

**NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION
(NICDC) LIMITED**

Job description for the post of “Assistant Manager (Administration & HR)”

COMPANY PROFILE

National Industrial Corridor project vision is to create strong economic base with globally competitive environment and state of the art infrastructure to activate local commerce, enhance foreign investments and attain sustainable developments.

The project is conceived to be developed as a Global Manufacturing, Investment Destination Hubs and Smart Cities with the best in-class infrastructure. The concept of formation of Industrial Corridors has been envisaged on the backbone of major transportation corridors like Eastern & Western Dedicated Freight Corridors and some of the recently announced freight corridors i.e. East West, East Coast and North South, Expressways and National Highways, proximity to ports, airports, etc. The objective is to create greenfield smart industrial cities with sustainable, ‘plug n play’, ICT enabled utilities to facilitate the manufacturing investments into the country by providing quality, reliable, sustainable and resilient infrastructure for the industries.

Besides, it is also facilitating to build a world class Exhibition & Convention Centre and Mixed-use development, one of the largest facility first of its kind in India through India International Convention & Exhibition Centre (IICC) Ltd. The company has been incorporated as a Special Purpose Vehicle (SPV) for the implementation and development of the project with 100% equity from Government through Department for Promotion of Industry and Internal Trade. The project is located in National Capital Region, Sector-25, Dwarka, New Delhi and is being built over an area of 90Ha with approx. one million sqm of construction development. This is an iconic project of Government of India and is aimed to develop the Indian MICE market for growth of industrial development in the country. The project has innovative design concepts and novel green building features and is envisaged as internationally recognized architectural icon. NICDC is acting as the knowledge partner for this project.

KEY RESPONSIBILITIES

- Implementation of HR policies (Recruitment, Selection, Performance Appraisal, Compensation Management, Leave Policy, Travel Policy etc.);
- Ensuring labour law compliances (including submission of returns/maintenance of compliance registers) under various labour law acts like PF, ESI, Contract Labour Act, Minimum Wages Act, etc;
- Payroll & its related functions;
- Employees engagement and welfare initiative;

- To ensure Employees and workers Grievance Redressal Procedure;
- Closely interacting with Government Authorities on various administrative matters; liaising with Govt. Officials (Police, Labour Office, RTO, Electricity, Water, Telecom, PF Office, etc.), Social & Political Group;
- Management of Administrative functions like Security, House Keeping and Training & Development;
- Monitoring office activities and maintenance of attendance, various rules, holidays calendars, work schedules and leave record necessary for processing payrolls of employees;
- Other duties as may be assigned by management from time to time.

MINIMUM REQUIREMENTS

- **Nationality:** Candidate from Indian nationality only.
- **Preferable Age:** Candidate shall not be more than 32 years of age as on last date of submission of application.
- **Academic Qualification:** Graduate in any discipline and Full time MBA/PGDBM or any equivalent degree from Government recognised and reputed University/Institute with specialization in HRM/PM/IR as major subject or equivalent.

Desirable: Degree in Law

- **Experience:** Minimum 4 years of post-qualification experience (in HR functions) as on last date of submission of application.

KNOWLEDGE AND SKILLS

- Administration, HR related knowledge.
- Knowledge of labour laws/Industrial relations and service regulations, Disciplinary matters, application of HRM concepts
- Modern HR management practices
- MS Office software
- Ability to carry out discussions with various Central and State Governments Departments.
- Skills in organizing resources and establishing priorities.
- Knowledge of the sector and factor directly / indirectly influencing it.
- Ability to contribute to knowledge management systems and procedures.
- Decision making ability.
- 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 (Administration & HR)**” and the candidate selected will be deployed solely for IICC project, Dwarka New Delhi. 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- E2_50,000-1,60,000 (IDA) (approx. CTC Rs.13-14 Lakhs per annum)

HOW TO APPLY

Duly filled application form along with the resumes may be uploaded on the Company’s website i.e., www.nicdc.in (Careers> Current Opening> Apply Online) or the same may be sent on **jobs@nicdc.in** till **04th April, 2022** by 17:00 HRS. Applications received through any other mode shall be summarily rejected.

SELECTION PROCESS: A Selection Committee will be constituted to short list, interview and recommend the candidate.

DISCLAIMER: This is not a Government job as NICDC is not a Government Company.

The educational/ experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.