely, and relevant financial data/ ratios; manage all phases of Accounts Payable, Receivable and departmental budget; reduce ageing by following-up with debtors for timely recoveries; ensure expenses are accounted for on an accrual basis; manage statutory & vendor payments cycle; guide the Unit Head to manage working capital & improve profitability; manage the audit function of the said unit/s, verifying recorded transactions and report irregularities to management; set, review & implement processes to prevent revenue leakage & enhance profitability; implement sound purchasing policies, systems and procedures in accordance with Company standards; prepare regular MIS reports and summaries of accounting activities; prepare financial statements

**Academic & Professional Qualification:** Minimum of B.Com/ BBA with specialization in Finance. Preference will be given to those who are M.Com/ M.B.A - Finance/ ICWAI/ CA and proficient in operating on Tally.

**Experience:** A total of 7 years of post-qualification experience, preferably in hospitality/ Flight Catering/ Institutional Catering/ QSR/ Convention Center/ Events company/ Travel Management/ Facility Management company of repute.

3. **REPORTING:** to the Officer as stated above. This may, however, be changed at the discretion of the management at any time whatsoever.
4. **AGE:** For position in Sr. No. 1 (CFO), a maximum of 55 years as on 01.12.2022. For serving / retired employees from PSUs, the upper age limit will be 62 years as on 01.12.2022.

For both the other positions as mentioned in Sr. No. 2 & 3 above: Maximum of 55 years as on 01.12.2022.

5. **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 may 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.

6. **PLACE OF WORK:** Incumbents will be based in the city as specified above against each of the positions. This can, however, be changed depending on the requirement of the Company.
7. **CTC/ Total Emoluments:** During the FTC period of 3 years, candidates will draw the consolidated CTC as specified against each of the positions. Statutory deductions such as PF, etc. will be applicable. Additionally, a 10% deduction is currently being levied as Economy Measures on the CTC. Based on consistent exceptional performance, extension of services and CTC will be reviewed every year.
8. **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.
9. **SELECTION PROCESS & OTHER TERMS:**
  - i) Interested candidates, who fulfil the above eligibility criteria as on **December 1, 2022**, are required to send the completed Application to reach the following latest by 1700 hours on Thursday, January 9, 2023:

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

Sealed envelope, enclosing the completed Application with all the supporting documents as detailed below, must be clearly super scribed with the post applied for i.e. **"Application for the Post of -----"**.

- ii) Candidates must ensure that they fulfil the requisite eligibility criteria as on **01.12.2022** and the particulars furnished by them in the Application Form are correct in all respects. Applications received incomplete/mutilated or without any of the supporting documents, as specified below, will be rejected. The decision of the Company will be final in this regard.
- iii) Those provisionally eligible, will be called to appear for an Interview which is tentatively scheduled to be held starting 12.01.2023. 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 personal interview and their candidature shall be disqualified.

**NOTE: If no candidate is found suitable for this position, HCI will issue fresh advertisements after every two weeks on the website [www.centaurhotels.com](http://www.centaurhotels.com). Interested candidates may keep visiting the website regularly for further updates in this regard.**

- iv) Interested candidates, who fulfil the above eligibility criteria as on **December 1, 2022**, 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.
- v) 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.
- vi) Candidates will be required to make their own travel arrangements to attend the interview.
- vii) 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.
- viii) 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.

- ix) 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.
- x) Management reserves the right to change the above conditions, based on requirements and without providing any reasons thereof.
- xi) 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:**

Chief Financial Officer

Unit Head , Chefair Mumbai

Executive Manager – Finance

Paste a recent  
Passport size  
photograph

(Please do not

**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 01.12.2022): \_\_\_\_ (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	Organization 1	Organization 2	Organization 3
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:

Note:

1. Please attach a write-up, not exceeding 400 words, in support of your candidature.
2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e. in footnotes or on a separate attachment

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