



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 फेक्स: 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-L63030MH1950G01000033

Recruitment of Deputy General Managers and Chief Managers (Adv. No: 01/2019)

Online Registration & Payment of Fee: 26.01.2019 to 25.02.2019, Selection Process: 5th week March 2019

Shipping Corporation Of India Ltd., 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 Indian nationals fulfilling the following eligibility criteria.

A. Details with respect to the vacancies are as below

Post SL No:	Specialization	Post/Grade	Vacancies	Age as on 01.01.2019 (Max)	Educational Qualification/Skills Required
1	Finance	Deputy General Manager-E7	2(UR)	50	Chartered Accountant / Cost Accountant. Knowledge of SAP desirable.
2	Finance	Chief Manager-E6	2(UR)	50	
3	HR	Deputy General Manager-E7	1(UR)	50	2 years full time MBA /Post Graduate Degree/Diploma in Management with specialization in HR/Personnel Management & Industrial Relations from a recognized University/Institute with minimum of 60% marks. Degree in Law is desirable. Knowledge of SAP desirable.
4	HR	Chief Manager-E6	2(UR)	50	
5	Legal	Deputy General Manager-E7	1(UR)	50	Full time Bachelor's Degree in Law or Post Graduate Degree in law from colleges approved by Bar Council of India with minimum of 60% marks. CS Qualification is desirable.
6	Legal	Chief Manager-E6	1(UR)	50	

B. Experience Required (Post Qualification)

Sl No	Post/ Grade	Years of Experience	Public Sector (PSUs/PSBs/Central/State Govt.)	Private Sector(Average Turnover of last three years, more than Rs 250 crore):	Domain Experience
1	Deputy General Manager E7 - Finance	17	Minimum of 2 years in the immediate previous grade of E6 (90,000-2,40,000), Pre-revised scale of (36,600-62,000)	Presently drawing a salary equivalent to grade of E6 (90,000-2,40,000). CTC-21 Lac p.a.	The candidate should have at least 17 years of experience in Finance & Accounts Department. Experience in some areas like capital structuring/raising capital for optimum financial planning, mergers and acquisitions, proficiency in handling Treasury and Fund Management with emphasis of working capital management and monitoring of receivables, FOREX Management, knowledge of various DPE guidelines relating to finance, public procurement procedures and CVC guidelines is desirable. Computer proficiency and hands on experience in working in SAP & automated accounting system shall be necessary.
2	Chief Manager E6 - Finance	13	Minimum of 2 years in the immediate previous grade of E5 (80,000-2,20,000). Pre-revised scale of (32,900-58,000)	Presently drawing a salary equivalent to grade of E5 (80,000-2,20,000). CTC- 19 Lac p.a	The candidate should have at least 13 years of experience in Finance & Accounts Department. Experience in some areas like costing, budgeting, MOU along with feasibility analysis, Capital Budgeting, Exposure to Internal Audit functions, scrutiny of proposals and financial vetting, experience of dealing with various auditors, knowledge of various DPE guidelines relating to Finance, public procurement procedures and CVC guidelines is desirable. Computer proficiency and hands on experience in working in SAP & automated accounting system shall be necessary.
3	Deputy General Manager E7- HR	17	Minimum of 2 years in the immediate previous grade of E6 (90,000-2,40,000), Pre-revised scale of (36,600-62,000)	Presently drawing a salary equivalent to grade of E6 (90,000-2,40,000). CTC-21 Lac p.a.	The candidate should have at least 17 years of experience in HR functions and should have handled and be well versed in personnel establishment matters, disciplinary cases, implementation of industrial laws, conciliation and arbitration proceedings, Industrial relations and union negotiations, contract labour issues, performance management, employee engagement, designing and organizing training programmes, manpower planning, compensation and benefits administration etc. Experience

					in some of the areas of HR domain like organization development, HR policy development, change management initiatives, Human Recourse Information Systems (HRIS), HR related quality management systems will be preferred.
4	Chief Manager E6 - HR	13	Minimum of 2 years in the immediate previous grade of E5 (80,000-2,20,000). Pre-revised scale of (32,900-58,000)	Presently drawing a salary equivalent to grade of E5 (80,000-2,20,000). CTC- 19 Lac p.a	The candidate should have at least 13 years of experience in HR functions and should have handled and be well versed in personnel establishment matters, disciplinary cases, statutory compliances, Industrial relations and union negotiations, court cases pertaining to service and labour matters, contract labour issues, performance management, employee engagement etc. Experience in some of other areas of HR domain like training and development, manpower planning, organization development, Human Recourse Information Systems (HRIS), compensation and benefits administration, employee suggestion scheme, quality circles etc. will be preferred.
5	Deputy General Manager E7 - Legal	17	Minimum of 2 years in the immediate previous grade of E6 (90,000-2,40,000), Pre-revised scale of (36,600-62,000)	Presently drawing a salary equivalent to grade of E6 (90,000-2,40,000). CTC-21 Lac p.a.	The candidate should have at least 17 years of experience in Legal Department. Candidate should have preferably handled a wide range of activities in the areas of Litigation (civil and criminal), Arbitration, Service Matters, RTI matters, Drafting/Interpreting different type of documents like Pleadings, Agreement, Bond, Undertaking, Affidavit, Deeds, Claims, Notices, Contracts, Agreements in commercial and labour matters, Handling Corporate and Industrial Laws, Corporate Governance, Commercial Documentation, Agreements, Contracts and vetting of legal opinions, appearing before Conciliation Officers, Labour Courts, Tribunals etc. Preference shall be given to those candidates having exposure in Merchant Shipping matters and International Shipping Conventions. Experience in handling Arbitration under Permanent Machinery of Arbitration regulations, Administrative Mechanism of Resolution of Commercial Dispute (AMRCD) will be desirable.

6	Chief Manager E6 - Legal	13	Minimum of 2 years in the immediate previous grade of E5 (80,000-2,20,000). Pre-revised scale of (32,900-58,000)	Presently drawing a salary equivalent to grade of E5 (80,000-2,20,000). CTC- 19 Lac p.a	The candidate should have at least 13 years of experience in Legal Department. Candidate should have preferably handled a wide range of activities in the areas of Litigation (civil and criminal), Arbitration, Service Matters, RTI matters, Drafting/Interpreting different type of documents like Pleadings, Agreement, Bond, Undertaking, Affidavit, Deeds, Claims, Notices, Contracts, Agreements in commercial and labour matters, Handling Corporate and Industrial Laws, Corporate Governance & Secretarial Services, Commercial Documentation, Agreements, Contracts and vetting of legal opinions, appearing before Conciliation Officers, Labour Courts, Tribunals etc. Preference shall be given to those candidates having exposure in Merchant Shipping matters and International Shipping Conventions. Experience in handling Arbitration under Permanent Machinery of Arbitration regulations, Administrative Mechanism of Resolution of Commercial Dispute (AMRCD) will be desirable.
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Equivalent Scales:

Pay Scale	IDA		CDA	
	Pre-Revised	Revised	Pre-Revised	Revised
E6	36600-62000	90000-240000	37400-67000 + GP 8700	123100-215900
E5	32900-58000	80000-220000	15600-39100 + GP 7600	78800-209200

C. Date of Reckoning Eligibility Criteria

The cut-off date for determining eligibility criteria in respect of post qualification inline experience and age shall be **01.01.2019** and will remain unchanged irrespective of any reason whatsoever.

D. AGE

Age Limit as on **01.01.2019**: 50 years. Candidates should not have been born earlier than **01.01.1969**

Age relaxation for PWD and Ex-servicemen will be as per Government of India guidelines.

E. Probation and Superannuation

There will be a probation period of one year.
Age of superannuation is 58 years.

F. PAY SCALE

Post	Grade	Revised Pay Scale (Rs.) w.e.f 01.01.2017
Deputy General Manager	E7	1,00,000 – 2,60,000
Chief Manager	E6	90,000 – 2,40,000

G. COMPENSATION

In addition to the Basic pay and DA in Industrial DA pattern the other benefits shall include Perks (35% of basic pay), Performance related pay based on the Company's as well as individual performance, Company accommodation or HRA, Medical facility for self and family dependents, Post Retirement Medical Scheme, Leave Encashment, Superannuation Pension, Contributory Provident Fund, Gratuity, etc. as per the Company's Rule.

Pay protection for candidates working in Government Departments/Public Sector Organizations will be considered as per the DPE guidelines.

H. POSTING

The selected candidates will be posted in Mumbai or any of the Regional offices. They can be posted or transferred anywhere in India depending on requirement of the Organisation. Selected candidates will have to make their own arrangements for accommodation; Company accommodation may be provided based on availability.

I. Reservation

- i. Candidates belonging to OBC category but falling under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as Unreserved in the application form.
- ii. Candidates belonging to OBC category should note that they have to produce a valid caste certificate in support of their belonging to OBC community in the central list of OBC issued by Government of India, in prescribed format for this purpose and not educational purpose so as to prove that they do not belong to "Creamy Layer" of OBCs. OBC certificate containing "Non-Creamy Layer" clause should be issued after 01.4.2018.
- iii. Government of India Directives on reservation and relaxation as applicable for SC/ST/OBC/PWD/Ex-servicemen candidates will be followed.
- iv. Reserved category candidates can apply against unreserved posts; provided they meet all the norms prescribed for unreserved candidates. They will not be considered for any relaxation in age, qualification, experience and relaxation in qualifying marks in Interview or at any stage in the entire recruitment process. However, SC/ST/PWD candidates will be exempted from payment of application fees in such cases.

- v. The selected candidates will be required to submit the caste certificates in original, as per the format prescribed by the Government of India. Hence, candidates are advised to take advance action in procuring the same.
- vi. The Corporation reserves the right to disallow a candidate to appear for the Interview in case the caste certificate is found to be invalid.
- vii. In the case of Persons with Disabilities, the degree of disability should be a minimum of 40%. The candidate should possess valid Certificate of disability to this effect in the prescribed format obtained from a notified authority by Government of India / State Government.
- viii. If the caste certificate/disability certificate is in vernacular language, an English version of the same duly attested by a Gazetted officer or a person holding equivalent rank must be submitted.
- ix. Candidates must produce an attested copy of caste certificate/disability certificate issued by Competent Authority in the prescribed format as prescribed by Government of India (Central Government format only) for purpose of reservation in appointment to the posts under Govt. Of India/Central Government/ Public sector Undertakings in English.
- x. Candidates belonging to Ex-serviceman category shall submit the documents issued in this regard by the Competent Authority

J. Application Fees

A non refundable registration fee of Rs.1000/- (Rs. One Thousand only) for General and OBC candidates and Rs 100/-(Rs. Hundred only) intimation charges only for SC/ST/PWD/ExSM is to be paid. The Application Fee is non-refundable. The process of Registration is complete only when fee is paid through online mode on or before the last date for payment of fee. Internal candidates are exempted from payment of application fees.

K. SELECTION PROCESS

1. Candidates will be shortlisted based on the Eligibility criteria for Educational Qualification, Age and Experience. In case of large number of applications the Company reserves the right to shortlist the number of candidates for Interview out of eligible candidates. The short listing will be based on higher qualification, length and range of experience and special achievements.
2. Mode of Selection will be Personal Interviews.
3. The short listed candidates will be informed by an e-mail and the names will also be placed on the SCI's website www.shipindia.com in the **Careers>Shore** section.
4. The selection process will be scheduled in 5th week, **March 2019**. Shortlisted candidates will have to carry with them all original certificates and photocopies of following documents. The documents will be verified prior to the candidates being allowed to participate in the interview.

Documents:

- i. Educational qualification mark sheet
- ii. CGPA/OGPA or Letter Grade conversion to percentage Letter from University/Institute
- iii. Experience Certificate
- iv. Caste Certificate/ Non-creamy layer certificate
- v. Disability Certificate
- vi. Date of Birth proof (Birth Certificate / School – Leaving Certificate)
- vii. Membership Certificate For CA/CMA qualified candidates
- viii. Identity Proof (AADHAAR/PAN/Passport/Election Photo Identity Card/Driving Licence)
- ix. Employer's Certificate or appointment letter along with all promotion/increment letters indicating CTC for the requisite period

- x. Present Employment Proof Offer of appointment pay slips of October &/or November 2018.
 - xi. NOC from Current Employer
 - xii. Copy of Online Form
 - xiii. The candidates from private sector are required to furnish details of Annual Audited Report for the last three financial years.
 - xiv. Awards and Recognition/Accreditations/Certifications
5. Candidates have to make their own arrangements for stay for the selection process. Candidates called for interview shall be reimbursed 2AC train fare for any mode of travel from their correspondence address/place of work in India/place of work in India to Mumbai on production of actual tickets by the shortest route. (PWD category candidates will be reimbursed travel cost as above, for one attendant wherever applicable, as per Govt. guidelines). Local Travel cost, if any, shall be borne by the candidates.
 6. 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.
 7. Management reserves the right to cancel recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.

L. HOW TO APPLY

Candidates are requested to read the complete instructions hereunder before proceeding to fill in the application form.

1. Candidates are required to apply online through SCI's website: www.shipindia.com >Careers> Shore> "Recruitment of Deputy General Managers and Chief Managers". Applications sent by any other means/mode will not be entertained.
2. Candidates are advised to apply after carefully going through the detailed advertisement and instructions placed on the Company's website. All fields must be filled carefully with correct details. Hence, candidates applying for the posts advertised should ensure that they fulfil all the eligibility criteria. Candidates should note down their unique registration number that is generated after applying, and quote the same in all future correspondence.
3. In the online form all the fields marked with red asterisk (*) are compulsory fields. If the form is successfully submitted a confirmation email will also be received by the candidate.
4. Educational Qualifications from Institutions/colleges and Universities/Deemed Universities should be duly recognized by AICTE/UGC. Wherever CGPA/OGPA or Letter Grade in a degree is awarded, equivalent percentage marks should be indicated in the online application (as per norms adopted by the University/Institute). No rounding off of percentage would be allowed.
5. Candidates are required to upload the scanned copies of following documents while filling the application form. (pdf upto 200kb of size)
 - i. Educational qualification mark sheet
 - ii. CGPA/OGPA or Letter Grade conversion to percentage Letter from University/Institute
 - iii. Experience Certificates
 - iv. Caste Certificate/ Non-creamy layer certificate
 - v. Disability Certificate
 - vi. Date of Birth proof (Birth Certificate /School Leaving Certificate)
 - vii. Membership Certificate For CA/CMA qualified candidates
 - viii. Identity Proof (AADHAAR/PAN/Passport/Election Photo Identity Card/Driving Licence)

- ix. Employer's Certificate or appointment letter along with all promotion/increment letters indicating CTC for the requisite period
 - x. Present Employment Proof: Offer of appointment, pay slips of October &/or November 2018.
 - xi. The candidates from private sector are required to furnish details of Annual Audited Report for the last three financial years.
 - xii. Awards and Recognition/Accreditations/Certifications
6. Candidates are also required to upload their Photo and Signature. The image file should be JPG or JPEG format. The size of Photo should be 20-50kb and signature should be 10-20kb. The resolution should be minimum of 200 dpi. The application is not completed until the Photo and Signature as specified are uploaded.
 7. After submitting the application form, an e-mail for confirmation will be received by the candidates on the e-mail id declared in the application form.
 8. Once the application form is submitted, no editing/modification of master data is possible or will be entertained.
 9. Candidates are required to furnish a valid e-mail and current telephone/mobile numbers which are to be entered in the Online Application Form. All intimations to the candidates regarding the recruitment/selection process shall be provided by SCI through this 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.
 10. Candidates are requested to apply online only once. Candidates with multiple applications will be rejected.

M. GENERAL INFORMATION

1. Indian Nationals only need to apply.
2. All queries pertaining to recruitment including selection process may be addressed to our Recruitment Team only through an e-mail at support@registernow.in
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/appointment 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. Internal candidates can apply subject to fulfilling all eligibility criteria.
7. The appointment of selected candidates will be subject to their being declared medically fit by the approved Hospital and by Medical officer of the Corporation. The medical examination will be conducted at Mumbai.
8. The appointment of selected candidates will also be subject to verification of their character, antecedents and caste certificates and eligibility conditions.

9. 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.
10. SCI will not bear any liability on account of salary/leave salary/gratuity/pension contributions etc, if any of previous employment of any candidate already working in Government/Public Sector Undertakings.
11. 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.
12. Candidates presently employed in PSUs/Central/State Govt./PSBs will be required to 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 or after joining the Corporation, it is found that the candidates have furnished false or wrong information; their candidature/appointment 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.

Event	Tentative Dates/Month
Start of Application	26 th Jan 2019
Last date of receipt of completely filled application forms and payment of fees	25 th Feb 2019
Display of names of Shortlisted Candidates on website and an intimation email	2 nd week of March 2019
Conduct of Interview/ Document verification (Tentative dates)- additional dates will be declared if the need arises	5 th week of March 2019
Result Declaration	5 th week of March 2019