

Requirement of Company Secretary Trainee

(Advt. No. 01/2021)

The Shipping Corporation of India Ltd., a Navratna PSU has opportunity for **one CS trainee**.

Details of Training:

1. Qualification:

ICSI Professional Program (Final) passed or ICSI Executive Programme (Intermediate) passed.

2. Duration of Training:

12 months for students who have cleared the Professional (final) examination and 24 months for students who have cleared the Executive examination OR 21 months as per revised training structure after completion of EDP, without any further extension.

3. Stipend :

a. Stipend for Professional Examination passed: Rs. 8000/- p.m.

b. Stipend for Executive Examination passed: Rs. 7000/- p.m.;

To be increased to Rs.8000/- p.m. on passing the Professional examination during the training period.

4. Accommodation:

No accommodation shall be provided.

5. Working Hours:

Usual work timing will be from Monday to Friday 10:00 AM to 5:45 PM.

6. Leave:

Trainees will be entitled to leave as per the Institute guidelines.

7. Time Clause:

Hours spent on any conference, course, Seminar organized by the Institute/Region/Chapter shall be treated as period covered under training. However, proof of such training shall have to be provided to SCI.

8. Medical:

The trainee will not be eligible for Company's medical benefits.

9. Transportation:

No reimbursement of transportation charges will be made.

10. Termination:

The training may be terminated by giving not less than one month's notice.

11. How to apply:

Interested candidates should directly apply through the link provided on the Corporations website www.shipindia.com -> Career -> Shore-> Requirement of CS Trainee (01/2021).

Last date of application: 12.03.2021

12. Selection Process:

Candidates who are found eligible as per above mentioned eligibility criteria would be considered for the selection process. The candidates will be required to submit scanned copies of required documents and Experience Certificates if any in PDF format. The Interviews will be conducted at Shipping House, Nariman Point, Mumbai or through video conferencing depending upon the prevailing situation at the time of Interview. The schedule will be notified on the Corporation's website.

13. Required Documents:

- i. Mark sheets of qualifying exam (Executive/Professional)
- ii. Experience Certificates if any
- iii. PAN card
- iv. Aadhar card

14. Date & Time of the Interview:

Will be notified to the shortlisted candidates/ notified on the Corporations website.

Contact person: Mr. Nilesh Hiremath, SCI, 18th Floor

Tel: 022 22772594