

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.

The Company is inviting experienced professionals of Indian nationality to apply for the following positions in New Delhi and Mumbai:

Sr. No.	Post	Total Vacancies	CATEGORY					Location	CTC (Rs. in lakhs per month)
			GEN	SC	ST	OBC	EWS		
1	GM-Sales, Marketing & Distribution	1	1	-	-	-	-	Delhi	1.05
2	Revenue Manager	1	1	-	-	-	-	Delhi	0.75
3 i)	Manager – Corporate Sales (Mumbai)	1	1	-	-	-	-	Mumbai	0.55
ii)	Manager – Travel Industry Sales (Mumbai)	1	1	-	-	-	-	Mumbai	0.55
4 i)	Asst. Manager - Corporate Sales	1	1	-	-	-	-	Delhi	0.40
ii)	Asst. Manager- Travel Industry Sales	1	1	-	-	-	-	Delhi	0.40
iii)	Asst. Manager- Events & Celebrations	1	1	-	-	-	-	Delhi	0.40

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. GM-Sales, Marketing & Distribution:

a) Job profile: He/ She will be primarily responsible for implementing international best practices in optimising revenues of the Company; manage & direct the Company's Sales, Marketing and Revenue Management team members and work closely with the Unit heads to optimise revenues for their respective units; leverage existing relationships with customers to maximise opportunities for our units as well as guide team members to develop, grow & maintain new accounts as well as maintain a healthy & productive relationship with them; leverage existing relationships to generate and close opportunities for unpaid media placements in relevant & targeted consumer & trade media to generate awareness, endorsements & recall about our units from the targeted segments; grow & leverage our digital footprint, including Social media presence to optimise direct business; scout and close opportunities for strategic partnerships with Credit Card companies, Influencers, etc. to enhance reach & distribution; prepare revenue budgets and a plan of action for each of the units in the Company & meet Total Revenue targets of the Company; evaluate performance and take timely & proactive measures to course correct.

- a) **Academic & Professional Qualification:** Minimum Graduate degree from a recognised University/ Institution. Those with an MBA in Marketing will be preferred.
- b) **Experience:** Minimum of 15 years of experience in a Global/ Indian hospitality chain of repute, of which at least 5 years should be as the Head of Sales & Marketing in a hotel of a reputable brand.

Apart from excellent analytical, interpersonal, written and oral communication skills, including presentation skills, those with experience in implementing strategies to leverage business from Global Distribution Systems, online food aggregator companies & Airlines; closed opportunities for institutional catering; adept at managing the booking engine of brand.com; managing hotel Sales, Revenue & Reservations teams; staying current with the latest technology tools, including deployment of CRM, channel manager, rate shopping tools, STR, etc. will be at an advantage.

2. **Revenue Manager:**

- a) **Job profile:** He/She will be primarily responsible for implementing international best practices in optimising Total Revenues of the hotels 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 & Sales & Marketing teams to prepare revenue budgets for the hotels & meet Total Revenue targets of the hotels on a weekly/monthly basis. In addition, will take full accountability for meeting the online targets of the hotels 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 recognised 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 optimise 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.

3.
 - i. **Manager – Corporate Sales** (1 position - Mumbai)
 - ii. **Manager – Travel Industry Sales** (1 position - Mumbai)
 - a) **Job Profile:** He/She will be primarily responsible for generating business & achieving targets for each of the Units of the Company; develop & maintain healthy & profitable relationships with key accounts from the given segment; conduct site inspections as and when required; leverage existing relationships to introduce new accounts to the Company; use superior relationship skills to penetrate accounts; maintain a high conversion rate; analyze market developments and production details to prioritize efforts in enhancing share of wallet.
 - b) **Academic & Professional Qualification:** Minimum of a Graduate from a recognised University /Institution. MBA with a specialization in Marketing will be preferred.
 - c) **Experience:** Minimum of 5 years of experience in a Global/ Indian hospitality chain of repute and/or a Travel Organisation / Airline of which a minimum of 2 years in Sales. Candidates having good networking with high potential accounts in the vertical being applied for will be preferred
 4.
 - i) **Asst. Manager – Travel Industry Sales**(1 position – Delhi)
 - ii) **Asst Manager – Events and Celebrations Sales**(1 position – Delhi)
 - iii) **Asst. Manager- Corporate Sales**(1 position – Delhi)
 - a) **Job Profile:** He/She will be primarily responsible for managing accounts from the given segment and generate new businesses to each of the Units of the Company; conduct site inspections; develop & maintain healthy relationships with key accounts to penetrate accounts; maintain a high conversion rate; analyze market developments and production details to prioritize efforts in enhancing share of wallet.
 - d) **Academic & Professional Qualification:** Minimum of a Graduate from a recognised University/Institution. MBA with a specialization in Marketing will be preferred.
 - e) **Experience:** Minimum of 4 years of experience in a Global/ Indian hospitality chain of repute and / or a travel organisation/Airline with a minimum of 1 year in Sales. Candidates having good networking with high potential accounts in the vertical being applied for will be preferred
- II. **REPORTING:** GM-Sales, Marketing & Distribution shall report to the CEO of the Company. All other positions as specified above will report to the GM-Sales, Marketing & Distribution. This may, however, be changed at the discretion of the management at any time whatsoever without assigning any reasons thereof.

- III. **UPPER AGE LIMIT:** For all positions the maximum age limit is 40 years as on October 1, 2022 except for GM-Sales, Marketing & Distribution, where the maximum age limit is 55 years as on October 1, 2022.
- IV. **PLACE OF WORK:** Positions based in Delhi will operate from The Centaur Hotel, New Delhi while positions based in Mumbai will operate from Chefair, Mumbai. 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 fulfil the above eligibility criteria as on **October 1, 2022**, are required to send the completed Application to reach the undersigned latest by 1700 hours on Monday, October 3, 2022:

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 -----".

- ii) Candidates must ensure that they fulfil the requisite eligibility criteria as on **01.10.2022** 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 from October 7, 2022 onwards. 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 fresh advertisements after every two weeks on www.centaurhotels.com. Interested candidates may visit the website to check for openings.

- iv) Interested candidates, who fulfil the above eligibility criteria as on **October 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 FORMAT FOR THE POST OF:

(Delete/ Strike-out whatever is not applicable)

GM-Sales, Marketing & Distribution (Delhi)
Revenue Manager (Delhi)
Manager – Corporate Sales (Mumbai)
Manager – Travel Industry Sales (Mumbai)
Asst. Manager Travel Industry Sales (Delhi)
Asst. Manager- Events & Celebrations (Delhi)
Asst. Manager- Corporate Sales (Delhi)

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 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	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.			

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):

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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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. 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:
