

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

Job description for the post of “Senior Executive (Infrastructure Development)”

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.

KEY RESPONSIBILITIES

- Reviewing and technical assessment of feasibility reports/ engineering studies/ DPR’s and provide necessary inputs of infrastructure planning, engineering design, implementation strategy and costing;
- Assisting in preparation and finalization of tender documents for industrial corridor projects;
- Assisting in evaluation of tender packages of SPVs and for NICDC Projects;
- To assist in preparation of reports, agenda notes for Trust meetings and NICDC Board meetings;
- Liaisoning and project coordination with various stakeholders including consultants, Central and State Government departments, funding agencies, contractors to ensure smooth implementation of projects;
- Coordinating with Programme Managers for New Cities (PMNC), consultants, State Governments/ Nodal Agencies and other agencies for expediting the respective assignments;
- Coordinating various reviews meetings periodically and conducting Special Advisory Panel meeting of NICDC;
- To assist in providing technical support in preparation of investment proposal for seeking fund from NICDIT/JICA/JBIC/ADB/WB or any other funding agencies;
- To assist in preparation of concept papers, detailed technical notes/memos, presentations to be made to concerned stakeholders including DPIIT, NICDIT, Central and State Government departments;
- To assist in preparation of technical aspects of contractual documents, framing the engineering and technical terms of references and conducting bid process for the selection of consultants and/or contractors;
- Responsible for drafting letters, memos and any other relevant documents on behalf of SPV’s/NIC projects, reviewing project progress payments claimed by the Contractors/ Consultants;
- Supervision & Site inspection of Projects;

- To carry out such other duties as assigned by the Management from time to time.

MINIMUM REQUIREMENTS

1. **Nationality:** Candidate from Indian nationality only.
2. **Preferable Age:** Candidate should not be more than 30 years of age as on **31st August, 2022**.
3. **Academic Qualification:** Should be B. Tech/ BE in Civil/Bachelor in Architecture and Masters in Urban Planning/Urban Infrastructure/Urban Design/Urban Management/ Infrastructure Planning/ Infrastructure Development & Management or any equivalent discipline from a reputed college / university with good academic record.
4. **Experience:** Minimum 02 years of experience.

KNOWLEDGE AND SKILLS

- Understanding of planning and implementation of multifunctional nature of industrial and infrastructure projects.
- Knowledge of commercial, financial and legal regulations.
- 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.
- Knowledge of project structuring and procurement of large infrastructure projects under PPP/EPC mode of delivery will be an added advantage

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Senior Executive (Infrastructure Development)**” and reporting will be directly to the Sr. Manager (ID) and to Department Head of Projects & Technical. The job location will be in Delhi/ NCR but may require frequent travel for project purpose.

PAY BAND: E-1 Rs. 40,000-1,40,000/- (CTC approx. 10 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 mailed on jobs@nicdc.in. Last date for submission is **22nd August, 2022** by **17:00 HRS.**

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