

## **NICDC LOGISTICS DATA SERVICES LIMITED**

### **Job description for the post of “Assistant Manager- Graphic Designer”**

#### **COMPANY PROFILE**

NICDC Logistics Data Services Limited was incorporated on 30th December 2015 as a joint venture company between National Industrial Corridor Development and Implementation Trust (NICDIT) (formerly known as DMIC Trust) & NEC Corporation Japan with 50% equity from both parties.

The objective is to provide the Export-Import Container visibility service across India along with comparative performance metrics for all Logistics Container Operators to enable the users in taking informed decisions.

The flagship product of the company “Logistics Databank System (LDB System)” would be an overarching solution that will integrate the information available with various agencies across the supply chain to provide detailed real time information within a single window.

The company’s vision is to reduce the overall lead time of the container movement by streamlining the operations and help in reducing the transaction cost for the Government of India as a result of predictability & optimization achieved through the system.

#### **KEY DUTIES AND RESPONSIBILITIES**

The person is responsible for designing graphics and production elements using graphics software for various documentation needs including technical reports, presentations, marketing materials, and other collateral pieces. He/she will have an independent and creative responsibility for the social media outreach with a concentration on venue revenue generating events.

- Responsible for creative design and having a working knowledge of Adobe Creative Suite-primarily InDesign, Photoshop and Premiere;
- Follow approved graphic design methods using standard tools;
- Independently lead the graphic design phase for moderately complex documents;
- Propose, confirm and stay within approved budgets for marketing activities;
- Create designs, concepts, and sample layouts, based on knowledge of layout principles and esthetical design concepts;
- Coordinating with the Marketing Team and assisting in their marketing/social media endeavours;
- To work on a variety of products, including booklets, magazines, brochure, banners, handbills, hoardings, corporate identity, social media collateral. etc.;
- Participating in motion design and production of multimedia campaigns & branding, assisting with responsibilities of production coordination and project management;
- To create two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation or modelling programs;
- To develop motion graphic videos, walkthroughs, solution demos, animation videos, logo animation, digital presentation;
- To create original designs and production of graphics, web logos, social media graphics for Twitter, LinkedIn, Facebook, G+ and banners, static and rich banner ads, email campaigns, and email templates;
- To carry out such other duties as assigned by the Management from time to time.

## **KNOWLEDGE & SKILLS**

- Knowledge of pre-press
- Software skills like Adobe Creative Cloud (InDesign, Illustrator, Photoshop), Corel Draw, Microsoft Office
- Visualization skills
- Analytical and problem-solving skills
- Advanced interpersonal and communication skills
- Strong presentation skills
- Independent as well as a team player

## **MINIMUM REQUIREMENTS**

1. **Nationality:** Candidate from Indian nationality only.
2. **Preferable Age:** Candidate shall not be above 32 years of age as on last date of submission of application.
3. **Academic Qualification:** Diploma/ Bachelor degree in fine arts, digital design, visual communication, advertising or related field.
4. **Experience:** Minimum 4 years of professional design experience, preferably at a digital agency or in-house social media/digital team of a product firm/consultancy as on last date of submission of application.

## **DESIGNATION, REPORTING & JOB LOCATION**

The designation shall be “**Graphic Designer**” and reporting will be directly to Manager – Business Development and to other senior officials of NICDC Logistics Data Services Ltd. The job location will be in Noida but may require frequent travel to other States.

## **HOW TO APPLY**

Resume and duly filled application, in the prescribed format for the above post may be sent to email id [hr@nldsl.in](mailto:hr@nldsl.in) so as to reach latest by **7<sup>th</sup> July 2021** by **05:00 PM**. Applications received after the due date will not be accepted. No manual / paper in hard copy shall be accepted/entertained.

*The educational/ experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.*

**SALARY:** CTC Rs.6 Lakhs per annum.

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

**DISCLAIMER:** This is not a Government job as NICDC Logistics Data Services Limited is not a Government Company.

## APPLICATION FORM

(Note: Any column left blank will make the application incomplete and liable for rejection.)

1. Name of the position applied for :
2. Name of the Applicant (in block letter) :
3. Father's / Husband's Name (in full) :
4. Present Address :
5. Permanent Address :
6. Date of Birth and age as on :
7. Gender :
8. Contact Number (with code) :
9. Mobile Number :
10. Email Address :

Affix your recent  
passport size  
photo duly  
attested

11. Details of Educational and Professional Qualifications from Matriculation onwards.

<b>Educational/Professional Qualifications</b>	<b>Name of Institutions/ University/ Board</b>	<b>Passing Year</b>	<b>Percentage</b>	<b>Major Subject of Study</b>

**12. Details of experience relevant for the advertised post and job description:-**

S.No	Organization Details	Designation and Current Location	Whether on regular or adhoc or deputation or contract basis	Brief description of duties	From	To	Gross Emoluments (Per Annum)
1.							
2.							
3.							
4.							
5.							

**Note: You may enclose a separate sheet, duly authenticated by your Signatures, if the space below is insufficient.**

14. Total work Experience :

15. Details of computer Knowledge :

16. Language(s) known :

**Declaration**

I hereby declare that all the statements made in this application form are true, complete and correct to the best of the knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligible criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
(Name and Signature of the applicant)