

# **NICDC LOGISTICS DATA SERVICES LIMITED**

## **Job Description – System Administrator**

**Job Title:** System Administrator

**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](http://www.nldsl.in)**

### **Position Overview:**

We are seeking a proactive and skilled System Administrator 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**

- **Networking L1:** Physical cabling, patch panels, switch port troubleshooting, basic VLAN assignment, and wireless access point setup.
- **Windows Slowness Issues:** Performance Monitor (PerfMon), Resource Monitor, Event Viewer analysis, disk I/O bottlenecks, memory leaks, and driver conflict resolution.
- **Office 365:** User management, license assignment, service health monitoring, and tenant-wide configuration.
- **Active Directory Hybrid:** AD Connect (Entra ID Connect) synchronization, password hash sync, pass-through authentication, and replication troubleshooting.
- **NAS:** Storage provisioning, share permissions, snapshot management, and backup integration (Austor, or similar).
- **Network Printer Troubleshooting:** Print queue management, driver installation, TCP/IP port configuration, and cross-subnet printing issues.

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- **Windows:** Windows 10/11 deployment, troubleshooting, patch management, and local policy configuration.
- **Mac:** macOS binding to AD/Entra ID, FileVault encryption, application deployment, and cross-platform compatibility support.
- **Linux:** Basic command-line administration, SSH access, user management, file permissions, and service troubleshooting (Ubuntu, CentOS, or RHEL).
- **Servers 2022:** Active Directory Domain Services, DNS, DHCP, File Server, RD Gateway, and Hyper-V role management.
- **Web Servers:** IIS (Windows) configuration, application pools, SSL certificate binding, and Nginx/Apache (Linux) basic administration.
- **GPO (Group Policy):** Security baseline creation, drive mapping scripts, software restriction policies, and policy inheritance troubleshooting.
- **Intune:** AutoPilot deployment, compliance policies, configuration profiles, Win32 application packaging, and mobile device management (MDM).
- **Asset Inventory Management:** Hardware asset tracking (laptops, desktops, servers, network devices), serial number logging, warranty tracking, lifecycle management, and disposal/recycling documentation.

### **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:**

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.