

CAREER OPPORTUNITY FOR COMPANY SECRETARY & CIVIL PROFESSIONALS

THE SHIPPING CORPORATION OF INDIA LTD., a NAVRATNA PSU is India's premier shipping company and has a significant presence on the global maritime map. The SCI occupies the Numero Uno position with its large and diversified fleet, operating in nearly all segments of shipping viz. break-bulk services, container services, liquid and dry bulk services, offshore services and passenger services. The company also mans and manages vessels on behalf of various Government bodies. The SCI continues to grow through strategic alliances and new business opportunities.

Applications are invited from dynamic and highly motivated professionals for appointment in Board Secretariat and Civil Engineering departments of the company. The appointment shall be on direct recruitment basis and selected candidates shall be placed on probation period of one year.

S.No.	Post	No. of Posts	Eligibility/Educational Qualification	Post Qualification Experience	Pay scale
Post 1	Company Secretary	One (1)	Membership of the Institute of Company Secretaries, India. First class Degree in Law through a full time course of three years after graduation or five years after 12 th Standard from a recognised institute of repute is desirable.	At least 8 years (as on 31.10.2013) including 3 years experience in the pay scale of ₹ 24900-50500/- or equivalent	Selected candidate would be placed in the scale of ₹ 29100-54500/-
Post 2	Assistant Manager (Civil)	One (1)	First class four years full time Bachelor's degree in Civil Engineering from a AICTE approved institute of repute	Work experience preferred in a Construction Company	Selected candidate would be placed in the scale of ₹ 20600-46500/-

(A) Post 1 - Company Secretary

Educational Qualification	Upper Age Limit	Experience Profile	Emoluments
Membership of the Institute of Company Secretaries, India. Minimum 60% marks or equivalent CGPA/OGPA in the 3 years Degree in law after graduation or 5 years Degree in Law after 12 th Standard (if applicable).	35 years as on 31.10.2013.	The candidate should have had handled Secretarial and Legal jobs independently in any PSU or any other company which is having an annual turnover of minimum ₹ 500 crores & having financial assistance from the banks having multi locational/ multi product/multi service base. Preferably having competence in drafting contracts, agreements deeds documents, handling relationship with banks, financial institutions, having exposure to FEMA/Competition laws. Proficiency in computer is essential. Proficiency in Corporate, Civil and Criminal laws is desirable.	Selected candidate would be placed at the minimum of the scale of Manager i.e ₹ 29100-54500/-.

Post 2 - Assistant Manager (Civil)

Educational Qualification	Upper Age Limit	Experience Profile	Emoluments
Minimum 60% marks or equivalent CGPA/OGPA.	27 years as on 31.10.2013.	Work experience of two (2) years in a Construction Company or State or CPSE will be preferred.	Selected candidate would be placed at the minimum of the scale of ₹ 20600-46500/-.

(B) General

Educational Qualification	Upper Age Limit	Emoluments
The Educational Qualification should be from Institutions/ colleges and Universities/Deemed Universities duly recognised by UGC/AICTE. Educational Qualification is relaxable by 5% for SC/ST/PWD candidates. Candidates whose essential qualification has grading of CGPA/OGPA must submit a letter from the University/Institute for conversion of CGPA/OGPA into percentage.	Maximum age limit is relaxable by 5 years for SC/ST, 3 years for OBC and for persons with disability (PWD) the relaxation is over and above the upper age limit i.e. 5 years for General Category, 10 years for SC/ST category and 8 years for OBC category.	In addition to Basic Pay, Dearness Allowance, House Rent Allowance the Company offers other Allowances/ Perquisites as applicable to shore employees of SCI including PF, Gratuity and other Superannuation benefits which will be as per Corporation rules. The medical facility is available under Group Insurance Scheme.

(C) Age of Superannuation

Age of superannuation is 58 years.

(D) Career Prospects

The Company offers conducive working environment and good career opportunities and the candidate can look forward to good career prospects of rising into the senior management position.

(E) Posting

The selected candidates can be posted or transferred anywhere in India depending on requirement of the organisation. Selected candidates will have to make his/her own arrangements for accommodation; company accommodation may be provided based on availability at the place of posting.

(F) Selection Process

Names of shortlisted candidates shall be put on SCI's website www.shipindia.com>Careers>Shore>Recruitment of Company Secretary & Civil Professionals and an e-mail shall also be sent to the shortlisted candidates. Shortlisted candidates would be called for personal interviews at Mumbai.

(G) How to Apply

The interested candidates may apply in the enclosed format alongwith copies/documents in support of educational qualification and experience profile to the SVP (P&A), The Shipping Corporation of India Ltd., Shipping House, 245, Madame Cama Road, Nariman Point, Mumbai - 400021, before **14.02.2014**. Envelope containing the above should be clearly superscribed with APPLICATION FOR THE POST OF **COMPANY SECRETARY/ASSISTANT MANAGER (CIVIL)**. Incomplete/delayed applications will not be considered.

(H) General Information

- Only Indian Nationals need to apply.
- The Company reserves the right to change the number of vacancies or cancel the recruitment at any stage.
- Candidates have to make their own arrangements to appear for the Personal Interviews. No TA/DA will be admissible by the Corporation. Candidates belonging to SC/ST category will be reimbursed 2nd class to and fro railfare by the shortest route possible.
- The Company reserves the right to raise the minimum eligibility standard etc. in order to restrict the number of candidates.
- All queries pertaining to recruitment including selection process may be addressed to our Recruitment Team only through an e-mail at recruitment@sci.co.in.
- 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/appointment made shall be treated as null/void at any single point.
- The selection of candidates for Interviews shall be at the discretion of the Corporation and the decision in this matter will be final and binding.
- Candidates are advised to check their e-mail and the Corporation's website for information. Candidates are required to possess a valid e-mail and furnish current telephone numbers in the Application Form. The e-mail is required to be active for at least one year, as any intimation to the candidates regarding the recruitment/selection process shall be provided by SCI through e-mail. They are further requested to check regularly their e-mail for any communication from the SCI in this regard. SCI will not be responsible for failure of delivery of e-mail sent to the candidate.
- After selection, the waitlist panel of candidates shall be valid for a period of one year from the date of finalisation and shall be applicable in case of vacancy arising out of the selection made against this advertisement.
- The appointment of selected candidates will be subject to their being declared medically fit by a Doctor approved by the Corporation and verification of their character, antecedents, caste certificates and eligibility conditions.
- Candidates presently employed in Government Departments/PSU's/Autonomous Bodies will be required to send the application through proper channel or produce NOC at the time of interview.

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 during the recruitment and selection process, it is found that the candidates have furnished false or wrong information, their candidature will be rejected. 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.

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APPLICATION FORMAT

With reference to your advertisement dated _____, I submit my application in the prescribed format for the post of _____ in your organization.

1. **Full Name**
(First name/Middle Name/Surname) : _____
(mention Mr./Mrs./Miss)
2. **Category (SC/ST/OBC)** : _____
3. **Date of Birth (dd-mm-yyyy)** : _____
4. **Age (Years-Month-Days)** : _____
5. **Permanent Address** : _____
6. **Address for Communication** : _____
7. **Telephone Number (with STD code)** : _____
8. **Mobile number** : _____
9. **E-mail** : _____

PLEASE AFFIX YOUR
RECENT PASSPORT
SIZE PHOTOGRAPH
HERE AND SIGN
ACROSS

10. Educational & Professional Qualification from secondary school onwards (Latest first):

1. Sr. No.	2. Degree/Diploma/ Membership of Professional Bodies	3. Duration	4. Year of Passing/ Year of being admitted as a member	5. Affiliating Body/Institute	6. Principal Subjects

11. Particulars of experience (Latest first):

1. Sr. No.	2. Organization	3. Position held	4. Address of Organization	5. Annual Turnover of Organization in Rupees (For Company Secretary only)	6. Pay scale

7. Period of service			8. Key Responsibilities	9. Achievements	10. Reporting to
From (MM/YY)	To (MM/YY)	Total (MM/YY)			

SIGNATURE OF APPLICANT

Place : _____

Date : _____



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