

Practical Training for Company Secretary Trainees (Advt.No. HR 01/2023)

The Shipping Corporation of India Ltd., a Navratna PSU 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. has opportunity for Three Company Secretary Trainees in its Board Secretariat Department at **Mumbai**.

A. Details of Training:

1. Qualification Required:

ICSI Professional Program (Final) passed or ICSI Executive Programme(Intermediate)passed.

2. Duration of Training:

21 months as per revised training structure after completion of EDP, without any further extension.

3. Stipend :

a. Stipend for Professional Examination passed: Rs. 12,500/- p.m.

b. Stipend for Executive Examination passed:Rs. 10,000/- p.m.;

To be increased to Rs.12,500/- p.m.on passing the Professional examination during the training period.

4. Accommodation:

No accommodation shall be provided.

5. Working Hours:

Usual work timing will be from Monday to Friday 10:00 AM to 5:45 PM.

6. Leave:

Trainees will be entitled to leave as per the Institute guidelines.

7. 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.

8. Medical:

The trainee will not be eligible for Company's medical benefits.

9. Transportation:

No reimbursement of transportation charges will be made.

10. Termination:

The training may be terminated by giving minimum one month's notice on either side.

B. How to apply:

Interested candidates should directly apply through the link provided on the Corporations website www.shipindia.com -> Career -> Shore->**Practical Training for Company Secretary Trainees, Mumbai (Advt No. HR 01/2023)**. Candidates are required to upload the following documents along with their resumes in pdf format only in the form.

- i. All Mark sheets of qualifying exam (Executive/Professional)
- ii. Work Experience certificates for the years as mentioned in application form (if any).
- iii. Training completion certificates (if any).
- iv. Date of Birth proof like Aadhar card/Pan card/Voter/Birth Certificate etc.

While filling the online form, the above documents are to be clubbed/joined/scanned **in a single file** and uploaded **in pdf format** under the upload required document section. Please note that the size of the attachment should not exceed 20 MB.

Candidates are also required to send their updated resume along with the document file (as mentioned above) via email on shorerecruitment@sci.co.in with subject as "Application for CS Practical Training (Advt. No. HR 01/2023)".

Applications will not be considered in case the above-mentioned documents are not submitted as per the data filled in application form.

Note: In case of failure of emails SCI will not be responsible.

Last date of application: 26/02/2023

Application/Documents received after the last date of application will not be considered. Applications of only those applicants will be considered who have filled the online form and sent their resume along with the documents as mentioned above.

C. Selection Process:

Candidates will be shortlisted based on the eligibility criteria for Educational Qualification, Age and any other criteria as mentioned. In case of large number of eligible applications, the Company reserves the right to shortlist the number of candidates for Interview out of eligible candidates in ratio of 1:20. The shortlisting will be based on past experience/trainings after completion of Executive level in relevant field and further based on higher marks in qualifying exam i.e. Executive level of The Institute of Company Secretaries of India.

The candidates will be required to submit scanned copies of required documents and experience/training certificates if any in PDF format along with their resume. The Interviews will be conducted at Shipping House, Nariman Point, Mumbai, or through video conferencing depending upon the prevailing COVID pandemic situation at the time of Interview. The schedule will be notified on the Corporation's website.

Date & Time of the Interview: Will be notified on Corporations website.

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

D. GENERAL INFORMATION:

1. Indian Nationals only need to apply.
2. After selection, the waitlist panel which will be utilized 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 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.
6. 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 requirement will not vest any right on candidates for being called for document verification/Interview.
7. Any corrigendum/updates to the advertisement will be published on our website only; hence candidates are requested to check the Corporations Website regularly.
8. 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.
9. 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.

Contact Person & Contact Details:
Mahima Roy – 022-22772571