

AP INDUSTRIAL CORRIDORS INFRASTRUCTURE DEVELOPMENT CORPORATION

LIMITED

IHC Corporate, 1st Floor, Mangalagiri, Guntur, Andhra Pradesh

Job description for the post of "Manager (HR & ADMIN)" on APICDC rolls for Head Office

Company Profile:

AP Industrial Corridors Infrastructure Development Corporation Limited (APICDC) ("Company") is a Joint Venture Company established pursuant to the Shareholder's Agreement executed between National Industrial Corridor Development and Implementation Trust (NICDIT) representing Government of India and Andhra Pradesh Industrial Infrastructure Corporation Ltd. (APIIC) representing Government of Andhra Pradesh with 50% shareholding by each and having its registered office in 1st Floor, IHC Corporate, Plot No 3,4, & 6, Industrial Park, Mangalagiri, Guntur- 522503, Andhra Pradesh, India.

The Company was incorporated on 07.08.2018 under the provisions of the Companies Act, 2013 having CIN U45200AP2018PLC108963. The Company is engaged to carry on the business of development, implementation and maintenance of an Industrial Township Project, Trunk Infrastructure and the Strategic Projects at Krishnapatnam Industrial Node, Tirupati district, under Chennai-Bangalore Industrial Corridor; Orvakal Industrial Node, Kurnool district, under Hyderabad Banagalore Industrial Corridor; Kopparthu Industrial Node, Kadapa district, under Visakhapatnam-Chennai Industrial corridor and other upcoming nodes in the state of Andhra Pradesh.

Job description:

He/she shall report to MD, APICDC. He/she shall be responsible for the recruitment, onboarding, and termination of full-time, part-time and temporary employees along with preparation and updation of HR and Administrative policies for the organization. He/she shall be responsible for managing the day-to-day office operations; oversee and coordinate overall office activities and provide administrative support to the executive leadership.

Key Responsibilities:

1. Implementation of HR policies (Recruitment, Selection, Performance Appraisal, Compensation Management, Leave Policy, Travel Policy etc.).
2. Ensure full compliance with applicable labour laws and statutory requirements, including PF, ESI, Contract Labour Act, Minimum Wages Act, and other relevant Acts; timely submission of returns and maintenance of statutory registers.
3. Manage payroll processing and all related statutory deductions, reconciliations, and compliance.
4. Maintain employee records, attendance, leave data, holiday calendars, and

- work schedules for accurate payroll and compliance processing.
5. Coordinate recruitment, onboarding, training, and performance management processes.
 6. Manage administrative functions including security, housekeeping, office maintenance, and Training & Development activities.
 7. Develop, implement and manage staff performance and professional development plan that aligns with firms' mission, vision and objectives and drives high performance.
 8. Nurture a positive working environment and define employee relations practices necessary to promote a high level of employee morale, engagement and motivation.
 9. Create and maintain master HR files; ensure paperwork is complete and compliant with regulatory requirements and firm needs; complete periodic reconciliation of benefits and payroll records and rectify issues in a timely manner.
 10. Administer HR policies and procedures and periodic updates to employee handbook.
 11. Assist Company staff with HR-related questions and issues and provide periodic communication on benefits and related information to employees.
 12. Implement and manage firms' recruitment processes; continuously work on developing the most effective and economical recruitment methods and ensure that they align with current and future needs for firms' human capital.
 13. Administer firms' health benefits and retirement plans, including plan selection and open enrollment administration, change reporting, invoicing review/approval; liaise with third- party brokers on benefit plan setup and administration.
 14. Manage day-to-day office operations; oversee and coordinate overall office activities and provide administrative support to the executive leadership.
 15. Serve as the main point of contact with firms' outsourced IT services provider(s) to ensure all end-user computer and related IT needs are addressed in a timely manner.
 16. Identify and oversee services with commercial vendors for all of firms' operational requirement.
 17. Other duties and responsibilities entrusted by MD, APICDC.

Knowledge and Skills:

- i. Strong domain knowledge and hands-on experience in HR and Administrative functions.
- ii. Must possess strong domain knowledge and understanding of the HR and Admin function.
- iii. Skills in organizing resources and establishing priorities.
- iv. Ability to foster collaborative work environment in a multi-cultural and

- multi-ethnic environment.
- v. Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.
- vi. Strong written and oral communication skills.

Minimum Requirements:

- i. **Nationality:** Indian only.
- ii. **Maximum Age:** Age should not be more than 40 years as on 31st December 2025.
- iii. **Educational Qualification:** Graduate in any discipline and MBA/PGDBM or any equivalent degree from Government recognized and reputed University/Institute with specialization in HRM/PM/IR as major subject or equivalent.
- iv. **Professional Experience:** Minimum 10 years of experience in the relevant field. Candidates having experience of working with Government organizations and working in Infrastructure sector will have an added advantage and will be preferred.

Designation, Reporting & Location

The designation shall be “**Manager (HR & ADMIN)**”. Reporting will be to the MD, APICDC. The job location will be at APICDC Head Office and may require business related travel. The position is on APICDC rolls.

Salary: As per industry standards.

How To Apply: Candidates should submit their latest Resumes along with qualification and experience documents by mailing to managerhr@apicdc.in on or before **5:00 PM of 20.03.2026**. Applications received through any other mode shall be summarily rejected.

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

Applications should be submitted to the following address:

MD, APICDC, IHC Corporate, 1st Floor, Mangalagiri, Guntur, Andhra Pradesh - 522503.

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