

HOTEL CORPORATION OF INDIA LTD.
(A Subsidiary of AIAHL)



Hotel Corporation of India Limited (HCI) 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	TOTAL VACANCIES	CATEGORY					LOCATION	MONTHLY EMLUMENTS – (CTC)
			GEN	SC	ST	OBC	EWS		
1	CHIEF FINANCIAL OFFICER, HCI	1	1	-	-	-	-	DELHI	Rs. 1,25,000/-

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

(a) **QUALIFICATION:** Qualified Chartered Accountant from the Institute of Chartered Accountants of India OR Cost Accountant from Institute of Cost Accountants of India. Should be a member of the Institute of Chartered Accountant of India or a member of the Cost & Works Accountants of India.

(b) **EXPERIENCE:** 10 Years post qualification experience in Maintenance of Accounts, Budgetary Control, Final Accounts, Expenditure Accounting, Revenue Account Statutory Compliance, Auditing and Taxation matters, Working Capital management, Financial Planning etc. The Candidate with working experience of having worked in a Government/PSU organization working experience environment will be given preference. Out of 10 years experience, 02 years should be in senior position as per detail given below:-

- Candidates from Central/State PSE working at the level of E-6 and above.
- Candidates from Private sector listed companies working not more than 2 level below CEO/Head of institution.

(c) **AGE:** Maximum 62 years as on 01-07-2026.

3. **JOB DESCRIPTION:** The post carries the duties and responsibilities as under:

Overall in-charge of all the Financial Activities of the Company viz.

- a) Duties and Responsibilities as overall in charge of all the financial activities of the Company viz. Expenditure Accounting, Revenue on PAN India basis.
- b) Statutory Compliance w.r.t GST, PT, TDS, PF, ESIC, Gratuity, DGFT etc.
- c) Facilitating/ Completing Statutory Audit/ CAG Audit/Cost Audit/ Audit/ Internal Audit/Tax Audit within the time limits stipulated by law.
- d) Implementing Internal Financial Control on PAN India basis.
- e) Execution/ Implementation of Risk Management policy.
- f) Working Capital Management, Financial Planning and Forecasting.

- g) Preparing Reports as and when required by Higher Authority i.e. CEO/Board.
 - h) Ensuring Compliance of Audit Committee Meetings.
 - i) Compliance with DPE Guidelines (as applicable to PSU/CPSE).
 - j) Coordinating with outside Authorities such as DPE/Ministry of Civil Aviation/GST/Income Tax or any other authorities.
 - k) Taking note of observations of Internal Auditors, Statutory Auditors, and Comptroller & Auditor General of India and taking corrective action thereafter from time to time.
 - l) Working on IATA platform, GeM, TReDS.
 - m) Timely Reconciliations, MIS etc.
 - n) Physical verification of fixed Assets.
 - o) Preparations of Quarterly/Half Yearly/ Annual Accounts of the Company.
 - p) Any other allied job related to Finance.
4. **REPORTING:** to the CEO. This may, however, be changed at the discretion of the management at any time whatsoever.
5. **DURATION OF FIXED TERM CONTRACT:** The selected candidate will be appointed on a Fixed Term Employment Contract for a period of 03 (Three) years extendable by another (02) years, subject to candidate's age not exceeding 65 years, 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 Delhi. 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 of Rs. 1,25,000/- 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:**
- i. Candidates who wish to apply are advised to print the Application Format attached below, fill it and send the application by Post/Speed post/Courier at following address in an envelope that must be super scribed with the post:

Post Applied for: CHIEF FINANCIAL OFFICER [CFO], HCI.

**Chief Human Resources Officer,
Hotel Corporation of India Ltd.
The Centaur Hotel,
Near IGI Airport,
New Delhi – 110037.**

The last date of receipt of application is 1700 hours on 15th July, 2026 on the above address. Applications received after the last date will not be entertained.

- ii.** Candidates must ensure that they fulfill the requisite eligibility criteria as on 01-07-2026 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 in the month of July 2026, 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 these positions, HCI will issue corrigendum on the websites www.centaurhotels.com, www.aiah.in, www.aiesl.in, www.allianceair.in, www.aiasl.in. Interested candidates may keep visiting the websites regularly.

- iv.** Interested candidates, who fulfill the above eligibility criteria as on **01 July 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:
 - i.** Date of birth.
 - 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 may route their

Application through proper channel or along with the “No Objection Certificate” from their present employer.

- vi.** If the candidate is working in private sector, he/she is required to submit a certificate from the existing employer that the post held by them is not more than 2 levels below the post of CEO.
- vii.** 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.
- viii.** Candidates will be required to make their own travel arrangements to attend the interview.
- ix.** 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.
- x.** 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.
- xi.** 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.
- xii.** Management reserves the right to change the above conditions, based on requirements and without providing any reasons thereof.
- xiii.** Canvassing in any form by or on behalf of the candidate shall lead to disqualification of the candidature.



HOTEL CORPORATION OF INDIA LTD.

APPLICATION FORM FOR THE POST OF:

CHIEF FINANCIAL OFFICER, HCI

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 01.07.2026): _____(Years)_____ (Months)_____ (Days)

g) Gender: Male Female Transgender

h) Marital Status: _____

i) Nationality: _____

j) 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.			

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	Pay Scale	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



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: