

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

## **Job description for the post of “Assistant Manager (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 DUTIES AND RESPONSIBILITIES**

- To develop, design and implement new generation of project facilities through the execution and control of project development procedures by reviewing feasibility reports/engineering studies/ DPR’s, conceptualising, planning technical requirements, evaluating technical proposals, and implementing the facilities;
- Provide necessary inputs of infrastructure planning, engineering design, implementation strategy and costing;
- Manage the preparation and regular review of the project specific development and design briefs to ensure its alignment with project business objectives;
- Instruct, organize and coordinate all development disciplines with the objective of harmonizing the diversified functions to deliver projects in accordance with the objectives established in the approved master plan;
- Preparation and finalization of tender documents for industrial corridor projects;
- Evaluation of tender packages of SPVs for NICDC Projects;
- Preparation of reports, agenda notes for NICDIT 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 PMC Team, 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;
- Provide technical support in preparation of investment proposal for seeking fund from NICDIT Trust Fund/JICA/ JBIC/ADB/WB or any other funding agencies;
- Preparation of concept papers, detailed technical notes/memos, presentations to be made to concerned stakeholders including DPIIT, NICDIT, Central and State Government departments;
- 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/ reviewing project progress payments claimed by the Contractors/ Consultants;
- Supervision & Site inspection of Projects;
- Tracking and maintaining current States of the issues on various Government portals;
- Review of the cost estimates and financial analysis of the project;
- Responsible for giving inputs to Annual Reports and Updation of website;
- Co-ordinate with State department for addressing the projects issues;
- 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. **Age:** Candidate shall not be above 32 years of age as on 31<sup>st</sup> August, 2022.
3. **Academic Qualification:** Should be B. Tech/ BE in Civil/ Electrical/ Mechanical/ Bachelor in Architecture and Masters in Operations/ Projects Management/ Finance/ Construction Management from a reputed college/ university with good academic record.
4. **Experience:** Minimum 04 years of experience.

## **KNOWLEDGE & SKILLS**

- Understanding of planning and implementation of multifunctional nature of industrial and infrastructure projects.
- Knowledge of contractual 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
- GFR guidelines- conversant with Government procurement guidelines like GFR, Manual of procurement of works, services and consultancy of FIDIC.

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

The designation shall be **“Assistant Manager (Infrastructure Development)”** and reporting will be directly to Deputy General Manager and to Department Head of NICDC Ltd. The job location will be in Delhi but may require frequent travel to various states.

**PAY BAND:** E-2 Rs. 50,000-1,60,000/- (approx. CTC Rs.12 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](http://www.nicdc.in) (Careers> Current Opening>Apply Online) or the same may be mailed on [jobs@nicdc.in](mailto:jobs@nicdc.in). Last date for submission is **22<sup>nd</sup> August, 2022** by **17:00 HRS.**

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

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