NICDC LOGISTICS DATA SERVICES LIMITED

Job Description – Assistant Manager – IT

Job Title: Assistant Manager – IT
Location: Delhi NCR, India
Department: Information Technology

Company Detail:

NICDC Logistics Data Services Limited (NLDSL) was incorporated on 30th December 2015, as a joint venture between the Government of India represented by the National Industrial Corridor Development and Implementation Trust (NICDIT) and Japanese IT major NEC Corporation, with 50:50 equity participation. The objective is to effectively leverage ICT across the Indian Logistics Sector, inculcate best practices across various processes, and work towards bringing efficiency in the supply chain.

The company aims to bring visibility and transparency in the logistics environment, streamline operations, and contribute to the government's plan of improving the Ease of Doing Business in India. **For more details, log on to www.nldsl.in**

Position Overview:

We are seeking a proactive and skilled Assistant Manager – IT with hands-on experience in supporting day-to-day IT operations, including hardware/software, networking, user management, troubleshooting, and ensuring the smooth functioning of IT systems across the organization. The ideal candidate will have working knowledge of Government e-Marketplace (GeM) portal and ensure smooth operations of IT infrastructure and related services.

Key Responsibilities:

IT Infrastructure & Support

- Coordinate with internal teams and vendors for installation, configuration, and maintenance of IT systems and equipment.
- Ensure seamless functioning of IT infrastructure including servers, network, and security systems.
- Provide technical support for hardware, software, network, and system issues.
- Install, configure, and maintain desktops, laptops, printers, scanners, and other IT equipment.
- Manage user accounts, permissions, and passwords through Active Directory or similar systems.
- Monitor and maintain local networks (LAN/WAN), internet connectivity, and internal servers.
- Troubleshoot system and network problems; diagnose and resolve hardware or software faults.
- Perform regular system updates, backups, and security checks.

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- Support implementation and maintenance of IT policies and procedures.
- Coordinate with vendors for IT equipment procurement, AMC, and repairs.
- Maintain IT asset inventory and documentation.
- Provide on-site and remote support to users across departments.
- Keep updated with the latest IT products, services, and procurement trends, especially on the GeM portal.

Education and Certifications:

Mandatory: Bachelor's degree in Information Technology / Computer Science / Electronics / relevant discipline.

Desirable: Certification in IT or related areas. Knowledge of GeM portal processes will be an added advantage.

Technical Skills, Knowledge & Abilities:

- Strong knowledge of hardware, software, networking, and IT services.
- Hands-on experience in handling procurement through the GeM portal.
- Familiarity with network protocols, switches, routers, and firewalls.
- Excellent negotiation and communication skills.
- Proficiency in MS Office and cloud platforms (Azure, AWS, Google Cloud).

Work Experience:

Minimum 3–5 years of relevant experience in IT support or administration.

Experience in managing GeM portal-based procurement will be preferred.

Compensation:

As per company norms.

Perks – Term Insurance, Medical Insurance, Accident Insurance, etc.