



Navratna Company  
(ISO 9001:2015, ISO 14001:2015  
& ISO 45001:2018 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-L63030MH1950G01008033



### **Requirement of One (1) Administrative Assistant on Contract for SCI – Delhi (Adv. No. HR 04/2025)**

The Shipping Corporation of India Ltd. (SCI), 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 eligible Indian nationals for the below mentioned position. The eligibility criteria and details of the post are as follows:

#### **(1) DETAILS OF VACANCY**

Post	No. of Vacancies	Period of Contract	Posting	Monthly Pay (Consolidated)
Administrative Assistant	1	2 years, extendable twice by 6 months each	New Delhi	Rs. 45,000/-

#### **(2) SELECTION CRITERIA (ESSENTIAL)**

Post	Age (Upper Limit) as on 01.04.2025	Qualification as on 01.04.2025
Administrative Assistant	30 Years	Candidate should be a graduate (full time regular course) from the discipline of Engineering, Management, Commerce or equivalent from AICTE approved and/ or UGC recognised College/ University.

#### **(3) JOB PROFILE**

The job profile of Administrative Assistant will be as below but not limited to the following:

- Collection of data from CPSEs under MoPSW i.e. CPSE Coordination.
- Noting / Drafting the proposals in e-office
- Attending meetings and preparation of Minutes of the meeting.
- Assistance to dealing hand on the work / subject of the Shipping Unit (SU) Section.



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- (e) Drafting proposals related to Shipping Corporation of India (SCI), Shipping Corporation of India Land and Assets Limited (SCILAL), Inland and Costal Shipping Limited (ICSL) and SCI Bharat IFSC Limited.
- (f) Tasks related to the Joint Working Group between Ministry of Ports, Shipping and Waterways and other Ministries.
- (g) Preparing various weekly and monthly reports.
- (h) Any other official tasks assigned by the wing head.

#### (4) EXPERIENCE (ESSENTIAL)

Minimum 2 years of full time work experience of working in Government Organizations (State or Central) / Ministries/ PSE's and having working knowledge of e-office.

**Desirable Experience:** Good knowledge and practical working experience of word, Excel, PPT. Good knowledge and practical working experience of English, both written and verbal.

**(5) Date of reckoning eligibility criteria:** The cut-off date for determining selection criteria and experience is 1<sup>st</sup> April, 2025 and will remain unchanged irrespective of any reason whatsoever.

**(6) Contract Tenure:** The contract shall be for a period of one or two years from the date of engagement, with a provision of two extensions of 6 months each depending upon requirement of the Ministry of Ports, Shipping and Waterways.

**(7) Emoluments:** A consolidated monthly pay of Rs. 45,000/- will be paid. No other perks / benefits / allowances shall be applicable. Income tax will be deducted as per rules.

**(8) Posting:** The selected candidate will be posted at New Delhi. However, the Corporation at its discretion may depute the Contract employee at any of its offices/projects anywhere in India as per its requirement.

**(9) Accommodation:** No company accommodation will be provided.

**(10) Transportation:** No transportation allowance will be provided.

**(11) Leave:** 18 days leave for a period of One year and pro-rata for the period of extension. No carry forward of leave will be allowed to subsequent years.

**(12) Work timings:** From 09:00 AM to 05:30 PM from Monday to Friday. In case of business exigencies, the person may have to work beyond office hours without any additional compensation.



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**(13) Medical Benefits:** The Contract employee will not be eligible for Corporation's medical benefits. However, they will be covered under the Corporation's Group Insurance Scheme in existence for accidents at workplace.

**(14) Termination:** The contract may be terminated by either side by serving one month's notice or payment of notice pay in lieu thereof. However, the Corporation reserves the right not to accept resignation / notice of termination from the contract employee's side should circumstances so warrant i.e., disciplinary proceedings are pending or are contemplated against the employee under SCI conduct of Rules.

**(15) General Terms:** The candidates are required to undergo Corporation's pre-recruitment medical check-up prior to appointment.

**(16) CDA Rules:** The selected candidate will be subject to all terms and conditions of the Service and the Conduct Rules as in force from time to time applicable for employees of SCI. The selected candidate shall maintain highest level of professional competence, honesty and integrity and shall safeguard SCI's interests at all times.

**(17) Confidentiality:** As a Contract employee of SCI (hereinafter referred to as the 'Corporation'), selected candidate is strictly prohibited from disclosing or using any confidential or proprietary information related to the Corporation beyond the scope of their work, both during and after their tenure, unless expressly authorized in writing by the Corporation. This obligation is in addition to any other expressed or implied confidentiality duties the selected candidate owes to the Corporation. Any breach may result in disciplinary action, including termination, and may attract legal consequences. Selected candidate will be required to sign a NDA.

### **HOW TO APPLY:**

Interested candidates should directly apply through the link provided on the Shipping Corporation of India Limited's (SCI) website [www.shipindia.com](http://www.shipindia.com) > Career > Shore Personnel > Requirement of Administrative Assistant on Contract for SCI (Advt. No. HR 04/2025) and send their updated resume via email on [shorerecruitment@sci.co.in](mailto:shorerecruitment@sci.co.in) with subject as "Application for Administrative Assistant on Contract" (Advt. No. HR 04/2025). "

Candidates are also required to attach the following documents along with their resumes in PDF format only, (\*) marked are essential:

- (i) Mark sheets of graduation degree.\*
- (ii) Qualifying certificate of graduation degree if applicable.\*
- (iii) Work Experience certificates for the years as mentioned in application form.\*
- (iv) Date of Birth proof like Birth Certificate/10<sup>th</sup> or 12<sup>th</sup> marksheet.\*
- (v) Identity Proof like Aadhar card / Pan Card / Voter ID.\*
- (vi) Any other documents like certificates, higher education, as applicable.



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

Note: The total size of attachments should not exceed 10 MB. In case of failure of emails SCI will not be held responsible.

**Last date of application: 05<sup>th</sup> June 2025, 17:00 Hours**

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.

### **SELECTION PROCESS:**

The candidates will be shortlisted for Interview on the basis of Educational Qualification, Experience and Age. Within the list of candidates who meet the minimum benchmark of qualification, essential experience and age limit, the shortlisting will be done on the basis of higher number of years of relevant experience, higher educational qualification i.e. post graduate degree(s) from AICTE approved and/or UGC recognised College/University and earlier date of birth, subject to the maximum age limit. All candidates who have acquired post graduate degree(s) from AICTE approved and/or UGC recognised College/University, will be placed at par regardless of the number of post graduate degree(s).

In case of large number of eligible applications, Corporation reserves the right to shortlist the number of candidates for Interview out of eligible candidates in the ratio of 1:20 based on aforementioned criteria, given that they fulfil essential eligibility criteria. In case of candidates scoring same marks in the interview, the candidate's will be placed higher on merit according to age i.e. candidates with earlier date of birth will be placed higher.

The candidates will be required to submit scanned copies of required documents and experience certificates if any in PDF format along with their resume. The Interview will be conducted at SCI Delhi Office in-person or may be conducted virtually through Web-Ex platform. The schedule will be notified on the SCI's website.

**Date & Time of the Interview:** Will be notified on SCI's website.

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

### **GENERAL INFORMATION:**

1. Indian Nationals only need to apply.
2. After selection, the waitlist panel will be applicable in case of selected candidates not joining for any reason or selected candidates separating from the Organization.



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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 fulfillment 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.
10. Candidates who have submitted completely filled application form will be considered for further processing. Application form is only complete after uploading of requisite documents at the end of Application form.

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 training position to which they are applying. If at any stage of the recruitment process, it is found that the candidates have furnished false or wrong information; their candidature / training will be cancelled. Canvassing in any form during any stage of training selection process will lead to cancellation of candidature. Court of jurisdiction for any dispute will be at Mumbai.

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