



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



Navratna Company
ISO 9001:2015, ISO 14001:2015
& ISO 45001:2018 Certified

सीआईएन/CIN-L63030MH1950G01008033

P&A/HR/2021/879

08.12.2021

Subject: Requirement of Personnel on Deputation in SCI

The Shipping Corporation of India Ltd. (SCI) is a Navratna PSU and 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.

1. Applications are invited for the following vacancies in SCI on deputation basis.

S No	Post	Scale (IDA revised)
1	General Manager (Fleet Personnel)	1,20,000-2,80,000 – E8
2	General Manager (Legal)	1,20,000-2,80,000 – E8
3	General Manager I/C (Port Blair Regional Office)	1,20,000-2,80,000 – E8
4	Deputy General Manager (Contracts / Tenders)	1,00,000-2,60,000 – E7
5	Deputy General Manager (LNG/SVC Technical)	1,00,000-2,60,000 – E7

2. The eligibility criteria for application and the terms and conditions are attached at **Annexure I**.

3. It is requested that the vacancy may be given wide circulation among various cadres and applications in respect of willing and eligible officers, who could be spared immediately in the event of their selection, may be forwarded in the attached format (**Annexure II**) along with the following documents:

- Vigilance clearance
- Integrity Certificate
- Statement of major / minor penalties imposed, if any, on the applicant during the last 10 years. If no penalty has been imposed, a nil certificate should be enclosed
- APARs attested copies for the last five years.

4. Application through proper channel should reach the following address on or before **21.01.2022**.

Dr. Soma Tandon, DGM Personnel
Shipping House, 18th Floor, 245, Madame Cama Road,
Nariman Point, Mumbai – 400021
Phone: 022 -22772625 Email: soma.tandon@sci.co.in

Thanking you,

Yours faithfully,

कृत भारताय नौवहन निगम लिमिटेड
For THE SHIPPING CORPORATION OF INDIA LTD.

पी. के. गंगोपाध्याय / P. K. Gangopadhyay
निदेशक (कार्मिक एवं प्रशासन)
Director (Personnel & Administration)

To,
CMD/DIR (Personnel) of all CPSE,
Director Shipping, Ministry of Ports Shipping and Waterways, with request to circulate to all
Departments and Organizations under the Ministry.

Encl: as above



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Annexure I to P&A/HR/2021/879

Job profile and terms and conditions for the Deputation

A. The Job Profile of the Officers would be as follows:

1. GM (Fleet Personnel):

His responsibilities include execution of policies and procedure as per the functional guidelines for Fleet Personnel Department for the recruitment and safe manning of the fleet, Study and implementation of the national and international rules and regulations regarding safe manning of ships, ensuring that safe manning document (SMD) requirements for ships are compiled at all times, recruiting appropriate Floating Staff Officers on Contract and Selection of Crew (Seaman) as per SCI approved guidelines, Management of the day to day operation of SCI's owned and managed fleet to ensure ship is manned with qualified, certified and medically fit personnel in accordance with National/ International/ Flag State requirements, processing of full and final settlement in case of separation. Grievance handling and negotiate with Unions/Manning Agencies for revision of service conditions of fleet personnel.

2. GM (Legal):

Render legal opinions, advices, suggestions and clarifications on matters related to adjudication. Litigation management which includes appointment of Advocates/ Counsels for looking after cases pending before various courts and tribunals.

Undertake drafting of applications, counters affidavits/replies and other submissions to be filed before courts/tribunals/forums and briefing the advocates/counsels, overseeing and finalizing the pleadings. Vetting of various contract documents viz., Ship Building Contracts, rescindment/ cancellation, Escrow, Settlement and Financing Agreements. Executing addendums to ensure incorporation of circumstantial changes, Vessel Sharing Agreements, Tender documents, Work Orders, BG's, Negotiations prior to signing of contract agreements. Scrutinizing various agreements, MOUs, JVs and Guarantees etc.

Ensuring Legal Compliance and other statutory requirements. Representing the Corporation before the PMA where lawyers are not allowed. Assist in the disciplinary proceeding and RTI matters.

3. GM I/C (Port Blair Regional Office):

He will be the head of Port Blair Office and will represent SCI to Andaman and Nicobar Administration. He is the SCI Face at Port Blair and will be responsible for operational management of passenger ships of Andaman & Nicobar administration. His activities will include planning and executing to ensure that sufficient numbers of vessels are available for passenger services as per A & N Requirement, regular



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1961-2021

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interaction with A & N Administration/DSS for timely recovery of outstanding invoices, promoting local vendor to minimize the dependency on mainland workshops/services providers to minimize the repair cost, ensuring compliance with all statutory rules and regulations and ISM/IMS Audit Requirements, executing policies and procedures formulated by the Management for effective operation of the Regional Office.

4. DGM(Contracts/Tenders) – P&S

Ensure timely supply of safety stores, charts & publications, contractual general stores, non-contractual stores, and resolve goods receipt & payment issues. Ensure that timely supply of general stores and Safety Stores is being made by the respective indent officers. Carry out regular review of status of supply of paints, lubes, general stores and safety stores. Ensure that verification of Indents/SAP PRs and floating of tender for non-contract items is being done effectively and due process/procedure is followed. Responsible for evaluation of quotations and their approval and subsequently release of Purchase Orders to the lowest bidder. Attend CSMC and divisional SRC meetings and take corrective action with respect to issues pertaining supply of stores. To facilitate IMS as well as ISM/DOC audit of P&S Department and handle audit queries.

5. DGM(LNG/SVC Technical)

To ensure sustained growth with appropriate strategies and policies. Initiate Business arrangements, new segments of business, monitor periodical feedback received from charterers, develop customer contact with Domestic/International customers, develop policies and strategy plans. Efficient ship management of fleet of gas carriers, LNG & LPG.

Compliance of technical, commercial and financial rules and regulations. Compliance of statutory audits and Board meetings of the LNG companies, Conventions/Rules & Regulations/Shipping Acts, Company's Safety Management and Quality etc.

B. The Terms and Conditions of the Officers would be as follows

I. Eligibility Criteria:

a) Educational Qualification:

SL No	Post	Educational Qualification/Skills Required
1	GM(FP)– E8	Marine Superintendents – Master (FG) Certificate / Engine Superintendents – MOT 1st Class Certificate / Naval Architect



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2	GM(Legal)– E8	Full time Bachelor's Degree in Law or Post Graduate Degree in law from recognized Colleges/Universities in India. CS Qualification is desirable.
3	GM I/C (Port Blair)– E8	Marine Superintendents – Master (FG) Certificate / Engine Superintendents – MOT 1st Class Certificate / Naval Architect
4	DGM(Contracts/Tenders) – E7	Graduate degree and having experience in procurement of goods and services through contracts, GEM etc
5	DGM(LNG/SVC Technical) – E7	Marine Superintendents – Master (FG) Certificate. Experience of LNG/SVC is desirable.

b) Experience Required(post qualification):

The minimum experience required for GM is 21 years and DGM is 17 years and the Officer should be holding a post in the same grade in Central Govt/State Govt./Statutory or Autonomous Bodies/PSUs/PSBs/ Shipyards/ Ports/DGS/MMD.

OR

Holding post in next below level i.e. E7 (1,00,000-2,60,000) for GM posts and E6 (90,000-2,40,000) for DGM posts with 3 years regular service in the required grade.

Experience should be in relevant fields.

Equivalent Scales

Pay Scale	IDA		CDA	
	Pre-Revised	Revised	Pre-Revised	Revised
E7	43200-66000	100000-260000	37400-67000 + GP 8900	131100-216600
E6	36600-62000	90,000-2,40,000	37400-67000 + GP 8700	123100-215900

c) Age:

The maximum age limit for GM is 55 years and for DGM is 50 years.

II. Period of deputation:

Period of deputation will be for 3 years and extendable as per guidelines if required.

III. Date of Reckoning for Eligibility Criteria:

The cut-off date for determining eligibility criteria in respect of experience and age shall be **the last date of application** and will remain unchanged irrespective of any reason whatsoever.



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IV. Pay Scale and Compensation

Post	Grade	Pay Scale (Rs)
General Manager	E8	1,20,000 - 2,80,000
Deputy General Manager	E7	1,00,000 - 2,60,000

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 Rules for regular employees.

The amount of the superannuation benefits will be based on the percentage requirement of the Lending Organization limited to the extent of percentage contribution at SCI.

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

V. Mode of Selection

Mode of Selection will be Interviews only.

VI. 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 Organization. Selected candidates will have to make their own arrangements for accommodation. Company accommodation may be provided based on availability.

Annexure II P&A/HR/2021/879

THE SHIPPING CORPORATION OF INDIA LTD.

APPLICATION FOR DEPUTATION TO SCI



Name of the post applied for _____

Name (Shri/Ms.) _____

Mobile No: _____ Email: _____

Present Designation & Grade _____

Present Basic Pay _____ Grade Pay/Level in Pay Matrix _____

Date of Entry in the present grade _____

Date of Joining present organization _____

Date of Birth (DD.MM.YYYY) _____ Age _____ (As on closing date of application)

Category : GEN/SC/ST/OBC

Education Qualification (Start with the latest)

Qualification/Degree	University/Institute	Month/Year (MM.YYYY) of passing & Division	Full Time/Part time/Correspondence/Distance etc

(Add more rows / columns if needed)

Work Experience (Start with the current posting and designation)

Designation	Place of posting	Grade	From DD.MM.YYYY Format	To DD.MM.YYYY Format	Nature of duties performed

(Add more rows / columns if needed)

Training Undergone

Name of the Training/Programme	Agency	Date/Month/Year	
		From	To

(Add more rows / columns if needed)

Any Special Assignments/Achievements

Sr.No.	Assignments/Achievements

(Add more rows / columns if needed)

(Signature)

Name : _____

Date : _____

Note: The application may be rejected in case of the reasons mentioned below but not limited to the following:

1. Incomplete application
2. Application not accompanied with the documents as mentioned in letter P&A/HR/2021/879 dated 08.12.2021.
3. Application received after the last date
4. Applications not sent through proper channel

Information pertaining to Shri./Ms. _____ for Deputation to SCI.

(To be verified/filled and forwarded by the concerned Estt./HR Dept. along with Vigilance Clearance)

A. Whether Vigilance Clearance has been obtained Yes/No

B. ACR APAR/Performance Score for the five years (to be filled by Parent Organization)

Year	ACR/APAR/Performance Score
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	

C. Medical History of the employee

1.	Whether the individual is suffering from any major ailment?	
2.	If yes, Name of the ailment & since when	
3.	Medical Fitness/status certificate may be enclosed	

D. Details of Dependant Members of the employee

Sr.No.	Relations (Wife/Son/Daughter/Dependent Parents)	Name	DOB	Whether suffering from any major ailment (Yes/No)	Name of the Ailment and since when

Signature of officer forwarding the application with seal

Name: _____

Designation: _____

Date: _____