

## IIDL SUITES

Plot No 4A District Center, Mayur Vihar, New Delhi, Delhi 110091

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Website: [www.iidlindia.com](http://www.iidlindia.com) & [www.iidlhospitality.com](http://www.iidlhospitality.com).

### **Applications are invited for the post of 'F&B Controller' for IIDL Suites situated at Mayur Vihar, New Delhi.**

S. No.	Post	No. of Vacancy	Eligibility	Age	Experience	Compensation (In. Rs.)
1.	F&B Controller	1	Commerce Graduate/Postgraduate/MBA finance with Experience in Accounting systems, POS Systems, and cost and inventory systems.	Maximum Age- 50 years	At least 3 years of experience in a similar position in the hotels.	Upto INR 50,000/-CTC Per Month

#### **Job Responsibilities:**

- Able to effectively control the Food & Beverage costs.
- To control the Food and Beverage outlet in terms of wastage, pilferage, and efficiency.
- To prepare variance analysis for food & beverage and communicate with relevant parties.
- Knowledge of Compliance of GOVT legislation and updates in issues of Excise, License, FSSAI etc.
- To prepare daily and monthly F&B report for management perusal.
- To check and verify voids in the POS systems.
- To check and verify discounts and complimentary sales on the POS systems.
- To check and verify all Package meals.
- To check and verify all settlements done on the POS system.
- To check and cross-verify if all sales have been transferred correctly to the Property Management systems (PMS).
- To check the cost of sales in the F&B outlet and ensure that the costs are within budget.
- To check the menu pricing on the POS systems and ensure the correct prices are loaded.
- To check the complimentary and confirm that all are approved.
- To conduct an inventory audit at the end of the month.
- To analyze banquet profitability.
- To check daily F&B revenue report submitted by income auditor for its accuracy of cover and average check.

#### **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 IIDL Suites. 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 35,000/- to INR 45,000/- per month. (Negotiable)

**Experience & Qualification:**

Commerce Graduate/Postgraduate/MBA finance with Experience in Accounting systems, POS Systems, and cost and inventory systems.

**For Degree Holder**

At least 3 years of experience in a similar position in the hotels.

**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 10<sup>th</sup> 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 August 31, 2022, as the cut-off date.

**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](http://www.iidlindia.com) & [www.iidlhospitality.com](http://www.iidlhospitality.com).
16. The selected candidates will be governed by the terms and conditions of IIDL.
17. 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.
18. The last date and time to submit the application online and email the application is September 24, 2022.

**For any query, please contact HR Department at 011-47668899 or email at [hr.newdelhi@iidlhospitality.com](mailto:hr.newdelhi@iidlhospitality.com).**