



NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED
(NICDC)

Job description for the post of “Assistant Manager-Company Secretary” on a 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.

KEY RESPONSIBILITIES

- Organising, preparing agendas for, and taking minutes of various Board/ Committee meetings.
- To handle Board, Committee & General Meetings and implement the decisions taken by the Board/ Committee/ Members.
- To ensure that the company complies with the applicable secretarial standards as issued by ICSI.
- Ensuring compliances related to Companies Act, 2013 and filing of various forms (including XBRL) with ROC.
- Dealing with correspondence, collating information and writing reports, ensuring decisions made are communicated to the relevant company stakeholders.
- Handle Trademark registration and all intellectual property related matters.
- Compliances with FEMA and RBI guidelines.
- Maintenance of Statutory Registers, Minutes and other records of the Companies as per the provisions of the Companies Act, 2013.
- Liaise with various Government Departments like RoC, RD and NCLT to ensure statutory compliance/ approvals.

- Keep abreast of changes in Company Law requirements.
- Drafting of all types of commercial/ legal Agreements.
- Negotiation with other party on commercial/ legal terms.
- To provide solution oriented legal advisory, guidance on specific issues as may be sought by different functions/ departments.
- All other work as may be 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.
- **Academic Qualification:** Should be a graduate from a recognised University and an Associate/ Fellow Member of Institute of Company Secretaries of India. LLB/CA/ICWA/MBA (Finance) shall be an added advantage.
- **Experience:** Minimum 04 years of post-qualification experience in handling Secretarial and legal responsibilities and dealing with various authorities and forums.

KNOWLEDGE & SKILLS

- Must possess strong domain knowledge and understanding of Corporate Laws, Corporate Governance, contract laws, stamping, FEMA etc.
- Drafting of various agreements and contracts of the Company.
- Skills in organising resources and establishing priorities.
- 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 “Assistant Manager–Company Secretary” and candidate selected will be deployed on a regular basis and 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: 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 (Careers> Current Opening>Apply Online) till 17th 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

Particulars	Per Month
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
Total Salary (per month)	1,32,210
Total Salary (per annum)	15,86,520