



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

Fax: 91-22 22026905 • Website: www.shipindia.com



सीआईएन/CIN-L63030MH1950G0I008033

### **Requirement of Secretarial Officer on Contract (Adv. No: 04/2021)**

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	Full time Bachelor's Degree in any discipline plus Associate/Fellow Membership of the Institute of Company Secretaries of India. Preference will be given to candidates having degree in LAW.

##### **Experience Required (Post qualification):**

Candidates should have at least 09 years of experience w.r.t. to Company Secretarial functions. Candidate should have preferably handled a compliance w.r.t. Listing Regulations. Candidates having experience in State/Central Government Departments, Autonomous Bodies, PSUs, PSBs or CPSEs in will be given preference.

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

The cut-off date for determining eligibility criteria in respect of post qualification inline experience and age shall be **01.05.2021** and will remain unchanged irrespective of any reason whatsoever.

##### **3. AGE**

Age Limit as on **01.05.2021** is 45 years.

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

The contract shall be for a period of one year from date of engagement, with a provision for 2 extensions of 6 months each.

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

A consolidated monthly emolument of Rs 1,25,000/- will be paid. A conveyance cum mobile allowance of Rs 10,000/-per month will also be paid for discharge of official duty. No other perks/benefits/allowances shall be applicable.

##### **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. Leave:**

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

**9. 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.

**10. 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.

**11. Termination:**

The contract may be terminated by either side by one month's 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 (04/2021) **and** send their updated resume (pdf only) via email on [shorerecruitment@sci.co.in](mailto:shorerecruitment@sci.co.in) with subject as "Application for Secretarial Officer on contract". Candidates are also required to attach the following documents along with their resumes in pdf format only.

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

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

Note: The total size of attachments should not exceed 10 MB. In case of failure of emails SCI will not be responsible. Application/Documents received after the last date of application will not be considered.

Last date of application: 02/06/2021

**C. Selection Process:**

Candidates will be shortlisted based on the eligibility criteria for Educational Qualification, Age and any other criteria as mentioned. In case of large number of applications, the Company reserves the right to shortlist the number of candidates for Interview out of eligible candidates. The short listing will be based on length and range of experience, higher qualification, Accreditations, Certifications and Special Achievements.

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.

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 Officers 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.

**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:

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