



A Navratna Company
ISO 9001:2008

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



Requirement of Company Secretary Trainees

(Advt.No. 06/2018)

The Shipping Corporation of India Ltd., a Navratna PSU has opportunities for two CS trainees pursuing / passed Professional Programme.

Details of Training:

- 1. Qualification:** ICSI Professional Program (Final) passed or ICSI Executive Programme (Intermediate) passed. Preference will be given to a candidate who has passed the Professional Programme.
- 2. Duration:** 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; no reimbursement of transportation fees will be made.
- 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. General Information:**
 1. 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 be provided to SCI.
 2. The training may be terminated by giving not less than one month's notice.
- 8. How to apply:**

Interested candidates may apply through Institute of Company Secretaries of India – Western India Regional Office only or directly by email to shorerecruitment@sci.co.in. Candidates should submit their resumes to ICSI-WIRO, which will be forwarded to us by the Institute.

9. 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.

10. Date & Time of the Interview:

01st Oct 2018

Document Verification : 9.30 am onwards
Interview : 1100 am onwards

11. Venue of the Interview:

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

12. Required Documents:

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

Contact Person : Ms. Varsha S. Iyer, SCI, 18th Floor
Tel: 022 22772576

Application for the post of CS Trainee

PLEASE AFFIX
YOUR RECENT
PASSPORT SIZE

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: -**

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/ pursuing	Percentage of marks
LL.B or similar				
M.Com or similar				
B.Com or similar				
Higher Secondary (12 th)				
Secondary (10 th)				

7. Whether previously applied for :
any post In SCI.

8. Additional information, if any :

Place :

Date :

Signature