



## NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED

### **Job description for the post of "Assistant Manager (Finance & Accounts) on regular basis"**

#### **COMPANY PROFILE**

Government of India is developing various Industrial Corridor Projects as part of National Industrial Corridor Development Program.

National Industrial Corridor Development and Corporation (NICDC) Limited, a Special Purpose Vehicle has been set up for coordinated implementation of the industrial corridor projects across the country. NICDC has been mandated to act as the Project Development Partner or Knowledge Partner to all Project SPVs, State Government agencies and Central Govt. for the implementation of industrial corridor projects.

In addition to above, NICDC is engaged as Project Management Agency (PMA) by Ministry of Textiles for implementation and monitoring of PM MITRA Parks.

NICDC shall also serve as the nodal agency for implementing the BHAVYA scheme (Bharat Audyogik Vikas Yojna), leading the development of 100 plug-and-play industrial parks across India.

#### **JOB DESCRIPTION**

Assistant Manager – Finance & Accounts will report to Department Head and to other senior officials of NICDC Ltd. This role will be responsible for overseeing day-to-day accounting and finance activities including payroll processing, EPF, ESIC, TDS and other statutory compliances etc. This role will need to ensure month/quarter/year end closing activities and inter-company reconciliations and year-end audit requirements. It also includes coordinating with stakeholders, assisting in project financing and planning, supporting audits by responding to observations, and preparing financial reports and presentations.

#### **KEY RESPONSIBILITIES**

- Prepare quarterly and annual financial statements in accordance with the Accounting Standards and other applicable rules/guidelines,
- Prepare financing plans/ corporate plans considering the funding requirement for the project activities,
- Assist in selection of consultants/ contractors/ concessionaire and monitor their work and deliverables,
- Ensure that all financial reporting obligations are met in relation to submissions for funding, for grant aid, for contracts, compliance of the provision of SSA & SHA and any other initiatives,
- To liaison with Central/State Governments, bilateral/multilateral agencies, financial institutions, sponsors and other stakeholders,
- Oversee the maintenance of the inventory of all fixed assets, including assets purchased

with Government funds assuring all are in accordance with the policies and investment guidelines,

- Auditing of financial statements by the internal and statutory auditors and the Office of C&AG,
- Prepare replies on the observation(s)/ comment(s) raised by the auditors from time to time,
- Prepare financial reports and presentations for Board meetings and other meetings of NICDC and its SPV's,
- Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flows,
- Manage processing of the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations,
- Overhead allocations, account reconciliations, and updating schedules,
- Timely Deposition of statutory obligations and filing of returns including TDS, GST, advance tax, provident fund etc.,
- Ensure record keeping to meet the requirements of auditors, stakeholders and Government agencies,
- Prepare replies to the communication received from various ministries/departments,
- Any other responsibility as assigned from time to time.

### **MINIMUM REQUIREMENTS**

- **Nationality:** Indian.
- **Age:** Candidate shall not be above 32 years of age as on last date of submission.
- **Education Qualification:** Qualified Chartered Accountant/Cost & Management Accountant with knowledge of handling financial matters.
- **Experience:** Minimum 04 years of post-qualification experience.

### **KNOWLEDGE AND SKILLS**

- Should possess strong domain knowledge and understanding of Financial Planning, Budgeting, Infrastructure Financing, Multilateral Funding and Capital/Debt Market.
- Knowledge of best accounting practices and standards with particular reference to the infrastructure sector.
- Should be well versed with ERP software like Tally, 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 & JOB LOCATION**

The designation shall be “**Assistant Manager- Finance & Accounts**” and the job location will be in Delhi/ NCR but may require frequent travel.

**PAY SCALE:** Basic Pay in Pay band of Rs. 50,000 –1,80,000 per month (Annexure A attached).

**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) till 17<sup>th</sup> May 2026 by 17:00 HRS. Applications received through any other mode shall be summarily rejected.

**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 and Management reserves the right to close or cancel the current process without any prior intimation.

Annexure-A

<b>Particulars</b>	<b>Per Month</b>
Basic Salary	50,000
Dearness Allowance (DA) @ 53.4% of BP	26,700
House Rent Allowance (HRA) @ 30% of BP	15,000
Perks & Allowances@35% of BP	17,500
Employers Contribution to PF @ 12% of BP+DA	9,204
Gratuity 4.81% BP+DA	3,689
Employer contribution towards NPS @ 10% of BP+DA	7,670
Employer contribution towards Medical @ 3.19% of BP+DA	2,447
<b>Total Salary (per month)</b>	<b>1,32,210</b>
<b>Total Salary (per annum)</b>	<b>15,86,520</b>