



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

Applications are invited from eligible Indian citizens for following position in
Hotel Corporation of India Ltd. (HCI)

Chief Human Resources Officer, HCI
(on a Fixed Term Contract basis)

Last Date of receipt of application – 1700 hours on November 15, 2025

**For Complete details & Application Form and all
Further notifications In Future
please login to website**

www.centaurhotels.com, www.aiah.in, www.aia.in, www.aiesl.in, www.allianceair.in



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

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

Sr. No.	POST	NO. OF VACANCIES	CATEGORY	MONTHLY EMOLUMENTS -(CTC)
1	Chief Human Resources Officer	1	General	Rs. 1,25,000/-

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

i) **Key Responsibilities:**

He/She will be responsible for the overall HR, Training & Administration of the Company. Serving as an employee advocate, mediator, mentor, and coach will set and maintain ENPS. The incumbent will be accountable for setting of international best practices covering, but not limited to, human capital management; initiate, articulate & amplify values, culture & goals within the organization; drive employer branding; design & implement talent acquisition, retention, career development & separation plans; compensation & benefits strategies; maintain workplace & safety standards; design & implement performance management; ensure hiring & on-boarding procedures are effective for diverse groups; initiate learning & development programs; maintain effective Industrial Relations and adhere to all statutory laws across all units of the company.

ii) **Academic& Professional Qualification:**

Serving/ retired career Defence personnel of a minimum of Lt. Colonel rank or equivalent OR Minimum Graduate with a Diploma (2-years full-time or 3-years part time) in HR/ People Management, Organisational/ Industrial Psychology, Industrial Relations or Labour Welfare, or related subjects or an M.B.A. in Personnel Management/Industrial Relations from a recognised University/Institution.

iii) **Experience:**

A data-driven leader who can connect workforce and business outcomes, a minimum of 15 years of experience in a Public Sector Undertaking/ Private sector/Multinational company of which at least 3 years must be as a Head of HR or IR function. Retired Defence personnel / Ex-servicemen of minimum of Lt. Colonel rank and having experience of HR/IR/Administration function may also apply.

Preference will be given to those with experience heading HR function in a hospitality chain hotel and/or working in a Flight Catering company/ QSR /event management of repute.

3. **AGE:** Upper age limit is 59 years as on 01.10.2025. For serving / retired employees from PSUs and candidates from the Defence field of a minimum of Lt. Colonel rank or equivalent, the upper age limit will be 62 years as on 01.10.2025.

4. **REPORTING:** to the Chief Executive Officer of the Company
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 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

6. **PLACE OF WORK:** Incumbent will be based in Delhi. This can, however, be changed depending on the requirement of the Company.
7. **CTC/ Total Emoluments:** During the FTC period of 3 years, candidate will draw CTC of Rs 1.25 lakhs per month. Statutory deductions such as PF, etc. will be applicable. 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:

1. Interested candidates, who fulfill the above eligibility criteria as on **01 October, 2025**, are required to send the completed Application to reach the undersigned latest by 1700 hours on 15 November, 2025.

Chief Executive 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 Chief Human Resources Officer".

2. Candidates must ensure that they fulfill the requisite eligibility criteria as on **01.10.2025** 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 this position, HCI will issue corrigendum on the website www.centaurhotels.com. Interested candidates may keep visiting the website regularly.

4. Interested candidates, who fulfill the above eligibility criteria as on **01 October, 2025**, 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:
6. A recent passport size photograph pasted in the space provided in the application Form
7. Original and one set of self-attested documents in support of the candidature which must include the following:
 - Date of birth.
 - Educational Qualification & Professional Qualification.
 - Experience Certificate or the Appointment Letter and Relieving Letter/ Full & Final Clearance Letter from all the previous employers.
 - 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.
 - 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.

XXXXXXXXXXXX



HOTEL CORPORATION OF INDIA LTD.

APPLICATION FORM FOR THE POST OF:

Chief Human Resources Officer, 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 01.10.2025): _____ (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: