

Mail Handler

Aliases: Courier Handlers, Handlers

Industry/Sector(s): Logistics

JOB DESCRIPTION ¹

The tasks a Mail Handler is expected to perform include:

- Unloading mail bags that arrive at the sorting centre
- Moving mail bags to the sorting area
- Loading the sorted mail onto the respective mail trucks

WORK ENVIRONMENT ¹

- It is not a desk job
- Need not handle a team
- Local travelling is not a part of this job role
- Part-time work and contractual jobs are not available
- Work from home option is not available

Working hours

- Companies usually work for 5/6 days a week and 8/9 hours everyday. This may vary from company to company
- Overtime maybe required
- Shift system is not available

Is the job suitable for a candidate with special needs?

No

EDUCATIONAL QUALIFICATIONS AND TRAINING ¹

- Minimum – Class X (preferable)
- Certified training for Mail Handler (programme aligned to LSC/Q3025 job released by Logistics Skill Council)

KEY COMPETENCIES ¹

- Knowledge of types of goods being handled
- Knowledge of loading/unloading and transport methods that can be used for different types of shipments/bags
- Knowledge of operating computers and using relevant software
- Ability to read labels and understand special handling requirements of mail

DESIRABLE COMPETENCIES ¹

Not applicable

AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

Government and private schools across India

AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

Coming soon

SAMPLE OF TRAINING AND LEARNING COURSES

<http://www.iilskochi.com/index/training>

CAREER PROGRESSION PATH ¹

Mail Handler → Process Supervisor → Warehouse Supervisor

Transfer option

- India: Yes
- Abroad: No

(*This field to open the relevant job title when clicked)

EXPECTED EARNINGS ⁴

For daily wage workers - ₹ 120 to ₹ 350 per day
(These figures are indicative and subject to change)

REQUIRED WORK EXPERIENCE ¹

Not required

PROBABLE EMPLOYERS ⁴

Logistics companies

PEOPLE'S CORNER

Coming soon

KEYWORDS ¹

- Mail Handler
- Courier Handler
- Handler

OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	9333.0106	Mail Handler
ISCO 2008	9333	Freight Handlers
NIC 2008	52109	Storage and warehousing n.e.c. [Includes general merchandise warehouses and warehousing of furniture, automobiles, gas and oil, chemicals, textiles etc. Also included is storage of goods in foreign trade zones]; Cargo handling incidental to land transport; Cargo handling incidental to water transport; Cargo handling incidental to air transport
QP Reference	LSC/Q3025	Mail Handler
NSQF	Level 2	-

REFERENCES

1	Qualifications Pack – Mail Handler
2	http://socialjustice.nic.in/policiesacts3.php
3	http://www.advocatekhoj.com/library/bareacts/factories/index.php?Title=Factories%20Act,%201948
4	http://labourbureaunew.gov.in/UserContent/Min_Wages_Report_2011.pdf
5	http://www.financialexpress.com/article/economy/logistics-set-for-rapid-growth/54736
6	www.censusindia.gov.in
7	https://www.kpmg.com/DE/de/Documents/Logistics_Game_Changers_Transforming_India_logistics_industry_2013.pdf
8	http://www.nsdcindia.org/sites/default/files/files/transportation-logistics-2009.pdf