BIRPARA COLLEGE

Affiliated to: University of North Bengal
Government aided co education degree colleges
Accredited by NAAC

Birpara, Alipurduar,
West Bengal, PIN-735204

birparacollege.ac.in / birparacollege.com
birparacollege@gmail.com
03563-266217

Ref. No: **BC/N/459**

Date: **25/Mar/2025**

General Notice

This is to inform all Heads/Senior Teachers of Departments that Delhivery, a reputed logistics company, has contacted the Career Development and Placement Cell of Birpara College with a proposal to offer internship followed by placement (subject to conditions) to recent graduates and current final semester students of the College. In this regard, the Career Development and Placement Cell would like to convene a meeting with all Heads/Senior Teachers of Departments on **Wednesday, April 2, 2025 at 2pm in the IQAC Room** to discuss the proposal and decide on ways to contact recent graduates and final semester students to enlist for the opportunity. Interested students must first submit their names to the Cell along with necessary documents. If any Head/Senior Teacher is unavailable on the day, they are requested to depute another teacher from the department to kindly attend the said meeting.

Coordinators
Career Development and Placement Cell
Birpara College

Principal
Birpara College


DELHIVERY

We aim to build the

Operating System for commerce in India

We are India’s largest, fastest growing logistics company

$3.4B

Market Capitalization

**as of December 13 2024*

$1B+

Annual Revenue

**FY24*

30%+

Growth Rate

**FY19-FY24 CAGR*

- Quick & e-Commerce
- Part Truck Load Freight
- Full Truck Load Freight
- Warehousing
- International Freight
- Supply Chain Services
- Technology Solutions
- Transport Management Systems

Unmatched scale & growth

Express Parcel



3.5B+
parcels delivered

760M+
annual orders

38% CAGR
(FY19-24)

Part Truck Load



5.6M+ MT
freight handled

2M+ MT
annual freight

65% CAGR
(FY19-24)

Full Truck Load



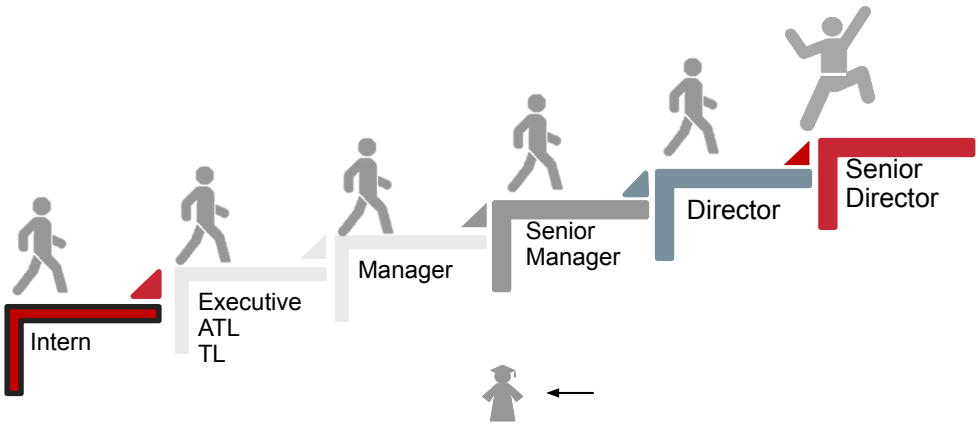
750k+
TLs delivered

120k+
annual truckloads

28% CAGR
(FY19-24)

Potential Roles & Career Progression

Career Progression



Potential Roles

- Executive
- Assistant Team Lead
- Team Lead

Horizontal Progression

Within a span of 1-2 years the employee can choose to opt for a different role either at the same level/ higher level to the existing one either in the same department or another department based on requirement and performance

Vertical Progression

Within the span of 1-2 years the employee can grow into bigger role in the same department based on performance and requirement

Recruitment Process

1. **Submission of Candidate List:** The university to share a list of interested candidates.

2. **Interviews:** Shortlisted candidates will go through HR and Operations interview rounds.

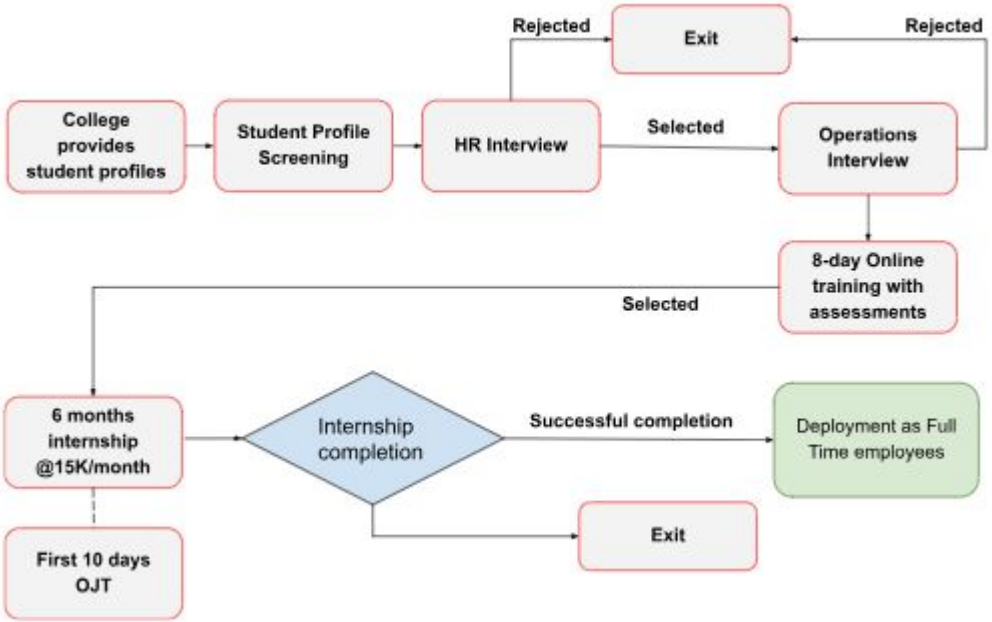
3. **Online Training:** Selected candidates will undergo an 8-day online training program, including assessments.

4. **Internship Period:** Candidates will begin a 6-month internship with a stipend of ₹15,000 per month including 10 days of on-the-job training (OJT).

Please note: To be eligible for the internship stipend, candidates must complete a minimum of 30 days of the internship without any disciplinary issues.

5. **Final placement will be based on:**

1. Performance
2. Adherence to all company policies
3. Availability of open positions



Job Description

Executive

ELIGIBILITY CRITERIA:

- **Minimum Education Qualification:** 12th pass / Diploma
- Proficient in usage of Microsoft Office packages preferably MS Excel
- Basic proficiency in Maths and English

SALARY: 2.25 LPA to 2.5 LPA

KEY RESPONSIBILITIES

- Handles White Goods & Large Goods Operations
- Responsible for distribution & Pickup activities of the region.
- Monitors the pickup and delivery operations in set cut offs.
- Ensure that maximum pickups & deliveries are done in defined timelines
- Coordinates with the scheduling team based at HQ for better service level.
- Monitors the RTV's and ensures that it would be forwarded as per SOP.
- Generates a daily MIS report for better service results.
- Trains the Ground staff and supervisors on the new changes and for better performance.
- Responsible for planning & timely delivery of shipments with focus on-time deliveries, Quality, Service and ensuring that, organization goals are also meet.
- Vendor development and client handling in coordination with the manager
- Prediction of critical delivery challenges during festival seasons or any peak period demand & take preventive actions

Assistant Team Lead

ELIGIBILITY CRITERIA:

- Minimum Education Qualification: Graduate
- Basic computer knowledge - MS Excel
- Basic proficiency in Maths and English

SALARY: 2.5 LPA to 3 LPA

KEY RESPONSIBILITIES

- Responsible for managing logistics operations, inbound and outbound of shipments/ operations of DC.
- Ensure quality check of all shipments/bags and ensure zero missing shipments in value and numbers.
- Maintains duty roster of Field Executives, does pickups & deliveries, NDC calling and reverse logistics
- Provides accurate & timely feedback and participates in continuous improvement initiatives related to employee, team & operational targets.
- Perform extended duties of Team Lead in his absence as per the business requirement and promote a security focused, safe work environment
- Supports the Team Lead by performing a range of analytical & administrative duties including collation, analysis & distribution of confidential operational information
- Contributes to departmental cost controls by using agreed methods & tools to effectively monitor the usage of defined resources (equipment, supplies, overtime etc.)
- Develops and maintains an effective network of contacts within Delhivery, who can facilitate & influence problem resolution & goal achievement.

Team Lead

ELIGIBILITY CRITERIA:

- Minimum Education Qualification: Graduate
- Proficient in usage of Microsoft Office packages preferably MS Excel
- Basic proficiency in Maths and English

SALARY: 3 LPA to 3.5 LPA

KEY RESPONSIBILITIES

- Responsible for managing end to end logistics operations, inbound and outbound of shipments/ operations of DC.
- Adheres to pre-defined procedures and plans effective routes and vehicle deployment with maximum utilization of resources.
- Ensure quality check of all shipments/bags and ensure zero missing shipments in value and numbers.
- Creates (TL) duty roster of Field Executives, manages the pickups, NDC calling and reverse logistics
- Manages the team effectively and handles all queries related to attendance, fuel etc.
- Provides accurate & timely feedback and participates in continuous improvement initiatives related to employee, team & operational targets.
- Continually monitors and promotes a security focused, safe work environment
- Supports the Manager by performing a range of analytical & administrative duties including collation, analysis & distribution of confidential operational information plus creating & updating computerized and manual records whilst complying with ISO and regulatory standards.
- Contributes to departmental cost controls by using agreed methods & tools to effectively monitor the usage of defined resources (equipment, supplies, overtime etc.)

Employee Benefits

Financial & Leaves:-

- 6 Days working setup – applicable to all levels
- Shifts will in include morning shift, afternoon shift, night shift & general shift – applicable to all employees joining across entry level to the Senior Manager level
- Employee Loan Assistance Program
- Continuous Learning Benefit
- Sabbatical* (in case any employee due to unforeseeable reasons needs to take a break but does not wish to exit)
- Financial Aid to all employees (on-roll / off-roll)
- Heavy extensive Referral Program for all employees
- Flexi benefits: we offer a bucket full of flex benefits like Meal vouchers, LTA e.t.c compliant to the IT act, which helps our employees reduce the tax burden and increase their take home salary
- Buy from Auctions: we have a dedicated portal for our employees to buy from auctions across various options like Mobile, electronics, Appliances,Fashion and much more

Wellbeing - We help our employee look after their health and wellbeing, enabling them to deliver their best at home and at work with multiple initiatives to support them

- Employee Assistance Program – where employee can seek assistance w.r.t any issues related to personal life through renowned psychologists and psychiatrists that are completely confidential and available 24/7

Thank You