

**NICDC LOGISTICS DATA SERVICES LIMITED**  
**Job description for the post of “Senior Executive – HR & Admin”**

**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**

- Overall Administration and Human Resource Management;
- Implementation of HR policies (Recruitment, Selection, Performance Appraisal, Compensation Management, Leave Policy, Travel Policy etc.) for bringing out the best from employees.
- Handling contractual management systems including commercial contracts;
- Employees engagement and welfare initiative;
- To ensure effective systems in time office;
- Payroll & its related functions;
- Legal Compliance under Labour Laws;
- To ensure Employees Grievance Redressed Procedure;
- Work on annual increments, promotions, transfers and separations;
- Resolving employees queries, payroll, benefits;
- Closely interacting with Government Authorities on various administrative matters; liaising with Govt. Officials (Police, Labour Office, RTO, Electricity, Water, Telecom, PF Office, etc.), Social & Political Group;
- Management of Administrative functions:
  - i. Security
  - ii. House Keeping
  - iii. Contract Labour Management
  - iv. Training & Development
- Monitoring office activities and maintenance of attendance, various rules, holidays calendars, work schedules and leave record necessary for processing payrolls of employees
- Drafting of letters for various Ministries/various Govt. authorities.
- Other duties as may be assigned by management from time to time.

**KNOWLEDGE AND SKILLS**

- Administration, HR related knowledge.
- Ability to carry out discussions with various Central and State Governments Departments.

- Skills in organizing resources and establishing priorities.
- Knowledge of the sector and factor directly / indirectly influencing it.
- Ability to contribute to knowledge management systems and procedures.
- Decision making ability.
- Analytical ability.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.

### **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 with MBA/PGDBM/or any equivalent degree in Human Resources Management from a recognized University/Institute with good academic record.
- **Experience:** Minimum 3 years of post-qualification experience as on last date of submission of application.

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

The designation shall be “**Senior Executive – HR & Admin**” and reporting will be directly to “Chief Operating Officer” 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@nldsli.in](mailto:hr@nldsli.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.5 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)