



**Sagarmala Development Company Limited**  
**1<sup>st</sup> Floor, Thapar House, Gate no-2,**  
**124, Janpath, New Delhi-110001**

**Employment Notice No: SDCL/HR/ADV./2018-19/88/75 dated 28<sup>th</sup> July 2020**

SDCL, a CPSE under Ministry of Shipping, invites applications from eligible candidates for the post of Consultant (Traffic), Consultant (Marketing), Consultant (Finance & Accounts) and Consultant (HR ) on purely contractual basis initially for a period of one year which may be renewed each year upto a maximum of next 2 years (total 3 years) subject to satisfactory performance and approval from the Competent Authority.

Further details with regards to Qualification, Experience, Job Description etc of various positions are provided hereunder:-

**I. Position- Consultant (Traffic)**

**(1) Qualification**

Graduate in any discipline preferably with Professional Degree/Diploma/Certification in Multi-Modal Logistics/Supply Chain Management/Transportation Management etc.

**(2) Experience:**

- (a) Should have at least 15 years of experience in the field of handling & transportation management of cargo through Road/Railways/ Shipping/ Multimodal Logistics.
- (b) Proficiency in use of Computer, basic MS Office tools and planning software.
- (c) Good Communication Skills (written and verbal).
- (d) Should have in-depth knowledge and experience in domestic and EXIM logistics and have good understanding of the functioning of Ports, ICDs, and Multimodal logistic hub, including understanding of the economics of various activities linked to Logistics and cost levers is required.
- (e) Should have good relationships with major truck operators, Barge/coastal vessel Operators and other stakeholders of the logistics i.e material handling equipment provider, container leasing companies, shipping companies etc.

**(3) Job Description**

- (a) Coordination with the cargo owners, Truckers, Barge operators, jetty operators etc and monitoring/supervising the cargo movement from the origination point till the point of delivery to customer. This includes the monitoring/supervision of loading/unloading of the cargo at the various terminals/destinations



- (b) Maintain the data base of the customers, empaneled truck/Barge operators and jetty operators for cargo
- (c) Identify the problems/bottlenecks in the transportation of the cargo and provide suggestion on the proposed intervention for the improvement of the same.
- (d) Compilation and analysis of the traffic movement and submit the reports in desirable format.
- (e) Provide inputs with respect to traffic estimation and projection and also revalidate the traffic estimation and projection as per need of the Project
- (f) Provide inputs for the development of various operational logistic software for the projects
- (g) Conduct and coordinate for regular and pilot movement of cargo as and when required
- (h) Planning/Monitoring/schedule of water taxi/high speed boats for passenger transportation as per the requirement of Project
- (i) Regular and rigorous follow up with all the concerned organizations for timely and uninterrupted movement of cargo and passenger
- (j) Provide block cost estimate based on the market input regarding various components of logistic projects.
- (k) Finalise the commercial terms and contracts with jetty/barge/road operators
- (l) Ensure compliance with rules and standards of all relevant regulatory agencies and applicable laws.
- (m) Provide inputs regarding the cost and methodology of last mile connectivity with respect to both cargo and passenger.
- (n) Assistance in recruitment in new employees to ensure appropriate staffing with scaling up of the operations, promote team building initiatives and perform coaching/mentoring activities to develop and motivate team members.
- (o) Able to work independently and self-motivated to achieve the assign tasks
- (p) Any other work assigned by management of SDCL

**(4) Job Location : New Delhi**

**(5) Age Limit : 50 years**

**(6) Remuneration : Maximum of Rs. 2.5 lacs per month- negotiable based on the experience, knowledge and current salary of the candidate.**

**Last Date for Submission of Application : 10<sup>th</sup> September 2020**



## II. Position- Consultant (Marketing)

### (1) Qualification

MBA/PGDBM in any discipline with experience in Multi-Modal Logistics/Supply Chain Management/Transportation Management etc.

### (2) Experience:

- (a) Should have at least 15 years of experience in the field of sales and marketing of the logistic companies for handling of cargo through Road/Railways/ Shipping/ Multimodal Logistics.
- (b) Should have demonstrable experience of winning new clients and also managing increase in business with existing clients
- (c) Proficiency in data collection, traffic studies, data analysis and preparation of reports.
- (d) Deep appreciation of the primary data collection options, secondary data sources and overall strategies to estimate volumes and direction of the cargo
- (e) Proficiency in use of Computer and basic MS Office tools and planning software
- (f) Good Communication Skills (written and verbal)

### (3) Job Description

- (a) Review the traffic and demand assessment reports and provide comments and suggestion for improvement of the same for the various projects undertaken by SDCL and assist in commercial/financial due diligence of the project
- (b) Marketing of the logistic projects undertaken by SDCL, secure customers and maintain a strong prospects pipeline for regular conversion
- (c) Finalize commercial terms and contracts with the customers
- (d) Achieve targets for freight volume and Gross margins
- (e) Develop the key anchor client relationship through value added initiatives, innovative logistics solutions and carry out the detailed cost & benefit analysis to demonstrate the cost effectiveness of the logistic solution.
- (f) Collecting market intelligence and identifying new business opportunities.
- (g) Create and implement best practice logistic principles, policies and processes across the organization to improve operational and financial performance.
- (h) Conduct pilot movement to demonstrate the viability for value added initiatives, innovative logistic solutions.
- (i) Provide inputs for the development of various operational logistic software for the projects
- (j) Compilation and analysis of present and potential traffic data and preparation and submission of reports
- (k) Able to work independently and self-motivated to achieve the assign tasks
- (l) Maintain the data base of the customers and organize regular trade meets at various locations
- (m) Any other works assigned by Management of SDCL



- (4) **Job Location** : New Delhi
- (5) **Age Limit** : 50 years
- (6) **Remuneration** : Maximum of Rs. 2.5 lacs per month- negotiable based on the experience, knowledge and current salary of the candidate.

**Last Date for Submission of Application : 10<sup>th</sup> September 2020**



### III. Consultant (Finance & Accounts)

#### (1) Qualification

Graduation Degree and having membership of Institute of Chartered Accountants of India / Institute of Cost Accountants of India/ MBA (Finance)

#### (2) Experience:

- (a) Should have at least 10 years' experience in the relevant area in a Govt. / Public Sector Undertaking / Central Public Sector Enterprise (CPSE)/Private companies
- (b) Should have experience in supervising the Accounts conforming to the extant Central Govt. Accounting and Establishment Rules.
- (c) Should have knowledge and hand-on experience in Financial Management for investment companies, Financial Due Diligence for equity investments, computation and analysis of returns on investments, managing contract documents for investments

#### (3) Job Description

- (a) Financial appraisal of projects related to Sagarmala depending upon the traffic data to find the feasibility of the project submitted by various parties to SDCL.
- (b) Review of the reports submitted by Consultants and provide its comments and suggestions on the same.
- (c) Valuation of projects where SDCL has made investments.
- (d) Liaison with SPV's and getting their financial reports and analyzing the same.
- (e) Coordinate with the Multilateral/ bilateral funding agencies and other financial institutions for raising funds for SDCL.
- (f) Supervise the work of the Accounting which is outsourced to third parties.
- (g) Provide inputs to the various projects as per requirement
- (h) Any other works assigned by the Management of SDCL

(4) Job Location : New Delhi

(5) Age Limit : 50 years

(6) Remuneration : Maximum of Rs. 2 lacs per month- negotiable based on the experience, knowledge and current salary of the candidate.

**Last Date for Submission of Application : 10<sup>th</sup> September 2020**



#### IV. Consultant (HR)

**(1) Qualification**

MBA/PGDBM in HR

**(2) Experience:**

Should have at least 5 years' post-qualification experience in HR. The knowledge of DPE guidelines will be preferred.

**(3) Job Description**

- (a) Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- (b) Maintains the work structure by updating job requirements and job descriptions for all positions.
- (c) Supports organization staff by establishing a recruiting, testing, and interviewing program; assist senior management on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- (d) Prepares employees for assignments by establishing and conducting orientation and training programs.
- (e) Ensures planning, monitoring, and appraisal of employee, scheduling management meeting with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- (f) Manages human resource staff by recruiting, selecting, orienting, and training employees.
- (g) Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- (h) Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- (i) Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- (j) Contributes to team effort by accomplishing related results as needed.
- (k) Day to day administration of the office and coordinating for the hotels & taxi bookings for the official visits
- (l) Any other works assigned by the SDCL Management related to HR & Administration

**(4) Job Location** : New Delhi

**(5) Age Limit** : 45 years

**(6) Remuneration** : Maximum of Rs 1,00,000/- per month- negotiable based on the experience, knowledge and current salary of the candidate.

**Last Date for Submission of Application : 14<sup>th</sup> August 2020**



V. **General Conditions**

- (1) Candidates are required to provide the applications as per Performa provided in Annexure-I
- (2) The Application shall be submitted in hard copies addressed to  
  
Company Secretary  
1st Floor, Thapar House, Gate no-2  
124, Janpath, New Delhi-110001  
  
And/or the scan PDF copy of the same is to be emailed to [cs@sdclindia.com](mailto:cs@sdclindia.com)
- (3) The consultant would not be permitted to take up any other assignment during the period of consultancy with Sagarmala Development Company Ltd
- (4) The appointment of consultants is of on contractual basis and the appointment of the consultant can be cancelled at any time by Sagarmala Development Company Ltd by giving one month notice with or without assigning any reason
- (5) Candidates selected will be appointed on contractual basis for an initial period of 1 year. This term may be extended each year upto maximum of next 2 years (total 3 years) depending upon the performance of the candidate/need of Sagarmala Development Company Ltd.
- (6) Age Limit: The maximum Age limit has been provided with respect to various positions provided herein above.
- (7) The consultants shall only be entitled to get the lumpsum salary as agreed upon and shall not be entitled to receive any other allowances, reimbursement etc, However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work.
- (8) The consultant should submit the copies of the academic credentials such as Certificates, Degrees etc as an enclosures to the Application.
- (9) In case it is found that the candidate has given incorrect or false information, the services of the candidate will be terminated immediately on the discovering of such event(s).
- (10) Should the Consultant be interested in discontinuing- he should give atleast three months notice; and in such case wont be allowed to take any other work with Sagarmala Development Company Ltd for period of one year
- (11) Maintain confidentiality of the data and information and not use it for any other purpose except for office use.
- (12) SDCL reserves the right to annul the selection process without assigning any reason whatsoever.



**Annexure-I**

**APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN  
SAGARMALA DEVELOPMENT COMPANY LIMITED**

**APPLICATION FOR THE POST OF -----**

(1)	Name in Full (in Block Letters)	:				Attached latest size passport photograph	
(2)	Father's/Husband's Name	:					
(3)	Date of Birth (dd/mm/yy)	:					
(4)	Domicile	:					
(5)	Nationality	:					
(6)	Mailing Address	:					
			City	State	Pin code		
(7)	Telephone	:					
(8)	Mobile	:					
(9)	E-mail Address	:					
(10)	Sex (Male/Female)	:					
(11)	Permanent Address	:					
(12)	Educational Qualification	:	Course	University/Institute	Year of Passing	Division/Class	% Marks secured
(13)	Work Experience (starting from current job and covering the entire career so far)	:					
	Organization	:					





Period	:	From	To
Last Position Held			
Details of work experience			
(14)	Please provide details of two references, who may be contacted		
Reference-1			
Name			
Contact Number			
Relationship with the candidate			
Reference-2			
Name			
Contact Number			
Relationship with the candidate			

**Declaration:** I hereby declare that the information provided above is true, complete and correct to the best of my knowledge. I have read and have understood the terms and conditions of the employment.

Place:

Date:

**SIGNATURE OF APPLICANT**