

## **NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED**

### **Job description for the post of 'Assistant Manager –Business Support & Investment Facilitation'**

#### **COMPANY PROFILE**

Government of India (GoI) is developing various Industrial Corridor Projects as part of National Industrial Corridor Development programme.

National Industrial Corridor Development and Corporation (NICDC) Limited, a Special Purpose Vehicle has been set up for coordinated implementation of the industrial corridor projects across the country. NICDC has been mandated to act as the Project Development Partner or Knowledge Partner to all Project SPVs, State Government agencies and Central Govt. for the implementation of industrial corridor projects.

In addition to above, NICDC is being engaged as Project Management Agency (PMA) by Ministry of Textiles for implementation and monitoring of PM MITRA Parks.

#### **JOB DESCRIPTION AND KEY RESPONSIBILITIES:**

1. Provide business and operational support, including monitoring and reporting on business plans, milestones, and deliverables, to ensure time, cost and quality indicators are in line with approved Business plans.
2. Update and collate documentation and records regarding relevant issues, policies, and practices to ensure the delivery of business complies with relevant legislation and frameworks.
3. Undertake basic research and analysis in assigned Business areas and contribute to the preparation of briefs to support informed decision making and planning.
4. Assist the team to complete tasks and implement business plans to ensure agreed outcomes are achieved.
5. Communicate with relevant stakeholders to provide updates regarding status and implementation issues.

6. Coordinate and manage meetings, including scheduling, preparing agendas, and minute-taking.
7. Any other tasks as assigned by the Management from time to time.

### **MINIMUM REQUIREMENTS**

1. **Nationality:** Indian
2. **Maximum Age:** 32 years as on 31<sup>st</sup> August, 2024.
3. **Educational Qualification:** BE/B. Tech in Textile/Chemical Engineering or MBA-Finance from a recognised institute/university.
4. **Experience:** Minimum 04 years of post-qualification experience as on 31<sup>st</sup> August, 2024.

### **KNOWLEDGE AND SKILLS**

- Organisational and planning skills.
- Ability to contribute to knowledge management systems and procedures;
- Decision making and Analytical ability;
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment;
- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community;
- Ability to communicate effectively, both orally and in writing.

### **DESIGNATION, REPORTING & JOB LOCATION**

The designation shall be “**Assistant Manager (Business Support & Investment Facilitation)**” and candidate selected will be deployed on a contractual basis for a period of two years. Reporting will be directly to senior officials of NICDC Ltd. The job location will be in Delhi/ NCR and may require frequent travel.

**PAY SCALE**- The position shall be at E2 grade level in the Basic pay scale range of Rs 50,000 - 1,60,000. Other emoluments include, DA, HRA, Perks & Allowances and Provident Fund.

### **HOW TO APPLY**

Duly filled application form along with the resumes may be uploaded on the Company's website i.e., [www.nicdc.in](http://www.nicdc.in) (Careers> Current Opening>Apply Now) till **04<sup>th</sup> September, 2024** by 17:00 HRS. Applications received through any other mode shall be summarily rejected.

**SELECTION PROCESS:** A Selection Committee will be constituted to shortlist, interview and recommend the suitable candidate.

**DISCLAIMER:** This is not a Government job; as NICDC is not a Government Company and Management reserves the right to close or cancel the current process without any prior intimation.

## **NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED**

Job description for the post of 'Assistant Manager –Corporate Communications'

### **COMPANY PROFILE**

Government of India (GoI) is developing various Industrial Corridor Projects as part of National Industrial Corridor Development programme.

National Industrial Corridor Development and Corporation (NICDC) Limited, a Special Purpose Vehicle has been set up for coordinated implementation of the industrial corridor projects across the country. NICDC has been mandated to act as the Project Development Partner or Knowledge Partner to all Project SPVs, State Government agencies and Central Govt. for the implementation of industrial corridor projects.

In addition to above, NICDC is being engaged as Project Management Agency (PMA) by Ministry of Textiles for implementation and monitoring of PM MITRA Parks.

### **JOB DESCRIPTION AND KEY RESPONSIBILITIES:**

1. Drafting communications (internal and external) and developing communication strategies that support business objectives.
2. To handle social media including new media, preparation and designing of brochures, reports, publicity material.
3. Handling of events/seminars/conferences/roadshows for branding and promotion.
4. To prepare content for press/media briefing including Press releases, media articles, media Q&A, media pitch notes, media briefing notes, media quotes, media invites, speeches.
5. To support the project implementation, monitoring and appraisal; real time review and feedback, investment facilitation, grant management.
6. To ensure the Corporate Communication function supports the business objectives by working with key cross-functional colleagues including Client Relationship Managers, Marketing and Government Relations.
7. Maintain relations with clients as a company representative.

8. To work in close cooperation with other functions and departments to bring the outside view in and support specialists in relevant tasks.
9. Any other tasks as assigned by the Management from time to time.

### **MINIMUM REQUIREMENTS**

1. **Nationality:** Indian
2. **Maximum Age:** 32 years as on 31<sup>st</sup> August, 2024.
3. **Educational Qualification:** MBA/Post Graduate Diploma /Post Graduate Degree (2 years full time) in Public Relations/Journalism/Mass Communication/Advertising & Communication Management/ Communication/Marketing from a recognised institute/university.
4. **Experience:** Minimum 04 years of post-qualification experience as on 31<sup>st</sup> August, 2024.

### **KNOWLEDGE AND SKILLS**

- Knowledge of relevant designing including graphic designing software.
- Skills in organizing resources and establishing priorities;
- Ability to contribute to knowledge management systems and procedures;
- Decision making and Analytical ability;
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment;
- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community;
- Ability to communicate effectively, both orally and in writing.

### **DESIGNATION, REPORTING & JOB LOCATION**

The designation shall be **“Assistant Manager (Corporate Communications)”** and candidate selected will be deployed on a contractual basis for a period of two years. Reporting will be directly to senior officials of NICDC Ltd. The job location will be in Delhi/ NCR and may require frequent travel.

**PAY SCALE**- The position shall be at E2 grade level in the Basic pay scale range of Rs 50,000 - 1,60,000. Other emoluments include, DA, HRA, Perks & Allowances and Provident Fund.

**HOW TO APPLY**

Duly filled application form along with the resumes may be uploaded on the Company's website i.e., [www.nicdc.in](http://www.nicdc.in) (Careers> Current Opening>Apply Now) till **04<sup>th</sup> September, 2024** by 17:00 HRS. Applications received through any other mode shall be summarily rejected.

**SELECTION PROCESS**: A Selection Committee will be constituted to shortlist, interview and recommend the suitable candidate.

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## **NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED**

Job description for the post of 'Assistant Manager –MIS & Project Monitoring

### **COMPANY PROFILE**

Government of India (GoI) is developing various Industrial Corridor Projects as part of National Industrial Corridor Development programme.

National Industrial Corridor Development and Corporation (NICDC) Limited, a Special Purpose Vehicle has been set up for coordinated implementation of the industrial corridor projects across the country. NICDC has been mandated to act as the Project Development Partner or Knowledge Partner to all Project SPVs, State Government agencies and Central Govt. for the implementation of industrial corridor projects.

In addition to above, NICDC is being engaged as Project Management Agency (PMA) by Ministry of Textiles for implementation and monitoring of PM MITRA Parks.

### **JOB DESCRIPTION AND KEY RESPONSIBILITIES:**

1. Develop and maintain the organization's Management Information System (MIS) to ensure accurate and timely availability of data for decision-making processes.
2. To maintain thorough understanding of data and information resources.
3. To maintain a status on all projects and proactively communicate with internal and external stakeholders.
4. Develop data visualisation dashboards and report to provide clear insights.
5. Collaborate with cross-functional teams to understand their data management needs and provide guidance and support in establishing efficient data collection, storage, and retrieval processes.
6. Collaborate with IT teams and vendors to manage system integrations and data interfaces with other business applications.
7. To prepare and present reports and analyses derived from MIS data to support strategic decision-making processes.
8. Monitor and analyze the performance of the MIS to identify areas for improvement, implement upgrades, and troubleshoot any issues to minimize downtime.
9. Designing, Developing and maintaining MIS Dashboard, and Website(s) for the schemes/programmes of the Central/State Governments-especially in investment & infrastructure sectors.

10. Monitoring of infrastructure projects.

11. Experience in online and real time monitoring of and reporting on progress of projects including slippage alerts which includes project management, scheduling, risk analysis, opportunity, management, resource management etc.

12. Any other tasks as assigned by the Management from time to time.

### **MINIMUM REQUIREMENTS**

1. **Nationality:** Indian

2. **Maximum Age:** 32 years as on 31<sup>st</sup> August, 2024.

3. **Educational Qualification:** MCA/Master's Degree in Information Technology/Computer Science or BE/B.Tech in similar discipline from a recognised institute/university.

4. **Experience:** Minimum 04 years of post-qualification experience as on 31<sup>st</sup> August, 2024.

### **KNOWLEDGE AND SKILLS**

- Proficient in database management and data analysis tools.
- Project management skills to lead and coordinate system upgrades and implementations.
- Analytical and critical thinking abilities to interpret complex data and provide insights.
- Stay up-to-date with industry trends and advancements in MIS technology to identify opportunities for innovation and improvement within the organization.
- Detail-oriented with a focus on data accuracy and integrity.
- Skills in organizing resources and establishing priorities.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.



## **DESIGNATION, REPORTING & JOB LOCATION**

The designation shall be “**Assistant Manager (MIS & Project Monitoring)**” and candidate selected will be deployed on a contractual basis for a period of two years. Reporting will be directly to senior officials of NICDC Ltd. The job location will be in Delhi/ NCR and may require frequent travel.

**PAY SCALE**- The position shall be at E2 grade level in the Basic pay scale range of Rs 50,000 - 1,60,000. Other emoluments include, DA, HRA, Perks & Allowances and Provident Fund.

## **HOW TO APPLY**

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**SELECTION PROCESS**: A Selection Committee will be constituted to shortlist, interview and recommend the suitable candidate.

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## **NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED**

### Job description for the post of 'Consultant –Industrial Infrastructure'

#### **COMPANY PROFILE**

Government of India (GoI) is developing various Industrial Corridor Projects as part of National Industrial Corridor Development programme.

National Industrial Corridor Development and Corporation (NICDC) Limited, a Special Purpose Vehicle has been set up for coordinated implementation of the industrial corridor projects across the country. NICDC has been mandated to act as the Project Development Partner or Knowledge Partner to all Project SPVs, State Government agencies and Central Govt. for the implementation of industrial corridor projects.

In addition to above, NICDC is being engaged as Project Management Agency (PMA) by Ministry of Textiles for implementation and monitoring of PM MITRA Parks.

#### **JOB DESCRIPTION AND KEY RESPONSIBILITIES:**

1. To implement large scale projects for Industrial area/ infrastructure especially Industrial Park, SEZ, Textile Park parks or related infrastructure.
2. To provide support on developing an implementation plan, Investment facilitation, MoU's/documents for procurement of Master Developers/ investors, evaluation, economic impact assessment and investor outreach.
3. Carrying out due diligence study, perspective planning, Preparation of Detailed Project Report / detailed engineering report, Grant Management based on timelines and physical progress.
4. To support on evaluation of proposals from Government, Business Case, Cost estimates, Project execution/ investment attraction & facilitation strategy.
5. To liaise with and coordinate with Central/State Govts / Stakeholders, development agencies on program loans and investment projects.
6. To ensure key technical, economic, financial, institutional and crosscutting issues are incorporated into projects.

7. To assist Government in infrastructure related work especially textile parks or related infrastructure.
8. Any other tasks as assigned by the Management from time to time.

### **MINIMUM REQUIREMENTS**

1. **Nationality:** Indian
2. **Maximum Age:** 62 years as on 31<sup>st</sup> August, 2024.
3. **Educational Qualification:** BE/B. Tech/Masters in Civil Engineering/Construction Management from a recognised institute/university.
4. **Experience:** Minimum 30 years of post-qualification experience as on 31<sup>st</sup> August, 2024.

### **KNOWLEDGE AND SKILLS**

- Implementation / working experience of Textile Parks / Chemical Industries/Industrial Parks.
- Skills in organizing resources and establishing priorities.
- Knowledge of IT software and MS office.
- Experience of large scale projects for infrastructure especially parks or related infrastructure.
- Knowledge of latest techniques for Project Management and real time monitoring.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.

### **DESIGNATION, REPORTING & JOB LOCATION**

The designation shall be **“Consultant (Industrial Infrastructure)”** and period of contract will be for two years. Reporting will be directly to senior officials of NICDC

Ltd. The job location will be in Delhi/ NCR and may require frequent travel.

**Remuneration-** As per Industry Standards.

**HOW TO APPLY**

Duly filled application form along with the resumes may be uploaded on the Company's website i.e., [www.nicdc.in](http://www.nicdc.in) (Careers> Current Opening>Apply Now) till **04<sup>th</sup> September, 2024** by 17:00 HRS. Applications received through any other mode shall be summarily rejected.

**SELECTION PROCESS:** A Selection Committee will be constituted to shortlist, interview and recommend a suitable candidate for any of the above-mentioned posts depending on requisite eligibility criteria.

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## **NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED**

### **Job description for the post of 'Deputy General Manager/ Assistant General Manager –Industrial Infrastructure'**

#### **COMPANY PROFILE**

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National Industrial Corridor Development and Corporation (NICDC) Limited, a Special Purpose Vehicle has been set up for coordinated implementation of the industrial corridor projects across the country. NICDC has been mandated to act as the Project Development Partner or Knowledge Partner to all Project SPVs, State Government agencies and Central Govt. for the implementation of industrial corridor projects.

In addition to above, NICDC is being engaged as Project Management Agency (PMA) by Ministry of Textiles for implementation and monitoring of PM MITRA Parks.

#### **JOB DESCRIPTION AND KEY RESPONSIBILITIES:**

1. To implement large scale projects for Industrial area/ infrastructure especially Industrial Park, SEZ, Textile Park parks or related infrastructure.
2. To provide support on developing an implementation plan, Investment facilitation, MoU's/documents for procurement of Master Developers/ investors, evaluation, economic impact assessment and investor outreach.
3. Carrying out due diligence study, perspective planning, Preparation of Detailed Project Report / detailed engineering report, Grant Management based on timelines and physical progress.
4. To support on evaluation of proposals from Government, Business Case, Cost estimates, Project execution/ investment attraction & facilitation strategy.
5. To liaise with and coordinate with Central/State Govts / Stakeholders, development agencies on program loans and investment projects.
6. To ensure key technical, economic, financial, institutional and crosscutting issues are incorporated into projects.

7. To assist Government in infrastructure related work especially textile parks or related infrastructure.
8. Any other tasks as assigned by the Management from time to time.

### **MINIMUM REQUIREMENTS**

1. **Nationality:** Indian
2. **Maximum Age:**
  - a) 48 years as on 31<sup>st</sup> August, 2024 for DGM level.
  - b) 45 years as on 31<sup>st</sup> August, 2024 for AGM level.
3. **Educational Qualification:** BE/B. Tech/Masters in Civil Engineering/Construction Management from a recognised institute/university.
4. **Experience:** Minimum 17/14 years of post-qualification experience for DGM/AGM level as on 31<sup>st</sup> August, 2024. Preference shall be given to candidates who have worked in Textile sector.

### **KNOWLEDGE AND SKILLS**

- Implementation / working experience of Textile Parks / Chemical Industries/Industrial Parks.
- Skills in organizing resources and establishing priorities.
- Knowledge of IT software and MS office.
- Experience of large scale projects for infrastructure especially parks or related infrastructure.
- Knowledge of latest techniques for Project Management and real time monitoring.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.

## **DESIGNATION, REPORTING & JOB LOCATION**

The designation shall be “**Deputy General Manager /Assistant General Manager (Industrial Infrastructure)**” and candidate selected will be deployed on a contractual basis for a period of two years. Reporting will be directly to senior officials of NICDC Ltd. The job location will be in Delhi/ NCR and may require frequent travel.

## **PAY SCALE:**

- a) For DGM grade level - E6 in the Basic pay scale range of Rs. 90,000-2,40,000 and;
- b) For AGM grade level - E5 in the Basic pay scale range of Rs. 80,000 - 2,20,000.
- c) Other emoluments include, DA, HRA, Perks & Allowances and Provident Fund for both the levels.

## **HOW TO APPLY**

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**SELECTION PROCESS:** A Selection Committee will be constituted to shortlist, interview and recommend a suitable candidate for any of the above-mentioned posts depending on requisite eligibility criteria.

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