

IFCI INFRASTRUCTURE DEVELOPMENT LIMITED

IFCI Tower, 61 Nehru Place, New Delhi – 110019

Tel: +91-11-41732000

Website: www.iidlindia.com

CIN: U45400DL2007GOI169232

Application invited for the post of 'Client Relation Executive' for our Hospitality Unit on a contractual basis.

S. No.	Post	No. of Vacancy	Eligibility	Age	Experience	Compensation (In. Rs.)	Location	Category
1.	Client Relation Executive	2	Regular /Full Time Bachelor of Hotel Management. Or Diploma in Hotel Management.	Maximum Age- 35 years	Minimum 3 to 5 years of experience in the Front Office Department of reputed hotels	INR 25,000 Per Month (Negotiable)	New Delhi	UR

Job Responsibilities:

- Handle the check-in of guests including the processing of their reservations and rooming at the unit level.
- Handle all guest requests during their stay.
- Handle all front desk cashiering duties.
- Organize and implement guest programs/plans that anticipate and meet guest needs and interests.
- Handle all leasing activities including the conduct of site inspections and the closure of sales deals as required.
- Act as a link between departments on operations and sales processes.
- Support sales & marketing by providing relevant information including customer feedback and sales leads.
- Manage individual portfolio assigned to maximize guest satisfaction

Nature of appointment:

The candidate will be appointed on a contractual basis on a cost to company basis for a period of 2 years and further extendable based on the performance and requirement of the Company. The appointment of any candidate on a contract basis will not confer any right of absorption in the regular employment of the company at any point in time. As and when required, the appointee may be transferred anywhere at another unit of IIDL.

Compensation: CTC will be determined based on the experience, qualifications etc. of the successful/selected candidate at the CTC of Rs.25,000/- per month. (Negotiable)

Experience & Qualification:

Minimum 03 to 05 years of relevant work experience post qualification in Front office operations in reputed hotels.

Selection Procedure:

Selection will be made through interviews only. A preliminary screening of the applications will be carried out to shortlist eligible candidates to be called for the interview. Merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for an interview. The place and date of the interview will be advised to the short-listed candidates in due course. Candidates are required to bring all original certificates (class 10th onwards) with self-attested photocopies on the date of the interview. IIDL reserves the right to modify the selection procedure if deemed fit.

Age:

The maximum age is up to 35 years. All Computations of age shall be done considering 23.03.22 as the cut-off date. Age relaxation for SC/ST/OBC (NCL)/EWS/PWD candidates shall be applicable as per govt. guidelines.

General Instructions:

1. Candidates are advised to read all the instructions carefully before applying and ensure to fulfil stipulated eligibility criteria as of the date of eligibility.
2. Applications which are incomplete or received after the prescribed date or received without supporting documents in respect of age, educational qualification, caste certificate and experience etc., will not be considered and summarily rejected at the screening of application stage itself. IIDL will not be responsible for not receiving any application through email for technical reasons.
3. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case, it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcomings (s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.
4. IIDL will call the candidates for an interview based on the details furnished in the application. At the time of the interview, candidates should invariably be in possession of all the requisite certificates, IN ORIGINAL, in support of their claim with regards to their application.
5. In all matters regarding eligibility, the conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to a number of vacancies and communication of result, the Company's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
6. The selected candidates will not be given any accommodation and transport facility at the place of their posting.

7. Post qualification experience means the applicant should have working experience for the specified period after acquiring the prescribed educational/professional qualifications from the appropriate statutory authority.
8. IIDL will not be responsible for any loss of application/ communication letter/ e-mail sent, due to invalid / wrong e-mail id/ wrong postal address/postal delay etc., in case of, any communication made by IIDL. No request in this regard will be entertained.
9. The candidates are advised to go through the requirements of educational qualification, age, etc., and satisfy themselves that they are eligible before applying. If at any stage it is detected that, any FIR/ criminal case lodged/ pending against the candidate and it was found at a later stage that any information has been concealed by the candidate, even after gaining employment with the Company, His/her candidature/ appointment in the Company will be rendered ineligible/ cease to exist and the same will be treated void ab-initio without prejudice to any other action against him/her by the Company.
10. E-mail Id/ phone number/present address given in the application should be valid and functional for at least 6 months from the date of submission of application.
11. The selected panel for the advertised post will be valid for 6 months if the selected candidate does not accept the offer of appointment or leave the organization within six months, the next person in order on the panel will be offered an appointment.
12. The short-listed candidates will be called for the interview process, which will be carried out at New Delhi and NO TA/DA will be paid for attending the same.
13. Selected candidates will be required to join the services within 30 days from the date of the appointment letter. NO COMPENSATION will be provided for the shortfall of the notice period, if any, with the current employer.
14. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.
15. Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the company's website www.iidlindia.com.
16. The selected candidates will be governed by the terms and conditions of IIDL.

HOW TO APPLY:

- a. Candidates who strictly satisfy the eligibility norms are required to apply online under career section. The candidates are also required to attach a brief profile (not exceeding 3 pages) regarding qualification, experience etc. along with the online application and also attach self-attested copies of the relevant certificate/s (in support of age, educational qualification) and appropriate documents. After submission of on-line application, the candidates are required to take a printout of the online application and submit it along with supporting documents in pdf format at careers.newdelhi@iidlindia.com with subject as '**APPLICATION FOR THE POST OF CLIENT RELATION EXECUTIVE**'.
POST OF CLIENT RELATION EXECUTIVE'.
- b. IIDL reserves the right to call for additional documents from the candidate to validate their claim with regard to the eligibility for the post by email/post. Failure to furnish the required

documentary proof, within stipulated timelines, shall result in disqualification of the candidature of the candidate.

- c. The following documents should be submitted along with the application, in absence of which, the application will be rejected outrightly.
 - a. Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DOB).
 - b. Copy of Certificates and Mark sheets in respect of qualifications acquired.
 - c. Appropriate document(s) in support of desirable experience.
 - d. Relevant certificate for relaxation of age, if claimed.
 - e. Applications not in the prescribed format, submitted and /or received after their due dates are liable to be summarily rejected.
 - f. The last date and time to reach the application are 31.03.2022.

For any query, please contact the HR Department at 011-47668899 / 011-41732277 or email at careers.newdelhi@iidlindia.com.