



NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION (NICDC) LIMITED

Job description for the post of “Assistant Manager (MIS & Project Monitoring)” on a regular basis

COMPANY PROFILE

Government of India (GoI) is developing various Industrial Corridor Projects as part of National Industrial Corridor Development Programme.

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 being engaged as Project Management Agency (PMA) by Ministry of Textiles for implementation and monitoring of PM MITRA Parks.

JOB DESCRIPTION AND KEY RESPONSIBILITIES:

1. Develop and maintain the organization's Management Information System (MIS) to ensure accurate and timely availability of data for decision-making processes.
2. To maintain thorough understanding of data and information resources.
3. To maintain a status on all projects and proactively communicate with internal and external stakeholders.
4. Develop data visualisation dashboards and report to provide clear insights.
5. Collaborate with cross-functional teams to understand their data management needs and provide guidance and support in establishing efficient data collection, storage, and retrieval processes.
6. Collaborate with IT teams and vendors to manage system integrations and data interfaces with other business applications.
7. To prepare and present reports and analyses derived from MIS data to support strategic decision-making processes.
8. Monitor and analyze the performance of the MIS to identify areas for improvement, implement upgrades, and troubleshoot any issues to minimize downtime.
9. Designing, Developing and maintaining MIS Dashboard, and Website(s) for the

schemes/programmes of the Central/State Governments-especially in investment & infrastructure sectors.

10. Monitoring of infrastructure projects.

11. Experience in online and real time monitoring of and reporting on progress of projects including slippage alerts which includes project management. scheduling, risk analysis, opportunity, management, resource management etc.

12. Any other tasks as assigned by the Management from time to time.

MINIMUM REQUIREMENTS

1. **Nationality:** Indian
2. **Age:** Candidate should normally not be above 32 years of age.
3. **Academic Qualification: Educational Qualification:** MCA/Master's Degree in Information Technology/Computer Science or BE/B.Tech in similar discipline from a recognised institute/university
4. **Experience:** Minimum 04 years and above post-qualification experience.

KNOWLEDGE AND SKILLS

- Proficient in database management and data analysis tools.
- Project management skills to lead and coordinate system upgrades and implementations.
- Analytical and critical thinking abilities to interpret complex data and provide insights.
- Stay up-to-date with industry trends and advancements in MIS technology to identify opportunities for innovation and improvement within the organization.
- Detail-oriented with a focus on data accuracy and integrity.
- Skills in organizing 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 constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Assistant Manager (MIS & Project Monitoring)** 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: Basic Pay in Pay band of Rs. 50,000 – 1,60,000 per month (Detailed 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 12th June 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) @ 54.1% of BP	27,050
House Rent Allowance (HRA) @ 30% of BP	15,000
Perks & Allowances@35% of BP	17,500
Employers Contribution to PF @ 12% of BP+DA	9,246
Gratuity 4.81% BP+DA	3,706
Employer contribution towards NPS @ 10% of BP+DA	7,705
Employer contribution towards Medical @ 3.19% of BP+DA	2,458
Total Salary (per month)	1,32,665
Total Salary (per annum)	15,91,980