

DELHI MUMBAI INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED

Job description for the post of “Manager (Admin. & HR)”

COMPANY PROFILE

Delhi Mumbai 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 and Trading Hub. The project will be funded through private-public partnership, Government of India and foreign investment. The backbone of the project is the Dedicated Freight Corridor being developed by Ministry of Railway which span across 1483 km. The project is implemented by the Delhi Mumbai Industrial Corridor Development Corporation (DMICDC) Ltd., an autonomous body comprising of Government and Private Sector. The project will see major expansion of Infrastructure and Industry – including industrial clusters and rail, road, port, air connectivity – in the six states along the route of the Corridor.

It is aimed at developing an Industrial Zone spanning across six states in India i.e. States of UP, Haryana, Rajasthan, Gujarat, Madhya Pradesh and Maharashtra.

Delhi-Mumbai Industrial Corridor will undertake the development of futuristic smart cities using sustainable technology with the objective of expanding the manufacturing and services base. Substantial progress has been made since the inception of the projects in terms of master planning and now the project has entered the phase of implementation.

JOB DESCRIPTION

The job requires multifunctional approach and co-ordination with various State Governments, & their nodal agencies and requires supervision at various levels from projects planning to implementation. This job will also require close interaction with different Ministries of Government of India from time to time.

KEY RESPONSIBILITIES

- Overall Administration and Human Resource Management;
- Preparing project status report on weekly and monthly basis;
- Implementation of HR policies (Recruitment, Selection, Performance Appraisal, Compensation Management, Leave Policy, Travel Policy etc.) for bringing out the best from employees.
- Handling contractual management systems including commercial contracts
- Employees engagement and welfare initiative
- To ensure effective systems in time office
- Payroll & its related functions
- Legal Compliance under Labour Laws
- To ensure Employees Grievance Redressed Procedure
- Work on annual increments, promotions, transfers and separations.
- Resolving employees queries, payroll, benefits.
- Closely interacting with Government Authorities on various administrative matters; liaising with Govt. Officials (Police, Labour Office, RTO, Electricity, Water, Telecom, PF Office, etc.), Social & Political Group
- Management of Administrative functions:
 - i. Security
 - ii. House Keeping
 - iii. Contract Labour Management
 - iv. Training & Development

- Monitoring office activities and maintenance of attendance, various rules, holidays calendars, work schedules and leave record necessary for processing payrolls of employees.
- Other duties as may be assigned by management from time to time.

MINIMUM REQUIREMENTS

- **Nationality:** Candidate from Indian nationality only.
- **Preferable Age:** Candidate shall not be more than 40 years.
- **Academic Qualification:** Should be an M.B.A. from a recognized University/Institute with good academic record.
- **Experience:** 05 years of post-qualification experience as on the date.

KNOWLEDGE AND SKILLS

- Administration, HR related knowledge.
- Ability to carry out discussions with various Central and State Governments Departments.
- Skills in organizing resources and establishing priorities.
- Knowledge of the sector and factor directly / indirectly influencing it.
- Ability to contribute to knowledge management systems and procedures.
- 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.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “Manager (Admin. & HR) and the reporting will be to the CEO & Managing Director, DMICDC Ltd. The job location will be in Delhi/ NCR but may require frequent travel to DMIC States.

SALARY: Rs.7.20/- lakhs per annum.

HOW TO APPLY

1. Duly filled application form along with the resumes may be sent by post at the following address and it should reach this office on or before 17:00 HRS on 19th June, 2017

Delhi Mumbai Industrial Corridor Development Corporation Limited
Room No. 341-B, 3rd Floor, Hotel Ashok,
Diplomatic Enclave, 50 B Chanakyapuri,
New Delhi – 110 021.
Tel No: 011-2611 8884-8, Fax: 011-2611 8889
Email: Jobs@dmicdc.com

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

Disclaimer: This is not a Government job as DMICDC is not a Government Company.