

Instructions to filling the vacancies under Uttarakhand Investment and Infrastructure Development Board (UIIDB)

Assistant Manager- (Law)

Number of Vacancies	One (01)
Job Description/ Responsibilities	<p>Legal Compliance:</p> <ul style="list-style-type: none"> • Ensure that the PPP Project's operations comply with all local, state, and regulations. • Monitor and stay up-to-date with changes in laws that may impact the PPP Project's operations. <p>Contract Management:</p> <ul style="list-style-type: none"> • Draft, review, and negotiate contracts, agreements, and leases with tenants, suppliers, and other stakeholders. • Ensure that all contracts and agreements are legally sound and protect the Board's interests. <p>Dispute Resolution:</p> <ul style="list-style-type: none"> • Handle legal disputes and litigation matters, if they arise, including engaging external counsel when necessary. • Develop strategies for dispute resolution and represent the Board in negotiations, mediations, and court proceedings. <p>Land Use and Zoning:</p> <ul style="list-style-type: none"> • Manage land use and zoning matters, including obtaining necessary permits and approvals for the development and expansion of the PPP Project. • Address any land use compliance issues that may arise. <p>Regulatory Compliance:</p> <ul style="list-style-type: none"> • Ensure compliance with environmental regulations, safety standards, and any other industry-specific regulations that apply to the PPP Project. <p>Legal Advice and Guidance:</p> <ul style="list-style-type: none"> • Provide legal advice and guidance to the Board's management and other departments. • Stay informed about legal issues affecting the PPP Project industry and provide proactive advice to mitigate risks. <p>Documentation and Records:</p> <ul style="list-style-type: none"> • Maintain accurate and organized legal documentation and records for the PPP Project. <p>Insurance Management: Manage and review insurance policies to ensure adequate coverage for potential liabilities.</p> <p>Other works as allotted by M.D, UIIDB.</p>
Academic Qualifications	Law Graduate / Postgraduate or Equivalent

Work Experience	Minimum 05 years of experience in preparation of contract, concession agreement. Should also have experience of handling PPP projects contract and matters related to PPP Contract.
Pay Package	Rs. 1,25,000 per month (With maximum annual increment 10 percent each year, subject to the satisfaction of the EC). The Salary mentioned is the maximum limit of monthly salary for the position and the actual payables would be decided upon the basis of last pay certificate/last pay drawn, Experience, Educational qualification and decision of the selection committee.
Terms of Employment	Initial contract for 11 months. May be extended on the basis of performance
Application Process	through Advertisement.
Selection Process	<ul style="list-style-type: none"> • Short listing of CVs based on relevance of experience • Shortlisted candidates shall be called for interviews

Assistant Manager Marketing/Commerce

Number of Vacancies	One (01)
Job Description/ Responsibilities	<p>Marketing Strategy:</p> <ul style="list-style-type: none"> • Assist in the development and execution of marketing strategies and campaigns to promote the PPP Project. • Collaborate with the Marketing Manager to identify target audiences and market segments. <p>Online and Offline Marketing:</p> <ul style="list-style-type: none"> • Manage the company's online presence, including website updates, social media management, and email marketing campaigns. • Coordinate the creation of offline marketing materials such as brochures, flyers, and promotional events. <p>Tenant and Investor Relations:</p> <ul style="list-style-type: none"> • Build and maintain relationships with existing investors. • Assist in the development of engagement programs and initiatives. <p>Market Research:</p> <ul style="list-style-type: none"> • Collect and analyze data to make informed marketing decisions. <p>Content Creation:</p> <ul style="list-style-type: none"> • Create and edit content for marketing materials, including blog posts, press releases, and promotional videos. • Ensure that all marketing content is accurate and aligned with the company's branding. <p>Advertising and Promotion:</p>

	<ul style="list-style-type: none"> • Plan and execute advertising campaigns, both online and offline, to reach the target audience effectively. • Monitor the performance of advertising channels and adjust strategies as needed. • Event Coordination: • Assist in planning and organizing promotional events, trade shows, and industry exhibitions. • Coordinate logistics and promotional materials for events. <p>Budget Management:</p> <ul style="list-style-type: none"> • Assist in managing the marketing budget and ensuring cost-effective marketing initiatives. <p>Reporting and Analytics:</p> <ul style="list-style-type: none"> • Track and report on the effectiveness of marketing campaigns and initiatives. • Use analytics tools to measure website and social media performance. • Collaboration: • Work closely with the Sales team to align marketing efforts with sales objectives. • Collaborate with external agencies and vendors as needed. <p>Other works as allotted by M.D, UIIDB/Senior Officer(s).</p>
Academic Qualifications	MBA Marketing/Finance or Equivalent
Work Experience	Must have at least 5 years experience in marketing/finance
Pay Package	<p>Maximum: Rs. 1,25,000 per month (With maximum annual increment 10 percent each year, subject to the satisfaction of the EC). If hire from market.</p> <p>The Salary mentioned is the maximum limit of monthly salary for the position and the actual payables would be decided upon the basis of last pay certificate/last pay drawn, Experience, Educational qualification and decision of the selection committee.</p>
Terms of Employment	Initial contract for 11 months. May be extended on the basis of performance.
Application Process	through Advertisement
Selection Process	<ul style="list-style-type: none"> • Shortlisting of CVs based on relevance of experience • Shortlisted candidates shall be called for interviews

Assistant Manager- Planning and Designing

<p>Number of Vacancies</p>	<p>One (01)</p>
<p>Job Description/ Responsibilities</p>	<p>Master Planning:</p> <ul style="list-style-type: none"> • Assist in the development and maintenance of the PPP Project's master plan. • Collaborate with stakeholders to ensure alignment with long-term goals and market demand. <p>Land Use Management:</p> <ul style="list-style-type: none"> • Oversee the allocation and zoning of land within the estate, ensuring efficient land utilization. • Ensure compliance with local zoning regulations and government guidelines. <p>Infrastructure Development:</p> <ul style="list-style-type: none"> • Coordinate infrastructure development projects, including roads, utilities, and drainage systems. • Monitor construction progress, budgets, and quality standards. <p>Environmental Compliance:</p> <ul style="list-style-type: none"> • Ensure that environmental regulations and sustainability initiatives are integrated into estate planning and development. • Coordinate environmental impact assessments and mitigation strategies. <p>Permitting and Approvals:</p> <ul style="list-style-type: none"> • Liaise with regulatory authorities to obtain necessary permits and approvals for estate development and expansion. • Maintain an up-to-date understanding of regulatory changes affecting the estate. <p>Feasibility Studies:</p> <ul style="list-style-type: none"> • Conduct feasibility studies for proposed development projects within the estate. • Evaluate financial viability and potential risks. <p>Budget Management:</p> <ul style="list-style-type: none"> • Assist in budget preparation and cost estimation for infrastructure and development projects. • Monitor expenses and ensure adherence to approved budgets. <p>Stakeholder Engagement:</p> <ul style="list-style-type: none"> • Collaborate with government agencies, tenants, contractors, and community stakeholders to facilitate cooperation and compliance. <p>Market Research:</p> <ul style="list-style-type: none"> • Stay informed about market trends and demand for industrial properties. • Provide input on strategic decisions based on market analysis. <p>Documentation and Reporting:</p> <ul style="list-style-type: none"> • Maintain accurate records of land use, development, and regulatory compliance. <p>Prepare regular reports on planning and development activities.</p>

	Other works as per allotted by M.D, UIIDB/Senior Officer(s).
Academic Qualifications	B.Tech/B.Arch or Equivalent
Work Experience	Must have 5 years of experience. Candidate should have experience of working as Assistant Architect/Assistant urban planner/design.
Pay Package	Maximum: Rs. 1,25,000 per month (With maximum annual increment 10 percent each year, subject to the satisfaction of the EC). If hire from market. The Salary mentioned is the maximum limit of monthly salary for the position and the actual payables would be decided upon the basis of last pay certificate/last pay drawn, Experience, Educational qualification and decision of the selection committee.
Terms of Employment	Initial contract for 11 months. May be extended on the basis of performance.
Application Process	through Advertisement
Selection Process	<ul style="list-style-type: none"> • Shortlisting of CVs based on relevance of experience • Shortlisted candidates shall be called for interviews

The eligible interested candidate may submit their detailed CVs within 14 days from the date of advertisement via email on email address- uiidbuk@gmail.com and hard copy on following address –

**Nodal Officer,UIIDB
Room No. 408
4thFloor, Vishwakarma Bhawan
4-Subhash Road, Uttarakhand
Secretariat, Dehradun-248001**