

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

Recruitment for the post of “Assistant Manager (Finance & Accounts)”

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.

JOB DESCRIPTION AND KEY RESPONSIBILITIES:

- Assisting in preparation of Financial Statements as per applicable Acts, Guidelines, Notifications etc.,
- Processing of Bills of various vendors, consultants, contractors, agencies etc. in accordance with the contract/rules/approvals etc.

- Preparation of detailed computation in respect of payroll, processing of salary and other related issued relating to employees of the company,
- Computation of TDS on various payments as per the provisions of applicable provisions of applicable act,
- Periodical closing of Books of Accounts,
- Investment of surplus funds of the company on the basis of projection of cash flow,
- Timely Deposition of statutory obligations of the company including TDS deposit, service tax deposit, advance tax, provident fund etc.,
- Assisting the audit team deputed by the auditor (Internal/Statutory/C&AG) and providing all related documents as asked by the auditors.
- Assisting in preparation of various replies on the observation(s)/ comment(s) raised by the auditor's time to time.
- Assisting in preparation of budget proposals and Annual Plan etc.
- Assisting in preparation of various replies to the communication received on various matters relating to finance and budgets etc. from Ministry
- To liaison with State Governments, bilateral/multilateral agencies, financial institutions, sponsors and other stakeholders.
- Any other work assigned from time to time.

MINIMUM REQUIREMENTS

- **Nationality:** Candidate from Indian nationality only.
- **Preferable Age:** Candidate should not be more than 32 years of age as on last date of submission of application.
- **Essential Qualification:** Bachelor's Degree in any discipline and should have CA or ICWA degree.
- **Experience:** Minimum 04 years of post-qualification experience as on last date of submission of applications.

KNOWLEDGE AND SKILLS

- Must possess strong domain knowledge and understanding of Financial Planning, Budgeting and Financing.
- Knowledge of best accounting practices and standards with preferably in the infrastructure sector.
- Knowledge of project structuring and modeling and procurement of large infrastructure projects under PPP and non-PPP modes of delivery.
- Must be well versed with ERP software like SAP etc.
- Skills in organizing resources and establishing priorities.
- Ability to contribute to knowledge management systems and procedures.
- Analytical reasoning and decision-making ability.

- Ability to foster collaborative work environment and a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.
- Ability to communicate effectively, both orally and in writing.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Assistant Manager (Finance & Accounts)**” and the candidate selected will be deployed solely for ICC 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.