

Advt. No. 14B/2019

Requirement of Cost & Management Trainee

The Shipping Corporation of India Ltd., a Navratna PSU has opportunities for one (1) Cost & Management trainee (ICWA) from Institute of Cost Accountants of India for its Kolkata Office.

The qualification, duration and leave for the Cost and Management Trainee (ICWA) are as under.

Sr.No.	Particulars	Institute of Cost Accountants of India
1	Qualification	Every Student having registered under Revised Syllabus 2008/Syllabus 2012 and having cleared intermediate level.
2.	Duration	Minimum 1 year, extendable by two years on satisfactory performance and good conduct during first year of training.
3	Leave	(i) One day leave per month excluding normal holidays. (ii) One month leave without pay for examination of the Institute (iii) Trainees availing leave in excess of his entitled required to undergo training for a further period equivalent to the excess leave taken by him.

Terms and Conditions:

1. Accommodation:

No accommodation shall be provided.

2. Transportation:

No reimbursement of transportation charges will be made.

3. Working Hours:

The minimum working hours will be Monday to Friday from 10:00 am to 5:45 pm.

4. Stipend:

Rs. 10,000/- per month for 1st Year of Training

Rs 12,500/- per month for 2nd Year of Training

Rs 15,000/- per month for 3rd Year of Training

5. 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.

6. Termination:

The training may be terminated by giving not less than one month's notice or payment of notice pay in lieu thereof in writing by either side.

7. Selection Process:

The candidates are requested to carry three copies of the duly filled-in attached Application Format on the day of the interview. Candidates who are found eligible as per above mentioned eligibility criteria would be considered for the selection process. Candidates are also requested to send their updated resume along with the completely filled application form to calpna.dept@sci.co.in with subject as Application for Cost & Management trainee (ICWA).

8. Date & Time of the Interview :

Date : 02/12/2019
Reporting Time : 10:00 am
Document Verification : 10:00 am onwards
Interview : 11:00 am onwards

9. Venue of the Interview :

Kolkata:
Shipping House, 13, Strand Road,
Fairley Place, BBD Bagh, Kolkata,
West Bengal 700001

10. Required Documents:

- (i) The candidates are requested to carry the Application format and certificates (Original + 1 set photocopy) of all mark sheets, completion certificates and experience certificates if any on the day of the interview.
- (ii) PAN card
- (iii) Aadhar card

Contact Person: Mr. Devanand Shukla, Kolkata
Tel : 033 - 2254 3424

Application for Cost & Management trainee (ICWA)

1. Name :
2. Date of Birth (dd-mm-yyyy) :
3. Address :
Permanent

PLEASE AFFIX YOUR RECENT PASSPORT SIZE PHOTOGRAPH
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Correspondence :

4. Telephone / Mobile Number :
(With STD code)

5. E-mail :

6. Details of Educational :

Examination passed	Main subjects/ specialization	Name of Institution	Month and Year of Passing	Percentage marks/ Division obtained

7. Work Experience/ Training undertaken
(First give details of last Employment/Training):

Sl No	Name and Address of Employer	Period of Service		Position	Last emoluments drawn	Reason for leaving
		From	To			

8. Any Other :
Qualifications / Certifications

9. Additional information, if any :

Place :

Date :

Signature