

INDIA INTERNATIONAL CONVENTION & EXHIBITION CENTRE LTD

Job description for the post of “MANAGER (FINANCE)”

Company Profile

India International Convention & Exhibition Centre Ltd has been incorporated as a Special Purpose Vehicle (SPV) for the implementation and development of the project with 100% equity from Government through Department of Industrial Policy and Promotion. It is a flagship project of the Government of India with an aim to develop a state-of-the-art Exhibition & Convention Facility in Sector-25, Dwarka, Delhi. Envisioned as a “World Class”, transit oriented, mixed use district, it would be one of the largest facility of its kind in India and Asia.

The Exhibition Industry has not grown in tandem with the economic expansion and urban development of the city. In the absence of a world class exhibition and conference facilities, India has not been benefitted from the potential benefits of MICE Market and its share in the Global as well as Asian market is very small. In order to capitalize on this vast market potential and to drive India’s industry and associate with programmes such as Make in India, promote tourism & trade and commerce activities, the Department of Industrial Policy & Promotion (DIPP) has taken an initiative to develop a State of the Art Exhibition and Convention Centre at New Delhi. DMICDC is acting as the knowledge partner for development of this International Convention & Expo Centre at Dwarka, New Delhi.

Development of the IICC and supporting components is expected to help increase this share and bring New Delhi in the league of Shanghai, Hong Kong and Singapore in the sphere of exhibition market.

PROJECT OBJECTIVES:

- To create a state-of-the-art, Exhibition and Convention Centre for India.
- To cater to all Government and private sector events to address the niche Meetings, Conferences, Exhibitions space availability in the country.

JOB DESCRIPTION AND KEY RESPONSIBILITIES:

- To act as the in-charge of the financial operations, control and supervisory head responsible to the company. He is expected to play a leadership role and provide effective support in achieving the objective of the company.
- To spearhead the entire task of financial planning and development of the project by:
 - a) Preparation of financing plans/ corporate plans considering the funding requirement for the project activities.
 - b) Project structuring for implementation in different EPC and PPP modes.
 - c) Selection of consultants/ contractors/ concessionaire and monitor their work and deliverables.
- Take responsibility for overall management and delivery of the business plan.
- 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.
- Proactively manage investor relations to assure investors of the effective stewardship of their funds.

- To liaison with Central/State Governments, bilateral/multilateral agencies, financial institutions, sponsors and other stakeholders.
- To be the driving force in the development and promulgation of best practices, standards and codes of practice across the whole range of IICC activities from concept of initiation, evaluation, design project development and stakeholder relationship management.
- Undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery and development of the service.
- Assist the MD and the Board members with financial reporting as required at Board meeting and the Annual General Meetings
- Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with federal regulations.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.

Minimum Requirements:

- **Nationality:** Candidate must be a Citizen of India.
- **Age:** Not more than 40 years of age as on the date of advertisement.

Relaxation in upper age limit admissible for the following categories;

- Scheduled caste/Scheduled Tribe candidate by 5 years
- Other Backward Classes by 3 years
- Person with disability up to 10 years
- Ex- Servicemen- as per Govt of India directives.

Age of superannuation is 60 years.

1. **Academic Qualification:** Should have Bachelor's Degree in Accounting/Finance/Public Administration.
 - Professional qualification: Should have Chartered Accountant degree/Cost and Works Accountant. (Added qualifications like MBA will be preferred).
2. **Experience:** Minimum 7 years of professional experience in Core finance sector along with accountability and responsibility for performance including quality budget, schedule, client & Stakeholder Management.

KNOWLEDGE AND SKILLS:

- Most 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.

- Knowledge of project structuring and modeling and procurement of large infrastructure projects under PPP and non-PPP modes of delivery.
- Must be well versed with ERP software like SAP 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.

GENERAL CONDITIONS:

1. Mere fulfilling the terms and conditions, requirement/qualifications will not vest any right on the candidates to be called for Interview.
2. All qualifications should be recognised by UGC/AICTE/AIU(GoI)
3. Additional weightage may be given to candidates having additional relevant qualifications.
4. Candidates, who are presently employed in Private Sector/ Banks/NBFCs & other institutions, must spell out clearly that his/her designation and scale in his present organisation is equivalent to or above of that mentioned above. These candidates are required to submit a copy of the Organisation Structure and pay scale of the present employment (duly signed by the candidate) to justify their eligibility for a particular post, in the absence of which the application shall not be considered.
5. Appointment shall be subject to Service and Conduct Rules of the Company as may be framed from time to time.
6. The Company takes no responsibility for any postal delay. Application received after due date shall be summarily rejected.
7. The Company has the right to reject any application/candidature without assigning any reason and the decision of the Company shall be final.
8. Canvassing in any form will be a disqualification.
9. Any changes/modifications in the advertisement will be placed on the Company's website only. Candidates applying for the post are advised to visit the websites regularly.
10. Communication shall be sent at the Present Address mentioned by the Candidate in the application form.
11. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material facts, his/her candidature will stand cancelled. If any of this shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated.
12. IICC reserves the right to conduct a written examination in case the number of applications received from eligible candidates is high. The details of written examination, if any, shall be communicated to the candidates in advance and candidates have to make their own arrangements. Interviews of shortlisted candidates will be at New Delhi only. Candidates will have to make their own arrangements for travel and stay.
13. In case of suitable deserving cases, Company reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
14. Self- Attested photocopies of all certificates/testimonials are to be provided with the application form including:
 - a. Educational/Professional Certificates (right from Class Xth to the latest)
 - b. Experience Certificates (including Appointment & Relieving letters of all previous employers)
 - c. Caste Certificate (in case of SC/ST and OBC)
 - d. Certificate of Ex- Servicemen (incase)

e. Copy of last drawn Salary, etc.

No certificate in original is required to be attached with the application. IICC shall not be responsible for misplacement of such certificates.

15. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Delhi.

SELECTION PROCESS:

- The qualified incumbents may be taken under the payroll of “India International Convention & Expo Centre Dwarka”. Joining will be on immediate basis after selection.
- Written Exam and/or Interview

SCALE OF PAY:

Rs. 36600-62000/-(IDA)

Grade: E6

HOW TO APPLY

Resume and duly filled application forms can be sent by post/ courier/ hand delivery at the following address, which should reach on or before **14th December, 2018 at 5 PM.**

Registered Office:

DEPARTMENT OF INDUSTRIAL POLICY & PROMOTION

452 A, Ministry of Commerce & Industry

Udyog Bhawan, New Delhi-110011

EPABX : 011-23061222.

Address for communication:

“Application for the post of “MANAGER (Finance)”

To,

The Managing Director

India International Convention & Exhibition Centre Ltd

311-318, 03rd Floor, Hotel Ashok, Chanakyapuri,

New Delhi- 110021

Phone: +011-24190300/311

Email: jobs@dmicdc.com

Disclaimer: The Selection Committee reserves the right to close or cancel the current process without any prior intimation

APPLICATION FORM

(Note: Any column left blank will make the application incomplete and liable for rejection.)

- 1. Name of the position applied for :
- 2. Name of the Applicant (in block letter) :
- 3. Father's / Husband's Name (in full) :
- 4. Present Address :
- 5. Permanent Address :
- 6. Date of Birth and age as on :
- 7. Gender :
- 8. Contact Number (with code) :
- 9. Mobile Number :
- 10. Email Address :



11. Details of Educational and Professional Qualifications from Matriculation onwards.

Educational/Professional Qualifications	Name of Institutions/ University/ Board	Passing Year	Percentage	Major Subject of Study

12. Details of experience relevant for the advertised post and job description:-

S.No	Organization Details	Designation and Current Location	Whether on regular or adhoc or deputation or contract basis	Brief description of duties	From	To	Gross Emoluments (Per Annum)
1.							
2.							
3.							
4.							
5.							

Note: You may enclose a separate sheet, duly authenticated by your Signatures, if the space below is insufficient.

14. Total work Experience :

15. Details of computer Knowledge :

16. Language(s) known :

Declaration

I hereby declare that all the statements made in this application form are true, complete and correct to the best of the knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligible criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date: _____

Place: _____

(Name and Signature of the applicant)