

Requirement of Secretarial Officer on Contract (Adv. No: 12/2019)

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	Number of Vacancies	Qualification Required
Secretarial Officer	1	Full time Bachelor's Degree in any discipline plus Associate/Fellow Membership of the Institute of Company Secretaries of India. Preference will be given to candidates having degree in LAW.

B. Experience Required:

Candidates should have at least 20 years of experience w.r.t. to Company Secretarial functions and should have retired from State/Central Government Departments, Autonomous Bodies, PSUs, PSBs or CPSEs in minimum IDA pay scale of E7 (Rs. 1,00,000 – Rs. 2,60,000) or pre revised scale of 43,200-66,000, equivalent CDA pay scale / Public Sector Bank pay scale. Candidate should have preferably handled a compliance w.r.t. Listing Regulations.

Equivalent Scales:

Pay Scale	IDA		CDA	
	Pre-Revised	Revised	Pre-Revised	Revised
E7	43,200 – 66,000	1,00,000– 2,60,000	37,400 – 67,000 + GD 8900	1,31,100– 2,16,600

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 **01.10.2019** and will remain unchanged irrespective of any reason whatsoever.

D. AGE

Age Limit as on **01.10.2019** is 63 years. Candidates should not have been born earlier than **01.10.1956**

E. Contract tenure:

The contract shall be for a period of one year from date of engagement, with a provision for 2 extensions of 3 months each.

F. Emoluments:

A consolidated monthly emoluments of Rs 70,000/- will be paid. A conveyance cum mobile allowance of Rs 10,000/-per month will also be paid for discharge of official duty. No other perks/benefits/allowances shall be applicable.

G. Posting

The posting is in Mumbai. However, the company at its discretion may depute the Officer at any of its offices/projects anywhere in India as per its requirement.

H. Accommodation:

No company accommodation shall be provided.

I. Leave:

30 days leave for a period of one year and prorata for the period of extension.

J. Work timings:

The Officer will have to work as per the flexi office timings applicable to regular SCI Employees. If required as per exigencies of work, they shall be required to attend office on Saturdays or other holidays also without any additional compensation.

K. Medical Benefits:

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.

L. Termination:

The contract may be terminated by either side by one month's notice or payment of notice pay in lieu thereof.

M. SELECTION PROCESS

Interviews will be held in Mumbai. The candidates are requested to carry a copy of the duly filled- in attached Application format form along with the certificates (Original + 1 set photocopy) on the day of the interview. Candidates are also requested to send their Application format on email: shorerecruitment@sci.co.in with subject as "Application for Secretarial Officer".

1. Mode of Selection will be Personal Interviews.
2. The 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 & Completion Certificate
 - ii. Experience Certificates
 - iii. Date of Birth proof (Birth Certificate / School – Leaving Certificate)
 - iv. Identity Proof (AADHAAR/PAN/Passport/Election Photo Identity Card/Driving Licence)
 - v. Employer's Certificate or appointment letter along with promotion/increment letters indicating Scale of Pay on superannuation.
3. 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, Accreditations, Certifications and Special Achievements.

Venue:

The Shipping Corporation of India Ltd., 17th Floor, Cafeteria,
245 Madame Cama Road, Nariman Point, Mumbai 400021

Date: 21/11/2019

Reporting Time: 10:00 am

Contact Person: Mr. Nilesh Hiremath, 18th floor. (022-22772594)

N. GENERAL INFORMATION

1. Indian Nationals only need to apply.
2. After selection, the waitlist panel will be valid for a period of six months 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.
3. 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.
4. Candidates are advised to regularly check their e-mail and the Corporation's website for information.
5. 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. The medical examination will be conducted at Mumbai.
6. After communication of selection the selected candidates must join within a period of 30 days otherwise the offer of engagement will be cancelled.
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 cost and risk. SCI will not be responsible for any injury or losses etc. of any nature.
11. Management reserves the right to cancel the process at any stage, without issuing any further notice or assigning any reason thereafter.
12. The Officers on contract shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time. He / She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his / her engagement in the discharge of duties assigned to him/her at all times.

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 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 Secretarial Officer on Contract

1. Name (*Surname first*) :
2. Date of Birth (dd-mm-yyyy) :
3. Permanent Address :
4. Telephone Number/Mobile :
5. Address for Communication :
6. Mobile number :
7. Category (Gen/SC/ST/OBC) :
8. E-mail :
9. Details of Educational Qualifications :
10. Details of Professional Qualifications :
11. Work Experience :
12. Superannuated from (Organization and date) :
13. Superannuated in scale of :
14. Total Experience :
15. References (Minimum one from P&A dept.) :

Please affix
your recent
passport size
photograph

16. Whether any Major penalty awarded to the applicant during the past 5 years of his/her employment
And/Or
he/she has been arrested, prosecuted, convicted by the Court of Law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination or if proceedings are pending against him in any Court of Law.

Yes No If Yes, the details thereof:

16. Declaration :

I hereby declare that all the information in this form and in any other documents completed by me and/or any other statement made by me in support of my application for employment with SCI and the information provided by me in connection with my application for employment including in any interview, is true and correct in every detail.

Place :

Date :

Signature of Candidate: