



Navratna Company  
(ISO 9001:2015, ISO 14001:2015  
& BS OHSAS 18001:2007 Certified)

## भारतीय नौवहन निगम लिमिटेड

(भारत सरकार का उद्यम)

पंजीकृत कार्यालय: शिपिंग हाउस, 245 मादाम कामा रोड, मुंबई - 400 021.

फोन: 91-22-2202 6666, 2277 2000 फैक्स: 91-22-2202 6905 वेबसाइट: www.shipindia.com

### The Shipping Corporation Of India Ltd.

(A GOVERNMENT OF INDIA ENTERPRISE)

Regd. Office: Shipping House, 245, Madame Cama Road, Mumbai-400 021. Ph: 91-22 2202 6666, 2277 2000

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सीआईएन/CIN-L63030MH1950G0I008033

### **Requirement of Secretarial Officer on Contract (Adv. No: 05/2022)**

Shipping Corporation Of India Ltd., a Navratna PSU, is the largest Indian shipping Company. SCI, India's premier shipping company has a significant presence on the global maritime map. SCI occupies the Numero Uno position with its large and diversified fleet, operating in nearly all segments of shipping viz. Container services, liquid and dry bulk services, offshore services, passenger services and break-bulk services. The Company also mans and manages vessels on behalf of various Government bodies. SCI continues to grow through strategic alliances and new business opportunities.

SCI invites applications from Indian nationals fulfilling the following eligibility criteria.

#### **A. Details with respect to the vacancy are as below:**

##### **1. Eligibility Criteria**

Post	Number of Vacancies	Qualification Required
Secretarial Officer	1	Qualified Company Secretary having Associate/Fellow membership of the Institute of Company Secretaries of India (ICSI)

##### **Experience Required (Post Qualification & Membership):**

Minimum 1 Year Experience in relevant field, post qualification and Membership of the Institute till 01.05.2022. Experience in Listed Companies would be preferred.

##### **2. Age**

Age Limit as on **01.05.2022** is 32 years.

##### **3. Date of Reckoning Eligibility Criteria**

The cut-off date for determining eligibility criteria in respect of post qualification inline experience and age shall be **01.05.2022** and will remain unchanged irrespective of any reason whatsoever.

##### **4. Contract tenure:**

The contract shall be for a period of two years from date of engagement, with a provision for 2 extensions of 6 months each. It is desirable that candidate would join immediately however, a maximum of two weeks' time will be given for joining.

##### **5. Emoluments:**

A consolidated monthly emolument of Rs 50,000/-(Fifty Thousand) will be paid. No other perks/benefits/ allowances shall be applicable. Income tax will be deducted as per rules.

##### **6. Posting**

The posting is in Mumbai. However, the company at its discretion may depute the Officer at any of its offices/projects anywhere in India as per its requirement.

**7. Accommodation:**

No company accommodation shall be provided.

**8. Transportation**

No transportation allowance shall be provided.

**9. Leave:**

30 days leave for a period of one year and prorata for the period of extension.

**10. Work timings:**

The Officer will have to work as per the flexi office timings applicable to regular SCI Employees. If required as per exigencies of work, they shall be required to attend office on Saturdays or other holidays also without any additional compensation.

**11. Medical Benefits:**

The officer will not be eligible for Company's medical benefits. However, they will be covered under the Company's Group Insurance Scheme in existence for accidents at workplace.

**12. Termination:**

The contract may be terminated by either side by one months' notice or payment of notice pay in lieu thereof. However, the Corporation shall reserve the right not to accept resignation/notice of termination should the circumstances so warrant i.e. the disciplinary proceedings are pending or are contemplated against the officer.

**B. How to apply:**

Interested candidates should directly apply through the link provided on the Corporations website [www.shipindia.com](http://www.shipindia.com) -> Career -> Shore-> Requirement of Secretarial Officer on contract (Advt No. 05/2022) **and** send their updated resume (pdf only) and required documents (pdf only) via email on [shorerecruitment@sci.co.in](mailto:shorerecruitment@sci.co.in) with subject as "Application for Secretarial Officer on contract (Advt No. 05/2022)". Candidates are also required to attach the following documents along with their resumes in pdf format only.

- i. Graduation Degree Certificate (If applicable)
- ii. CS Completion Certificates /Membership certificate
- iii. Work Experience certificates for the years as mentioned in application form (Post Qualification & Membership).
- iv. Date of Birth proof like Aadhar card/Pan card/Voter/Birth Certificate etc.

The above documents are to be clubbed/joined/scanned in a single file and uploaded in pdf format under the upload required document section. Please note that the size of the attachment should not exceed 20 MB.

Applications will not be considered in case the online application form is not filled and the above-mentioned documents are not submitted as per the data filled in application form during the application period.

Last date of application: **30/05/2022**

Application/Documents received after the last date of application will not be considered. Applications of only those applicants will be considered who have filled the online form with documents and sent their resume along with the documents as mentioned above.

**C. Selection Process:**

Candidates will be shortlisted based on the eligibility criteria for Educational Qualification, Age, Experience and any other criteria as mentioned. In case of large number of eligible applications, candidates will be shortlisted in the ratio of 1:25 i.e. 25 candidates will be called for the Interview. The short listing will be based on higher experience (Post Membership of the Institute).

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.

Date and time of Interview: Will be notified on Corporations website.

The Company reserves the right to increase/decrease the number of vacancies as per the need or cancel the advertisement itself without any notification.

**D. GENERAL INFORMATION:**

1. Indian Nationals only need to apply.
2. After selection, the waitlist panel will be valid for a period of one year from the date of finalization and shall be applicable in case of selected candidates not joining for any reason or selected candidates separating from the organization.
3. Candidates are advised in their own interest not to furnish any particulars that are false, tampered, fabricated or suppress any information while filing up the application form or during the verification process. In any such case, the candidature/engagement made shall be treated as null/void at any stage in the selection process.
4. Candidates are advised to regularly check their e-mail and the Corporation's website for information.
5. The engagement of selected candidates will be subject to their being declared medically fit by the approved Hospital and by Medical officer of the Corporation.
6. The selection of candidates for selection process shall be at the discretion of the Corporation and the decision in this matter will be final and binding.
7. The decision of SCI Management regarding eligibility criteria, acceptance or rejection of applications to the post etc. shall be final and binding on all candidates. Mere fulfilment of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for document verification/Interview.
8. Any corrigendum/updates to the advertisement will be published on our website only; hence candidates are requested to check the Corporations Website regularly.
9. Candidate will appear for the interview at their own risk and SCI will not be responsible for any injury or losses etc. of any nature.

10. Management reserves the right to cancel engagement process at any stage, without issuing any further notice or assigning any reason thereafter.
11. The Officer on contract shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time. He / She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his / her engagement in the discharge of duties assigned to him/her at all times.
12. During the contract period, the officer shall devote himself exclusively to the duties assigned to him from time to time and will personally attend thereto at all times when he is required to do so. He will not engage in any other service, trade business or profession, either part or full time during the said contract period.
13. The Officer will not be entitled to any pecuniary benefits in remuneration because of pay revision or any other benefits/facilities/allowances in this regard.
14. The Officer shall have to adhere to the Code of Conduct of ethics, Code for prevention of Insider Trading and such other rules and regulations laid down by the Corporation in order to maintain confidentiality and fair conduct in the organizational procedure. The service shall be governed by the Disciplinary rules and regulations laid down by the Company from time to time, to the extent such rules become applicable in this context.

**Furnishing of wrong/false information will lead to disqualification and SCI will not be responsible for any of the consequences of furnishing such wrong/false information. The candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage of the selection process or after joining the Corporation, it is found that the candidates have furnished false or wrong information; their candidature/engagement will be cancelled. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature. Court of jurisdiction for any dispute will be at Mumbai.**

Contact person & Contact Details:

Mr. Nilesh Hiremath AM(P)- 022772594