

## RECRUITMENT OF WAREHOUSE MANAGERS



**National Collateral Management Services Limited (NCMSL)** is the country's leading Company having pan-India operations in agricultural warehousing, collateral management, weather & market intelligence, and testing & certification services. NCMSL is promoted by ACE Geneva, Bank of India, Canara Bank, Corporation Bank, HAFED, Indian Bank, IFFCO, HDFC Bank, Karur Vysya Bank, NCDEX, Punjab National Bank & Yes Bank.

### **No. of Vacancies : 50**

**Eligibility :** Graduate in any discipline  
Age not more than 30 years as on 31<sup>st</sup> December 2010.

**How to Apply :** Interested Candidates Should send the application along with Demand Draft of Rs. 500 in favour of "NCMSL" payable at Mumbai to **NCMSL, Gayatri Towers, 954, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400025**. Application form and detailed information is available at the NCMSL website [www.ncmsl.com](http://www.ncmsl.com). Candidates can also collect the application form from the NCMSL office.

**Last date for Receipt of application is 25<sup>th</sup> July 2010.**

**Selection process :** Candidates will have to undergo a **written test of 2 hours** (General English & Aptitude) & **Personal Interview** at **Mumbai, Delhi, Hyderabad, Dharwad, Jaipur, Allahabad, Chandigarh, Indore, Ahmedabad & Patna** on **8<sup>th</sup> August 2010\***.

\*Center subject to change at discretion of NCMSL.

**Selected candidates will be required to undergo the designated Certificate course** at NCMSL's training centre - National Centre for Business Education (NCBE), Mumbai. Appointment letters will be given at the time of enrollment to the course.

**Course commencement and duration :** The course shall commence on 23<sup>rd</sup> August 2010. The duration of the course will be 3 months.

**Contact details : Mobile Nos. : 9320177166, 9022935952, 9320489204.  
Landline : 24360092, 32189770, 24360062. Email ID : services@ncmsl.com**

## Information Bulletin



# National Collateral Management Services Limited

Corp. Office: Gayatri Tower, 954, Appasaheb Marathe Marg, Prabhadevi, Mumbai – 400 025.

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## **Recruitment of Warehouse Managers**

■ Warehouse Managers – 50

Eligibility: Graduate in any discipline from a recognized University..

Age: Not more than 30 years as on 31<sup>st</sup> December, 2010.

How to Apply: The format of the Application Form is provided at the end of this bulletin. Interested candidates should send the Application (by post/courier) along with Demand Draft of Rs. 500/- in favour of "NCMSL" payable at Mumbai, to NCMSL, Gayatri Towers, 954, Appasaheb Marathe Marg, Prabhadevi, Mumbai – 400 025. Application form can also be collected from NCMSL office (Mumbai) at the address given above.

Last date for Receipt of Application Form is 25<sup>th</sup> July, 2010.

Selection process: Candidates will have to undergo a Written Test (of 2 hours, in General English & Aptitude) & Personal Interview at Mumbai, Delhi, Hyderabad, Dharwad, Jaipur, Allahabad, Chandigarh, Indore, Ahmedabad & Patna on 08<sup>th</sup> August, 2010.

\*Centre Subject to change at discretion of NCMSL.

Personal Interview: The test will be followed by a personal interview on the same day i.e. 08<sup>th</sup> August, 2010. All selected candidates will be required to undergo the designated course at NCMSL's training centre – National Centre for Business Education (NCBE), Mumbai. Appointment letters will be given at the time of enrollment to the course. Final selection will be conditional on the enrolled candidates' successfully completing the certificate course conducted by NCBE.

Course commencement and duration: The course shall commence on 23<sup>rd</sup> August, 2010. The duration of the course will be 3 months.

## COURSE OBJECTIVES

This course meets the ever increasing demand for skilled warehouse professionals in the corporate world. The course aims at developing skills and enabling learners to learn strategies & various processes related to warehousing. The Personality Development module covers the attitude and skills for improved performance by giving students the perspective of leadership, generating ideas & ability to creatively solve the problems, and enhanced professional behavior through understanding of business communication and etiquette. This course helps the learner assess the needs of a client by understanding the specific individual requirements through intensive coverage of need analysis, client probing, implementing the plan, monitoring the growth and periodical review and rebalancing of the plan, etc. The learner will also be taken through the implications of various provisions and the regulatory rules laid down by the Government of India and various State Governments.

This course gives the learner the skill needed to build businesses in warehousing operations like customer acquisition, building, nurturing and retaining relationships for mutual benefit by enhancing customer delight. In the process, it acquaints the learner with the ability to interact professionally with customers, and enhances the capability to influence their decisions. It covers all critical skills like listening, building rapport, presentation, probing, objection handling and various related techniques in Information Technology & Warehouse Management. In addition, the course provides the learner with the techniques of teamwork and team management, thereby enabling them to work in teams with a shared understanding of their roles in the organization.

Further, the course also equips the learner with the knowledge of basic financial mathematics and accounting and basics of IT applications that are relevant to warehousing/supply chain professionals. It covers topics on time management, goals achievement, working in teams, which in turn will enable the candidate to become a thorough professional in the field of warehouse operations and warehouse management.

Following is the Course Curriculum for Warehouse Managers to be conducted at NCMSL's training centre - National Centre for Business Education (NCBE), Mumbai.

For Warehouse Managers:

### CERTIFICATE COURSE IN WAREHOUSE MANAGEMENT

#### COURSE DESCRIPTION:

| Module -1   | Module -2  | Module-3  | Module-4   |
|---|--|---|--|
| <b>Basic Computer Skills</b>  | <b>Business Communication and Personality Development</b>  | <b>Warehousing Management - I</b>   | <b>Warehousing Management - II</b>   |
| <p><b>MS Word</b></p> <ul style="list-style-type: none"> <li>➤ Document Preparation</li> <li>➤ Writing Documents</li> <li>➤ Advanced Features</li> </ul> <p><b>Excel</b></p> <ul style="list-style-type: none"> <li>➤ Basics of Excel</li> <li>➤ Advanced Features</li> </ul> <p><b>PowerPoint</b></p> <p><b>Warehousing Software</b></p> | <ul style="list-style-type: none"> <li>➤ English Grammar</li> <li>➤ Basics of Punctuation</li> <li>➤ Common errors in English usage</li> <li>➤ Written Communication</li> <li>➤ Non verbal Communication</li> <li>➤ Oral Communication</li> <li>➤ Business Correspondence</li> <li>➤ Email Correspondence</li> </ul> | <ul style="list-style-type: none"> <li>➤ Introduction to Warehousing Management</li> <li>➤ Principles of Grain Storage</li> <li>➤ Grain Storage Problems</li> <li>➤ Structures of Grain</li> <li>➤ Weight/Length Conversion</li> <li>➤ Enemies of Stored Grains</li> <li>➤ Insect Control</li> <li>➤ Rodent Control</li> <li>➤ Safe Disposal of Empty Insecticide Container</li> <li>➤ Standard Measurement Techniques</li> <li>➤ Field and Storage Losses</li> </ul> | <ul style="list-style-type: none"> <li>➤ Losses to Thrash or Shelled Grain</li> <li>➤ Probing Techniques</li> <li>➤ Grains Sampling</li> <li>➤ Cleaning and Repairing of Storage Place</li> <li>➤ Sack Storage</li> <li>➤ Book Keeping</li> <li>➤ Precautionary Measures</li> <li>➤ Warehouses and Storehouses</li> <li>➤ Inspections and Bag Storage Management</li> <li>➤ Sales and Product Quality</li> <li>➤ Adulteration and Contamination</li> </ul> |

### Module-5:

**Project:** The candidate undertakes a project in which, the participants are divided into groups and allotted a topic relevant to warehousing, relationship with banks, and other skills. The group collects data from various sources, evaluates, creates an executive summary detailing the relevant information in a systematic manner and presents it to the class for knowledge dissemination. They are guided through the project by a team of faculty and industry experts. This project gives them a realistic experience in being a Warehousing and Supply Chain professional.

### **Training Timings:-**

Monday to Friday :- 10.00 Am to 5.00 Pm

Saturday :- 10.00 Am to 2.00 Pm

### FEES AND PAYMENT SCHEDULE:

All candidates who are declared successful in the Written Test & Personal Interview to be held on 08<sup>th</sup> August, 2010, would be eligible to enroll for the Certificate Course in Warehouse Management.

The Course Fee for Certificate Course in Warehouse Management is Rs. 75,000/-.

Fees are inclusive of all academic charges, examinations and the NCBE study materials.

Payments are to be made to NCMSL by demand draft in favour of "NCMSL" payable at Mumbai, before 18<sup>th</sup> August, 2010.

### EVALUATION AND CERTIFICATION:

Evaluation will be based on performance by candidates in Tests, Assignments and Projects done during their course. The results, finally achieved by students in all the modules (which include the project component) will be considered. The candidates will have to score a minimum of 50% marks to qualify for the respective positions.

### PLACEMENT:

After completion of the designated course, the successful candidates will be offered jobs at NCMSL, considering their home State & positions as decided by the company, keeping in view the vacancies in various states. However, the Employees will be liable to be posted anywhere in India.

SALARY:

Successful Candidates will undergo a probation period of one year, during which they will receive the following remuneration:

Warehouse Manager - Rs. 10,000/- consolidated

After successful completion of the probation period of one year the candidates will be absorbed on the rolls of the Company on a regular pay scale. CTC for Warehouse Managers will be 1.70 LACS per annum.. Other than salary, candidates will be entitled for Group Health Insurance (2 Lakhs) & Personal Accident Insurance Coverage (8 Lakhs). Moreover they are entitled for Mobile reimbursement based on limits specified by the company, and also entitled for various types of leave such as privilege leave, casual leave & sick leave.

For any further Information and Clarification, please feel free to call the numbers given below or send an e-mail to the address mentioned below:

Mr. Jobee John – 09320489204

Mr. Rohit Patil – 09320177166

Mr. Subhash Shetty – 09022935952

Landline – 022 – 24360092, 32189770, 24360062.

E-mail: [services@ncmsl.com](mailto:services@ncmsl.com)

Application No. \_\_\_\_\_



NATIONAL COLLATERAL MANAGEMENT SERVICES LIMITED

**APPLICATION FORM FOR THE POST OF WAREHOUSE MANAGER**

(Please fill the Form in Block Letters only)

Full Name: \_\_\_\_\_

Father's / Husband's Name: \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ PIN code: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ PIN code: \_\_\_\_\_

Telephone No. (With STD Code): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Id: \_\_\_\_\_

Gender:  Male  Female

Date of Birth: 

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|   |   |   |   |   |   |   |   |

Centre for Written Examination: (Mark "√" in appropriate box)

|        |       |           |         |           |       |        |        |            |           |
|--------|-------|-----------|---------|-----------|-------|--------|--------|------------|-----------|
| Mumbai | Delhi | Hyderabad | Dharwad | Allahabad | Patna | Indore | Jaipur | Chandigarh | Ahmedabad |
|        |       |           |         |           |       |        |        |            |           |

**ACADEMIC BACKGROUND:**

(Please give details from Class X onwards – in case space provided below is inadequate, please furnish details in a separate sheet of paper and attach the same to the application form)

| Exam/ Degree Passed | School / College | Board /University | Year of Passing | Subjects | Percentage (%) |
|---------------------|------------------|-------------------|-----------------|----------|----------------|
|                     |                  |                   |                 |          |                |
|                     |                  |                   |                 |          |                |
|                     |                  |                   |                 |          |                |
|                     |                  |                   |                 |          |                |

Please Affix your Recent Passport Size Photograph Duly Signed

Details of Application fees:

| Name & Address of the Issuing Bank & Branch | Date of Issue | Demand Draft No. | Amount (Rs) |
|---|---------------|------------------|-------------|
|   |               |                  |             |

Do you have work experience? Yes/ No: \_\_\_\_\_

| Name of the Employer / Organization | Designation / Role | From | To | Nature of duties |
|-------------------------------------|--------------------|------|----|------------------|
|                                     |                    |      |    |                  |
|                                     |                    |      |    |                  |

Note:

1. The Applicants are advised to retain photo copy of the completed Application Form for their records.
2. Please submit three passport size photographs along with the Application Form.
3. Please attach Demand Draft of Rs. 500/- in favour of "NCMSL" payable at Mumbai along with the Application Form.
4. Please mention Examination Centre on the mailing envelop.

Declaration:

I have gone through the NCMSL Information Bulletin. I have clearly understood the selection and eligibility criteria including the requirement of the Certificate Course and agree to abide by NCMSL rules for the same. I declare that all information given and statements made in this application are true to the best of my knowledge. I agree that if any information is found incorrect, my application and subsequent admission will automatically be cancelled and no money will be refunded. I am also aware that NCMSL may reject my application without assigning any reason.

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

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

\_\_\_\_\_  
Applicant's Signature