



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.07/2021

Requirement of Cost & Management Trainees at Kolkata Office

The Shipping Corporation of India Ltd., a Navratna PSU has opportunities for **two** Cost & Management trainee (ICWAI) from **Institute of Cost Accountants of India** for its Kolkata Office.

The qualification, duration and leave for the Cost and Management Trainees will be as under.

Sr. No.	Particulars	Institute of Cost Accountants of India
1.	Qualification	Every Student having registered and cleared intermediate level of The Institute of Cost Accountants of India.
2.	Duration	Minimum 1 year, extendable by two years on satisfactory performance and good conduct during first year of training.
3.	Leave	(i) One day leave per month excluding normal holidays. (ii) One month leave without pay for examination of the Institute (iii) Trainees availing leave in excess of his/her entitlement will be required to undergo training for a further period equivalent to the excess leave taken by him/her.

A. Terms and Conditions:

1. Accommodation:

No accommodation shall be provided.

2. Transportation:

No reimbursement of transportation charges will be made.

3. Working Hours:

The minimum working hours will be Monday to Friday from 10:00 am to 5:45 pm.

4. Stipend:

Rs. 10,000/- per month for 1st Year of Training

Rs. 12,500/- per month for 2nd Year of Training

Rs. 15,000/- per month for 3rd Year of Training

5. 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.

6. Medical:

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

7. Location

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

8. Termination:

The training may be terminated by giving not less than one month's notice or payment of notice pay in lieu thereof in writing by either side.

B. How to apply:

Interested candidates should directly apply through the link provided on the Corporations website www.shipindia.com -> Career -> Shore-> **Requirement of Cost & Management Trainees at Kolkata Office (Advt. No. 07/2021)** and upload the required documents. Candidates are also requested to send their updated resume and the uploaded documents via email on calpna.dept@sci.co.in with subject as "Application for Cost & Management Trainees at Kolkata Office (Advt. No. 07/2021)".

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. No other mode of application will be accepted.

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

- i. Graduation Degree Certificate (If applicable)
- ii. Intermediate level Completion Certificates/ all Mark sheets (The Institute of Cost Accountants of India)
- iii. Work Experience/Training certificates (if applicable).
- iv. Date of Birth proof like Aadhar card/Pan card/Voter/Birth Certificate etc.

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

Note: The total size of attachments should not exceed 10 MB. In case of failure of emails or online applications SCI will not be responsible. Application/Documents received after the last date of application will not be considered.

Last date of application: **01/12/2021**

C. Selection Process:

Candidates will be shortlisted based on the eligibility criteria as mentioned. In case of large number of applications, candidates will be shortlisted in the ratio of 1:10. The short listing will be based on past experience/training and if further required based on higher marks at Intermediate level.

The Interviews will be conducted at The Shipping Corporation Of India Ltd., Kolkata or through video conferencing depending upon the prevailing situation at the time of Interview. The schedule will be notified on the Corporation's 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.

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

D. General Information:

1. Indian Nationals only need to apply.
2. After selection, there will be a waitlist panel which shall be applicable in case of selected candidates not joining for any reason or selected candidates separating from the organization or any other requirement.
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 eligibility criteria 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 the process at any stage, without issuing any further notice or assigning any reason thereafter.
10. The trainees shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time. He / She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his / her training.
11. It may be noted that the training is for exposure and not for any employment. Training does not entitle or make the trainee eligible for employment in the Company.

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.