



IIDL SUITES

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

Tel: +91-11-47668899

Website: www.iidlindia.com or www.iidlhospitality.com

Applications are invited for the post of 'Engineering Manager' for IIDL Suites situated at Mayur Vihar, New Delhi.

S. No.	Post	No. of Vacancy	Eligibility	Age	Experience	Compensation (In. Rs.)
1.	Engineering Manager	1	Diploma/Degree in Engineering (Civil/Mechanical/Electrical) Preference shall be given to candidates having hotel experience.	Maximum Age- 50 years	Minimum 10 years of experience in building maintenance or At least 5 years of Experience in reputed Hotels as Eng AM/Manager	INR upto 60,000/- Per Month

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 implementing for energy conservation programs for the property to minimize operational costs.
- All the other work as deemed necessary with regard to the upkeep of the property.

Nature of appointment:

The 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 ("IIDL" or "Company"). 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 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 upto INR 60,000/- per month.

Qualification:

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

Experience:

Minimum 10 years of relevant work experience post qualification in building maintenance post qualification as AM/ manager

Minimum 5 years of relevant work experience post qualification in reputed hotels as AM/ manager.

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 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 Suites 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 fulfill stipulated eligibility criteria as of the date of eligibility.
2. Applications that are incomplete, or received after the prescribed date will not be considered and summarily rejected at the screening of the application stage itself. IIDL Suites 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 fulfills 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 fulfill 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 the appointment, his/her services are liable to be terminated without any notice.
4. IIDL Suites will call the candidates for interview based on the details furnished. At the time of the interview, the 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, the conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to the 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. IIDL Suites 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 Suites. No request in this regard will be entertained.
8. 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 an 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.
9. 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 the application.
10. 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.
11. 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.
12. 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.

13. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.
14. Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the company's website www.iidlindia.com and www.iidlhospitality.com.
15. The selected candidates will be governed by the terms and conditions of IIDL.
16. IIDL Suites 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.
17. The last date for submission of the online application is September 24, 2022.

For any query, please contact the HR Department at 011-47668899 or email at hr.newdelhi@iidlhospitality.com