

**NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION
LIMITED**

Recruitment for the post of “Executive (Legal & Contract Management)”

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:

- To assist in the contracting process from creation till completion of Contracts as per requirements;
- To assist in drafting, vetting, reviewing, negotiating and execution of all consulting contracts, EPC contracts, work orders, Subcontractor Agreements, Concession Agreement, Change Order and other additional documentation;

- Assisting in preparation of Addendums to Contracts and other legal documents;
- Ensure all the contracts, work orders and other relevant documentation is stored appropriately and communicated to the relevant stakeholders;
- Accountable for sending breach notice to vendors if there is any violation of contract terms and guiding vendors to e-sign the documents;
- Assisting accounts department on all payment related issues of vendors and operation department to make changes in the work order and on the status of Contracts;
- To assist in creating and managing contract databases, preparation of negotiating guidelines, ongoing contract maintenance;
- To assist in legal process, litigations. Analyse and identify legal risks and implications;
- To assist in handling legal due diligence for outstation projects;
- To Keep management abreast of all new laws and regulations that may have implications to the Company;
- To coordinate with internal legal team to ensure effective delivery and timely resolution of legal matters and legal due diligence.

MINIMUM REQUIREMENTS:

1. **Nationality:** Indian
2. **Age:** Candidate should not be more than 30 years as on date of advertisement. A person must be of sound health.
3. **Qualification:** Should have a Bachelor's Degree in Law (LLB or equivalent-full time degree from a recognized Indian University/Institute).
4. **Experience:** Minimum 0-1 year of experience in corporate legal field.

KNOWLEDGE AND SKILLS:

- Must possess strong domain knowledge and understanding of Corporate Laws, Corporate Governance, contract laws, registration, stamping, FEMA etc.
- Drafting of various agreements and contracts of the Company.
- Skills in organising resources and establishing priorities.
- Analytical reasoning and decision making 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 constituents in a diverse community.
- Ability to communicate effectively, both orally and in writing.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Executive (Legal & Contract Management)**” and reporting will be directly to the Department Head and to other senior officials of NICDC Ltd. The job location will be in Delhi but may require travel to various states.

PAY BAND: E-0 ₹ 30,000 - 1,20,000/- (CTC approx. 8 Lakhs Per annum)

HOW TO APPLY

Duly filled application form along with the resume may be uploaded on the Company’s website i.e. www.nicdc.in (Careers> Current Opening>Apply Online) or the same may be mailed on jobs@nicdc.in. Last date for submission is **21st June, 2022** by **17:00 HRS.** Applications received in hard copy/manual/paper shall not be accepted or entertained.

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