



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 Company Secretary Trainee

(Advt. No. 01/2020)

The Shipping Corporation of India Ltd., a Navratna PSU has opportunities 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, without any further extension.

**3. Stipend :**

1) Stipend for Professional Examination Passed : Rs. 8000/- p.m.

2) 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:**

Monday to Friday from 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 may apply through Institute of Company Secretaries of India – Candidates should submit their resumes to ICSI-WIRO, which will be forwarded to us by the Institute or candidates can directly send the filled application format by email to

[shorerecruitment@sci.co.in](mailto:shorerecruitment@sci.co.in) with subject as “Application for CS Trainee” and attend the walk-in Interview as per schedule mentioned below.

**12. Selection Process:**

The candidates are requested to carry the original documents and one set of photocopies of required documents and Experience Certificates if any on the day of the interview. Candidates who are found eligible as per above mentioned eligibility criteria would be considered for the selection process.

**13. Required Documents:**

- i. 3 copies of duly filled-in attached Application form.
- ii. Marksheets of qualifying exam (Executive/Professional)
- iii. Experience Certificates if any
- iv. PAN card
- v. Aadhar card

**14. Date & Time of the Interview:**

**Date** : 31<sup>st</sup> January 2020  
**Reporting Time** : 9:30 am  
**Document Verification** : 9:30 am onwards  
**Interview** : 11:00 am onwards

**15. Venue of the Interview:**

The Shipping Corporation of India Ltd.  
Shipping House, 17<sup>th</sup> Floor, Cafeteria,  
245 Madame Cama Road,  
Nariman Point, Mumbai – 400021

**Contact Person : Mr. Nilesh Hiremath, SCI, 18<sup>th</sup> Floor**  
**Tel: 022 22772594**

**Application for the post of CS Trainee**

1. Name :
2. Date of Birth (dd-mm-yyyy) :
3. Address :  
Permanent  
  
Correspondence :
4. Telephone/Mobile Number :  
(with STD code)
5. E-mail :
6. Details of Educational Qualifications: **PROFESSIONAL QUALIFICATIONS: -**

<p>PLEASE AFFIX YOUR RECENT PASSPORT SIZE</p>
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Course	Group	Month & Year of Passing	Marks Obtained / out of
CS Professional	Group I	/	/
	Group II	/	/
	Group III	/	/
CS Executive	Group I	/	/
	Group II	/	/
CS Foundation		/	/

**EDUCATIONAL QUALIFICATIONS : -**

Course	Board/ University	Location	Year of Completion/	Percentage of marks
LL.B or similar				
M.Com or similar				
B.Com or similar				
Higher Secondary (12 <sup>th</sup> )				
Secondary (10 <sup>th</sup> )				

7. Whether previously applied for :  
any post In SCI.
8. Additional information, if any :

Place :  
Date : Signature: