



SCI
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 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



सीआईएन/CIN-L63030MH1950G0I008033

Advt. No. 03/2022

Requirement of Technical Assistant on Contract Basis

The SCI 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. requires **One** Technical Assistant for Technical & Offshore Services Division. Applications are invited for Technical Assistant on contract basis for a period of one (1) year, extendable twice by a period of six (6) months each at the sole discretion of the Corporation. The contract tenure will be coterminous with SCI's contract with ONGC.

A. Job Profile

- To provide technical Assistance to Technical Supt.(Base Manager) in day to work for Smooth operation of MODU as per O & M contract.
- Be responsible for procurement of spares, stores and assist Base manager in Class and Statutory issues of MODU, Sagar Vijay/ Sagar Bhushan.
- Carry out duties such as obtaining approval from ONGC for spares (High Value Spares), tendering for non-OEM spares, etc.
- To process Engine/Deck/Radio spare part and stores as per Indents of the vessel in consultation with Base Manager.
- Process Spares/Stores Indent after due approval from superintendent. Spares Indent to be processes through OEM with clear specification and part codes for obtaining most economical cost quotation.
- Spares supplies from Vendors other than OEM to be obtained after obtaining management approval and inquiry floated on SCI & Govt. Website as per laid down guidelines.
- The quotation/s to be processed as per SCI Purchase manual with concurrence of DFO and ID to arrive at L1 party.
- Management approval is to be obtained for each procurement as per DOPO clause.
- Place order for the spares parts, on getting dispatch readiness from the party, give dispatch instructions accordingly.
- Liaison with supplier for dispatch of Spares and monitor arrival for SCI empanelled CHA to clear spares and delivery on board.
- Make online payment for Octroi as advised by clearing agent. After getting vouchers signed by requisite officers, handover the vouchers to cash dept. for preparing pay order. Hand over the pay order to clearing agent.
- The Spares /Stores invoice received to be duly scrutinised, verified with delivery receipt duly signed and stamped by Chief Engineer/Master and passed to bills Dept. for payment to the supplier.

- All records of Stores and Spares parts documents such as EC (Essential Certificate), monthly spare parts status report to ONGC and forward fitment certificate.
- All the above works of Spares procurement process are carried out in SAP System under MM Module.
- To carry out any other work given by the base manager Group Head /Departmental Head for smooth running of the assigned vessel

B. Terms and Conditions:

1. Eligibility Criteria (As on 01.02.2022):

i) Educational Qualification:

B.E. /B. Tech (Mechanical or Marine Engineering)

Well versed with working in English for drafting of letters to various parties and Administration.

ii) Work Experience (as on 01.02.2022)

Work Experience in PSU or similar organization or on ship (as Junior Engineer) for 1 year.

iii) Age (upper age limit as on 01.02.2022)

Maximum 45 years

2. Emoluments:

Consolidated emoluments of Rs. 60,000/- per month. No other perks/ benefits/ allowances shall be admissible. Income Tax will be deducted at source as per prevailing rules.

3. Requirement:

One Technical Assistant for Technical and Offshore Service Division.

4. Period of Contract:

One year from date of joining, extendable twice by 6 months each at the sole discretion of the Corporation. The contract tenure will be coterminous with SCI's contract with ONGC.

5. Work Timings:

The normal work timings will be from Monday to Friday as per Company's flexi timings for regular shore employees. If required as per exigencies of work, he/she shall be required to attend office on Saturdays or other holidays also without any additional compensation.

6. Leave:

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

7. Location:

The location would be Mumbai; however the Company at its discretion may post the officer at any of its offices/projects as per its requirement.

8. Accommodation:

No company accommodation will be provided to the officer during the period of contract.

9. Medical:

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.

10. Termination:

The contract may be terminated by either side by one month's notice or payment of notice pay in lieu thereof. However, the Corporation shall reserve the right not to accept resignation/notice of termination should the circumstances so warrant i.e. the disciplinary proceedings are pending or are contemplated against the officer.

C. How to apply:

Interested candidates should directly apply through the link provided on the Corporations website www.shipindia.com -> Career -> Shore-> Requirement of Technical Assistant on contract (Advt. No. 03/2022) **and** send their updated resume and documents via email on shorerecruitment@sci.co.in with subject as "Application for Technical Assistant (Advt. No. 03/2022)".

Candidates are also required to attach the following documents along with their resumes in pdf format only.

- i. Educational Qualification (Completion Certificate and all Semester/consolidated Mark sheets) from recognized Universities in India
- ii. Work Experience certificates /sailing experience, for the years as mentioned in application form.
- iii. Date of Birth proof like Aadhar card/Pan card/Voter/Birth Certificate etc.

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.

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

Application window: 22/02/2022 to 08/03/2022

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 with documents and sent their resume along with the documents as mentioned above.

D. 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 1:25. The shortlisting will be based on past experience required qualification.

The Interviews will be conducted at Shipping House, Nariman Point, Mumbai or through video conferencing depending upon the prevailing COVID situation at the time of Interview.

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.

E. GENERAL INFORMATION:

1. Indian Nationals only need to apply.
2. After selection, the waitlist panel 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 i.e. during or after 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:

Mr. Nilesh Hiremath AM(P)- 022772594