

IFCI INFRASTRUCTURE DEVELOPMENT LIMITED
(A Government of India Undertaking)

IFCI Tower, 61 Nehru Place, New Delhi – 110019

Tel: +91-11-41732000

Website: www.iidlindia.com

CIN: U45400DL2007GOI169232

Applications are invited for the post of 'Engineering Manager' on contractual basis for our Hospitality Unit - Serviced Apartments situated at Mayur Vihar, New Delhi.

S. No.	Post	No. of Vacancy	Eligibility	Age	Experience	Compensation (In. Rs.)	Location	Category
1.	Engineering Manager	1	Diploma/Degree in Engineering (Civil/Mechanical/ Electrical)	Maximum Age- 50 years	(FOR DIPLOMA HOLDER) Minimum 10 years with 5 years as Engg. Manager in Serviced Apartments/ Hotel (FOR DEGREE HOLDER) 5 years of Experience in a Serviced Apartments/ Hotel	INR 45,000/- – INR 55,000/- Per Month	New Delhi	UR

Job Responsibilities:

- To define standards for maintenance and repair of building, furniture, fixtures and installed equipment.
- To prepare Capital and Repairs and Maintenance budgets for Engineering
- To represents the Engineering Department during the daily HOD morning meetings.
- To priorities, plan, schedule assign and supervise the Engineering Department staff.
- To oversee the maintenance tasks, work orders and special projects ensuring timely and accurate completion.
- To optimize manpower, performances, usage of operating equipment, supplies and services.
- To respond to Resident's maintenance needs promptly and to ensure that Residents receive professional, efficient prompt and courteous service to the property standards.
- To maintain the physical appearance and operational efficiency of the property including physical, mechanical, electrical, plumbing etc.
- To ensure the proper use and periodic maintenance of all equipment including equipment related to HVAC, DG Sets, Water treatment, Fire Safety etc.
- To perform daily and weekly property document inspections.
- To ensure property, grounds, physical plant and work areas are maintained to standard and that all safety equipment and conditions are to code.
- To ensure that stores have adequate stocks of materials, equipment and tools and are kept in a clean and safe environment.
- To ensure proper records are kept relating to all plant and equipment for the property including repair and service records.

- To prepare reports as required by the management
- To liaise with other departments to achieve Residents' satisfaction and comfort.
- To supervise the upholding of company policy and procedures to ensure the safety, security, and welfare of Residents and staff.
- To liaise with outside agencies for AMC and material procurement and government authorities for license renewal.
- Developing and implementation for energy conservation programs for the property to minimize operational cost.
- All the other work as deemed necessary with regards to upkeep of the property.

Nature of appointment:

Candidate will be appointed on contractual basis for a period of 2 years which will be further extendable based on the performance of the appointee and the requirement of IFCI Infrastructure Development Limited ("IIDL" or "Company"). Appointment of any candidate on contract basis will not confer any right of absorption in the regular employment of the Company at any point of time. As and when required, the appointee may be transferred anywhere to another unit/office of IIDL.

Compensation: CTC will be determined based on the experience, qualifications etc. of the successful/selected candidate and may vary between INR 45,000/- to INR 55,000/- per month.

Experience & Qualification:

Degree/ Diploma in Engineering (Civil/Mechanical/ Electrical)

For Diploma Holder

Minimum 10 years of relevant work experience post qualification with at least 5 years as Engineering Manager or equivalent in Hotel/ Serviced Apartments.

For Degree Holder

Minimum 5 years of relevant work experience post qualification in Hotel/ Serviced Apartments.

Selection Procedure:

Selection will be made through interview only. A preliminary screening of the applications will be carried out to short-list 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 interview. The place and date of 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 interview. IIDL also reserves the right to modify the selection procedure, if deemed fit.

Age:

The maximum age is up to 50 years. All Computations of age shall be done considering 2nd August, 2021 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 on 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 shortcoming(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 interview based on the details furnished in the application. At the time of the interview, candidate 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, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to 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 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 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 appointment.
12. The short-listed candidates will be called for interview process, which will be carried out at New Delhi and NO TA/DA will be paid for attending the same.

13. Selected candidate will be required to join the services within 30 days from the date of appointment letter. NO COMPENSATION will be provided for shortfall of 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 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 print out of on-line application and submit along with supporting documents in pdf format at careers.newdelhi@iidlindia.com with subject as '**APPLICATION FOR THE POST OF ENGINEERING MANAGER**'.
- b. IIDL reserves the right to call for additional documents from the candidate to validate their claim with regard to 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 submit the application online and email the application is 5:00 PM on 2nd August 2021.

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