

NICDC LOGISTICS DATA SERVICES LIMITED
Job description for the post of “Executive - Operations”

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.

POSITION OBJECTIVE:

To assist the “Operations Department” in day-to-day activities with respect to vendors and other stakeholders.

KEY DUTIES AND RESPONSIBILITIES

- Monitoring the RFID Readers implemented at all the locations and to check their overall uptime status;
- Coordinate with the concerned Ministries & Govt. Authorities for their approval of new Toll plazas, CFSs, ICDs, SEZs, Empty Yard etc. for RFID Readers implementation for ensuring better LDB operations;
- To receive and verify the monthly inventory report of RFID Readers provided by the vendor;
- To schedule monthly review meeting with the vendor;
- To check and verify all the leasing invoices of the RFID readers raised by the vendor;
- Periodic Site visits to check the status of RFID Readers at Ports, Toll Plazas, CFSs and ICDs at various locations;
- To receive and review site survey report provided by the vendors before readers installations;
- To receive and review installation report proved by the vendors after completion of RFID Readers implementation;
- To resolve interference issues of toll plazas with coordination and meeting with the BOT operators and technical teams for smooth functioning of the RFID Readers.

KNOWLEDGE & SKILLS

- Knowledge on functions of various logistics players (Port terminals, CFS/ICDs, etc.) in India;
- Knowledge on basic IT Infrastructure, WAN, API and cellular connectivity for data transmission;
- Excellent in MIS reporting for managing large IT infrastructure's up time for the better visibility of the project;
- Complaint resolution management with the coordination of helpdesk team and vendor.

MINIMUM REQUIREMENTS

- **Nationality:** Candidate from Indian nationality only.
- **Preferable Age:** Candidate shall not be more than 30 years as on last date of submission of application.
- **Academic Qualification:** Should be a Graduate from a recognized University/Institute with preferable MBA/PGDBM/or any equivalent with good academic record.
- **Experience:** Minimum 2 years of post-qualification experience with experience in maritime sector/ logistics sector/transport sector as on last date of submission of application.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be "**Executive - Operations**" and reporting will be directly to Manager of Operation Department 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 so as to reach latest by **7th 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. 4 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.

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

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)