

Advt. No. 10D/2019

Accounts Assistant on Contract Basis at Port Blair

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.

The Shipping Corporation of India Ltd. requires two Accounts Assistants for Port Blair Office. Applications are invited for Accounts Assistants on contract basis for a period of Two (2) years, extendable if required by a period of one year at the sole discretion of the Corporation.

A. Terms and Conditions:

1. Eligibility Criteria:

- i. 3 years full time Bachelor's Degree in Commerce i.e. B.Com, from Institutions/ Colleges and Universities/ Deemed Universities duly recognised by UGC/AICTE with minimum 50%.
- ii. Two (2) years work experience in Finance & Accounting. A hands on experience in SAP is preferable.

2. No. of vacancies:

Two

3. Age (upper age limit as on 01.11.2019)

Maximum 35 years. The age limit is relaxable by 5 years for SC/ST candidates and 3 years for OBC (non-creamy layer). Further relaxation of 10 years would be given to Persons with Disabilities.

4. Period of Contract:

Two (2) years from date of joining, extendable by one year at the sole discretion of the Corporation on same terms and conditions.

5. Location:

The location would be Port Blair; however the Company at its discretion may post the officer at any of its offices/projects as per its requirement.

6. Emoluments:

Consolidated emoluments of Rs. 40,000/- per month. No other perks/ benefits/ allowances shall be admissible. Income Tax will be deducted at source as per prevailing rules.

7. Accommodation:

No company accommodation will be provided to the officer during the period of contract.

8. Leave:

Candidates shall be entitled to 30 days leave per year on pro-rata basis.

9. Working time:

Monday to Saturday excluding Sundays/Holidays.

10. Medical:

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. Selection Process:

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

Walk-in interviews are scheduled on as follows.

Venue/Interview Location	Port Blair
Date	04/12/2019
Reporting Time	10:00 am

Address:

The Shipping Corporation of India Ltd,
Gati Building, 99, Jawaharlal Nehru Rd, Delanipur, Port Blair,
Andaman and Nicobar Islands 744102

C. How to Apply

The candidates are requested to carry a copy of the duly filled-in attached Application Format along with the certificates (Original + 1 set photocopy) on the day of the interview.

Following documents would be required

- i. Proof of Date of Birth
- ii. Proof of required qualification (Mark sheets and Degree Certificates)
- iii. Experience Certificates
- iv. Identity proof
- v. Address Proof

Candidates are also requested to send their updated resume and the attached application format on portblair@sci.co.in with subject as "Application for Accounts Assistant- (Port Blair)"

D. General Information:

1. Indian Nationals only need to apply.
2. This is purely a temporary contract and shall not lead to permanent appointment.
3. 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.
4. 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.
5. Candidates are advised to regularly check their e-mail and the Corporation's website for information.
6. 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.
7. 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.
8. 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.
9. Any corrigendum/updates to the advertisement will be published on our website only; hence candidates are requested to check the Corporations Website regularly.
10. 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.
11. 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 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.

APPLICATION FORMAT

Application for the post of Accounts Assistant on Contract (Port Blair)

1. Name (*Surname first*) :

2. Date of Birth (dd-mm-yyyy) :

3. Permanent Address :

4. Telephone Number/Mobile :

5. Address for Communication :

6. Category (Gen/SC/ST/OBC) :

7. Mobile number :

8. E-mail :

9. Details of Educational :

Qualifications

10. Details of Professional :

Qualifications

11. Work Experience :

No of years of Experience :

Place :

Date :

Please affix
your recent
passport size
photograph

Signature of Candidate