NICDC Uttarakhand Industrial Township Limited (NUITL)

CIN: U45203UR2022PLC014793
Registered Office: 29, IIE IT Park, SIIDCUL Building, Sahastradhara Road, Dehradun, Uttarakhand
Tel: 0135-2708100

Adv No: 86/CFO-CS/NUITL/2026 **Date: 30-10- 2026**

ADVERTISEMENT FOR RECRUITMENT

NICDC Uttarakhand Industrial Township Limited (NUITL) invites applications from eligible and experienced candidates for appointment to the posts of Chief Financial Officer (CFO) and Company Secretary (CS) on a contractual basis. The detailed advertisement, including eligibility criteria, qualifications, experience, remuneration and prescribed application format, is available on the Company's website at https://siidcul.com/recruitment. Applications in the prescribed format, along with supporting documents, may be submitted by Speed Post/Registered Post/Courier to the General Manager, SIIDCUL/ Director, NUITL, SIIDCUL Head Office, Plot No. 29, IT Park, Sahastradhara Road, Dehradun – 248013, Uttarakhand or E-mail to gm@siidcul.com. The envelope should be superscribed “Application for the post of CFO/CS”, as applicable.

Start Date of Receiving Applications: 31.10.2026

End Date of Receiving Applications: 30.11.2026

Details of Contractual Posts to be filled for NUITL

Sr. No.	Name of Post	No. of Post
1	Chief Financial Officer (CFO)	1
2	Company Secretary (CS)	1

CEO and MD
NUITL

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NICDC Uttarakhand Industrial Township Limited (NUITL) has been incorporated as a Special Purpose Vehicle (SPV) for the establishment of Integrated Manufacturing Cluster (IMC) in Khurpia, Uttarakhand under Amritsar Kolkata Industrial Corridor (AKIC) Project under National Industrial Corridor Development Programme (NICDP) as a Joint Venture (JV) between Government of Uttarakhand represented through State Infrastructure and Industrial Development Corporation of Uttarakhand Limited (SIIDCUL) and National Industrial Corridor Development and Implementation Trust (NICDIT), a Government of India GOI) Trust under Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry.

NUITL invites applications from qualified and deserving candidates for filling up the following posts on Contractual basis:

S. No.	Name of Post	No. of Posts	Academic Qualification, Educational Qualification and Experience	Mode of Recruitment
1	**Chief Financial Officer (CFO)**	1	**Academic Qualification:** Should have bachelor's degree in accounting/finance/public administration. **Professional Qualification:** Should have Chartered Accountant degree. Added qualifications like MBA will be preferred. **Experience:** Minimum 15-20 years of professional experience in Core finance sector along with accountability and responsibility for performance including quality budget, schedule, client & stakeholder management.	Contractual
2	**Company Secretary (CS)**	1	**Academic Qualification:** Should have any graduate degree. **Professional Qualification:** Fellow or Associate Membership of the Institute of Company Secretaries of India (ICSI). **Additional Qualification:** Candidates having LLB degree shall be given preference. **Experience:** Minimum 10-15 years of post-qualification experience with secretarial responsibilities.	Contractual

A. Job Description & Key Responsibilities

a. Chief Financial Officer (CFO)

i. Duties and 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.
  - (d) Take responsibility for overall management and delivery of the business plan.
  - (e) Ensure that all financial reporting obligations are met in relation to submission for funding for grant aid, for contracts, compliance of the provision of SSA, SHA and any other initiatives.
  - (f) Proactively manage investor relations to assure investors of the effective stewardship of their funds.
  - (g) To liaison with Central/State Governments, bilateral/multilateral agencies, financial institutions, sponsors and other stakeholders.
  - (h) To be the driving force in the development and promulgation of best practices, standards and codes of practice across the whole range of project activities, concept of initiation, evaluation, design, project development and stakeholder relationship management.
  - (i) 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.
  - (j) Assist the MD and the Board members with financial reporting as required at Board meetings and the Annual General Meetings.
  - (k) 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.
  - (l) Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
  - (m) 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 55 years of age as on the date of advertisement.

Knowledge and Skills

- Must 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.

CTC Per Annum

Up to Rs. 25,00,000/- (Salary based upon the suitability of the candidate is negotiable).

b. Company Secretary (CS)

- Responsible for the effective and efficient administration of the organization and certifying the organization's compliance with the provisions of the Companies Act and other statutes and bye-laws of the organization.
- Facilitate the Annual General/Extraordinary Meetings, Board meetings, Committee Meetings and to maintain a correct record of proceedings. To handle Board, Committee & General Meetings and implement the decisions taken by the Board/Committee/Members.
- Preparation of the agenda and other documents for all the meetings organized.
- Preparation of Directors' report and its attachments, corporate governance report, Annual Report of the organization etc.
- Provide to the Directors of the organization required guidance in discharging duties, responsibilities and powers.
- Responsible for the custody of the seal of the organization and for the approval and signing of agreements, leases, legal forms, and other official documents on the organization's behalf, when authorized by the Board of Directors or the Executive responsible.
- Liaise and follow up with regulatory authorities / external agencies on behalf of the organization.
- To ensure compliance of the provisions of Companies Act, as well as compliance of Government of India guidelines/orders/State guidelines.
- To carry out all matters concerned with the allotment of shares, maintenance of statutory records and registers.
- To prepare, approve, sign and seal agreements, leases, legal forms, and other official documents on the company's behalf, when authorised by the Board of Directors responsible.
- To provide legal input and advice on implementation of various policies and rules etc., handle legal matters of the Company and to advise Management appropriately on legal agreements and contracts, whenever required, by coordinating and maintaining good relations with various internal and external bodies including statutory authorities, Government agencies etc.
- To supervise the process of managing activities relating to any legal disputes against the Company.
- Keep abreast of changes in Company Law requirements.
- Any other tasks as assigned by the Management from time to time.

Legal obligations of Secretary:

- Filing of various documents/returns required under the provisions of the Companies Law and other legislations.
- Proper maintenance of books and registers of the company as required under the provisions of the Companies Law.
- To issue notice and agenda of Board meetings to every director of the company and of the general meetings to the shareholders.
- To record and keep the minutes of the proceedings of the meetings of the directors.

Eligibility

- Nationality/Citizenship: Candidate must be a Citizen of India.
- Age: Not more than 55 years of age as on the last date of submission of application.

Knowledge and Skills

- Must possess strong domain knowledge and understanding of Corporate Laws, Corporate Governance, contract laws, registration, stamping, FEMA etc.
- Drafting of various agreements and contracts of the Company.
- Skills in organising resources and establishing priorities.
- Analytical reasoning and decision-making 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 constituents in a diverse community.
- Ability to communicate effectively, both orally and in writing.

CTC Per Annum

Up to Rs. 16,00,000/- (Salary based upon the suitability of the candidate is negotiable).

B. General Conditions

a. Mere fulfilling the terms and conditions, requirement/qualifications will not vest any right on the candidates to be called for Interview.

b. Additional weightage may be given to candidates having additional relevant qualifications.

c. Candidates need to submit the employment proof for their present employment including the Joining/Appointment Letter, Pay Slips for the last three months, and Experience Certificates for the previous employments. For the purpose of reckoning post-qualification experience, experience shall be counted from the date of obtaining Membership of the Institute of Chartered Accountants of India (ICAI)/Institute of Company Secretaries of India (ICSI). Applications of candidates not fulfilling this eligibility criterion shall not be considered. Appointment shall be subject to Service and Conduct Rules of the Company as may be framed from time to time.

d. The Company takes no responsibility for any postal delay. Application received after due date shall be summarily rejected.

e. The Company has the right to reject any application/candidature without assigning any reason and the decision of the Company shall be final.

f. Canvassing in any form will be a disqualification.

g. 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.

h. Communication shall be sent at the Present Address mentioned by the candidate in the application form.

i. 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.

a. Interviews of shortlisted candidates will be at Dehradun only. Candidates will have to make their own arrangements for travel and stay.

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

C. Selection Process

a. The qualified incumbents may be taken under the payroll of "NICDC Uttarakhand Industrial Township Limited". Joining will be on immediate basis after selection.

b. Personal Interview.

D. Duration of Probation

The selected candidate shall be placed on probation for a period of one (01) year, which may be extended for an additional period of one (01) year based on the candidate's performance.

E. Documents Required

The candidate should note that it is mandatory to submit the following documents (hardcopy) along with photocopies of each document self-attested in the below sequence:

a. Application form in prescribed format with recent passport size photograph.

b. Matriculation certificate (for age proof).

c. Certificates and mark sheets in support of required educational/technical qualification.

d. Certificate in proof of experience clearly indicating the length and field of experience.

e. Copy of the appointment letter in support of appointment to the post in the organization in which currently working, along with valid identity card/current pay slip issued by the organization.

f. No objection certificate if the candidate is working in any government department.

g. Updated CV (absolutely mandatory).

h. Application form along with all the mentioned documents to be submitted preferably by Speed Post/Registered Post/Courier/E-mail only.

NOTE:

1) Candidate applying for more than one post must apply in separate application forms with subject line "Application for the post ....." written on the envelope.

2) Applicants are required to have a valid personal Email ID and Mobile Number. It should be kept active during the entire procedure of this recruitment. In case a candidate does not have a valid personal email ID, he/she will create a new Email ID before applying.

3) Applicant will be informed about the interview date through Email/Phone message; therefore regularly check the mail ID, failing which is not the responsibility of the Company.

4) Applicant will carefully fill up the complete details in the prescribed application form with recent colour photograph and signature of applicant at appropriate places as per instructions contained in the application format.
5) It is mandatory to submit the prescribed application form along with the self-attested copies of all required certificates in support of qualifications and experience.
6) No TA/DA will be paid for attending personal interview etc.
7) Only selected candidates will be informed about their selection in due course on completion of their selection process and no other correspondence on the subject will be entertained.
8) After selection the candidate will be fixed on minimum remuneration (where range is given) as prescribed above and entitled for yearly increment.
9) Candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this vacancy notice. His/her candidature will be purely provisional, subject to eligibility and other verification before or after his/her contractual appointment.
10) Applicants should note that their appointment on the post will not confer any lien and/or right on selected candidates for regularization of his/her service or grant of any other benefit allowed to regular employees.
11) Experience gained after obtaining the minimum educational qualification prescribed for the post will be taken into consideration for ascertaining eligibility for the post.
12) The shortlisted candidate, working in permanent positions in Govt. Establishments, State Government, Universities and Autonomous Bodies, will be allowed to appear for interview only if he/she brings a No Objection Certificate from his/her present employer.
13) Verification of documents:
    a. The candidate appearing for interview shall be required to produce original documents related to educational qualification, experience and caste certification for verification and also to submit self-attested photocopies. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents or any other claim made in the application is found incorrect, then he/she will not be allowed to appear in interview and his/her candidature will be treated as cancelled.
    b. Candidates are advised in their own interest that they should not furnish any documents/information that are false/incorrect/fabricated and if found so even after selection, their services will be terminated.
14) The last date of submission of the application form with required self-attested documents in proof of educational/professional experience is _____ till 5:00 pm by Speed Post/Registered Post/Courier/E-mail only. No late application will be entertained after this mentioned date and time. The address for sending the application form is below:

Director (General Manager, State Infrastructure and Industrial Development Corporation of Uttarakhand Limited (SIIDCUL), NUITL, SIIDCUL Head Office, Plot No. 29, IT Park, Sahastradhara Road, Dehradun – 248013.

For submission through E-mail: gm@siidul.com, sachinkush@siidcul.com, karannegi@siidcul.com

For any query write to: gm@siidcul.com

NICDC Uttarakhand Industrial Township Limited

Application Form

NICDC UTTARAKHAND INDUSTRIAL TOWNSHIP LIMITED (NUITL)
CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF

Paste a recent passport size photograph here

1. Post Applied For :	
2. Full Name of Applicant :	
3. Father's / Husband's Name :	
4. Mother's Name :	
5. Sex – Male / Female :	
6. Nationality :	
7. Date of Birth :	
8. Age as on Date of Application :	
9. Marital Status :	
10. Permanent Residence Address :	
11. Correspondence Address :	
12. Mobile No. :	
13. Email ID :	

14. Academic & Professional Qualification

Name of the Institute / Board / University	Year of Passing	Exam / Degree	Aggregate Percentage of Marks & Division	Remarks

15. Total Experience in Number of Years and Months: _____ Years _____ Months & Employment History in Chronological Order

Sr. No.	Organization	Designation	From	To	Last Salary Drawn (INR)	Roles & Responsibilities

Sr. No.	Organization	Designation	From	To	Last Salary Drawn (INR)	Roles & Responsibilities

16. Relevant Training Programmes Attended :	
17. Any Specific Achievement :	
18. Membership of Professional Organization :	
19. Languages Known :	
20. Notice Period (in days) :	
21. Any Other Information :	

Declaration

I ……. hereby declare that all the details/information given in this application form is true and correct and I have not hidden any facts in these particulars/information. If any details/information is found to be false or incorrect or if any facts are hidden by me, then my candidature should be cancelled. If such situation comes to light after the appointment, then my services should be terminated with immediate effect.

Date: Signature of the Candidate
Place: