

Requirement of THREE Secretarial Officers on Contract (Advt. No. HR 02/2024)

The Shipping Corporation of India Ltd. (SCI), 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 eligible Indian nationals for the below mentioned position. The eligibility criteria and details of the post are as follows:

1. Details of vacancy:

Post	No. of Vacancies	Period of Contract	Posting	Monthly Pay (Consolidated)
Secretarial Officer on Contract	3	2 years extendable twice by 6 months each	Mumbai	Rs. 50,000

2. Selection criteria:

Age (Upper Limit)	Qualification	Experience (Post Qualification)
32 Years (as on 01.02.2024)	Qualified Company Secretary having Associate/Fellow membership of the Institute of Company Secretaries of India (ICSI)	Minimum 1 year experience in relevant field, post qualification and membership of the Institute. Desirable: Experience in listed companies will be preferred.

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 01.02.2024 and will remain unchanged irrespective of any reason whatsoever.

4. Contract Tenure: The contract shall be for a period of two years from the date of engagement, with a provision of two extensions of 6 months each at the sole discretion of the Corporation.

5. Emoluments: A consolidated monthly pay of Rs. 50,000/- will be paid. No other perks / benefits / allowances shall be applicable. Income tax will be deducted as per rules.

6. **Posting:** The selected candidate will be posted in Mumbai Head Office. However, the Corporation at its discretion may depute the Contract employee at any of its offices/projects anywhere in India as per its requirement.
7. **Accommodation:** No company accommodation will be provided.
8. **Transportation:** No transportation allowance shall be provided.
9. **Leave:** 30 days leave for a period of One year each and pro-rata for the period of extension. No carry forward of leave will be allowed to subsequent years.
10. **Work timings:** The work timing will be similar to that of regular shore employees (9:30AM-10:30AM – 5:15PM-6:15PM) i.e. flexi work timing of 7 Hrs and 45 min from Monday to Friday. 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 Contract employee will not be eligible for Corporation's medical benefits. However, they will be covered under the Corporation's Group Insurance Scheme in existence for accidents at workplace.
12. **Termination:** The contract may be terminated by either side by serving one month's notice or payment of notice pay in lieu thereof. However, the Corporation reserves the right not to accept resignation / notice of termination from the contract employee's side should circumstances so warrant i.e., disciplinary proceedings are pending or are contemplated against the employee under SCI conduct of Rules.

HOW TO APPLY:

Interested candidates should directly apply through the link provided on the Shipping Corporation of India Limited's (SCI) website www.shipindia.com -> Career -> Shore Personnel -> Requirement of Secretarial Officers on Contract (Advt. No. HR 02/2024) and send their updated resume via email on shorerecruitment@sci.co.in with subject as "Application for Secretarial Officer on Contract (Advt. No. HR 02/2024)."

Candidates are also required to attach the following documents along with their resumes in PDF format only, (*) marked are essential:

- a. Mark sheets of qualifying exam (Executive / Professional)*
- b. Proof of Associate/Fellow Membership of the Institute of Company Secretaries (ICSI)*
- c. Graduation degree mark-sheets and certificate (if applicable)
- d. Work Experience certificates for the years as mentioned in application form (if any)*
- e. Training completion certificates (if any)
- f. Date of Birth proof like Birth Certificate/10th or 12th marksheet*
- g. Identity Proof like Aadhar card / Pan card / Voter ID*
- h. Any other documents like certificates, higher education, as applicable.

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

Note: The total size of attachments should not exceed 10 MB. In case of failure of emails SCI will not be held responsible.

Last date of application: 12/03/2024, 17:00 Hrs

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 and sent their resume along with the documents as mentioned above.

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 eligible applications, the Company reserves the right to shortlist the number of candidates for Interview out of eligible candidates in ration of 1:20.

The shortlisting will be based on higher experience (Post Membership). In case of candidates scoring same marks in the interview, the following criteria will be used to determine the higher merit:

- a. Candidates with higher marks in minimum required qualification will be placed higher.
- b. Candidates date of birth (Candidates with earliest date of birth will be placed higher in the merit list).

The candidates will be required to submit scanned copies of required documents and experience certificates if any in PDF format along with their resume. The Interview will be conducted at "Shipping House", Nariman Point, Mumbai in-person. The schedule will be notified on the SCI's website.

Date & Time of the Interview: Will be notified on SCI'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.

GENERAL INFORMATION:

1. Indian Nationals only need to apply.
2. After selection, the waitlist panel will 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 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.

6. 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 fulfillment of the minimum qualification, experience and requirement will not vest any right on candidates for being called for document verification / interview.
7. Any corrigendum / updates to the advertisement will be published on our website only; hence candidates are requested to check the Corporations Website regularly.
8. 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.
9. Management reserves the right to cancel engagement process at any stage, without issuing any further notice or assigning any reason thereafter.

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 training position to which they are applying. If at any stage of the recruitment process, it is found that the candidates have furnished false or wrong information; their candidature / training will be cancelled. Canvassing in any form during any stage of training selection process will lead to cancellation of candidature.

Court of jurisdiction for any dispute will be at Mumbai.
