



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

P&A/HR/2021/871

07.12.2021

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.

SL No	Post	Scale (IDA revised)
1	General Manager (Personnel & Administration)	1,20,000-2,80,000 – E8
2	Deputy General Manager (Company Secretary)	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 **20.01.2022**.

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,

कृते भारतीय 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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(ISO 9001:2015, ISO 14001:2015
& ISO 45001:2018 Certified)

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Annexure I to P&A/HR/2021/871

Job profile and terms and conditions for the Deputation

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

1. GM(Personnel & Administration):

Handling the Shore Personnel & Administration Activities which includes, but are not limited to the following activities:

Manpower planning, Employee benefit services, Learning and Development, Planning and executing various activities related to CSR, Employee welfare schemes, Performance Management, Updation and development of Personnel Policies, Change management initiatives, disciplinary matters, conciliation and arbitration proceedings, Risk Management, Grievance handling. Compliance of all statutory, audit & vigilance requirements. Responsible for implementation & compliance of the Official Language Act 1963.

Handling matters related to timely repair & maintenance (Electrical/Civil) of SCI's properties including residential flats, offices and guest houses. Responsible for Labour contracts, administrative contracts, statutory compliances, disciplinary cases, legal cases, industrial relations and bipartite/tripartite discussions with unions for regular employees and contract employees. Liaisoning with Labour Commissioner Office. Negotiation with Unions for Charter of Demands and implementation of industrial laws.

2. DGM (Company Secretary):

Handling all aspects of the proposed Disinvestment and Demerger of the Company, Conducting Board Meetings, Audit Committee Meetings and all other Committee Meetings of the Board of the Company in accordance with the Companies Act, its rules, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable laws, rules and circulars in this regard. Undertake compliance requirements of the Company and its Subsidiaries, Preparation of various reports like Directors Report, Form MGT-9, Business Responsibility Report, Report of Corporate Social Responsibility etc. of the Company and its subsidiary, Handling all the activities in respect of Annual General Meeting (AGM) of the Company and its Subsidiary, Finalising layouts and Issuing Newspaper Notice and Advertisement, Dispatch of Annual Report to the Shareholders, Liaisoning with Statutory Auditors and Handling entire Secretarial Audit and Corporate Governance Audit of the Company. Complying with the Annual, Quarterly, Half yearly Compliances and



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Disclosure requirements of the company and its Subsidiary under SEBI(LODR) as well as under various laws with the Stock Exchanges, MCA, DPE and with other competent Authorities.

Follow up procedures for appointment, re-appointment and cessation of the Directors. Undertaking complete process of Board Performance Evaluation. Drafting various policies and incorporating the amendments thereto in lines with the recent circulars in this regard such as Dividend Distribution Policy, Company's Code of Conduct for Prohibition of Insider Trading, Related Party Transaction Policy, Whistle Blower policy, Code of Conduct for the Board of Directors, Senior Management Personnel, etc. Filing of Annual Return of the Company and its Subsidiaries. Handling all aspects of Dividend declaration/recommendation and payment. Handling share transfer i.e DEMAT, REMAT, issuance of Duplicate Share Certificate in coordination with RTA, ensuring related stock exchange compliances, handling IEPF claims and thereby verifying and sending e-verification Report to the IEPF Authority.

Monitoring and coordination with various intermediaries such as Registrar and Share Transfer Agents (RTA), CDSL, NSDL, Stock Exchanges and SEBI officials. Coordinating with Ministry of Shipping for the requirement related to appointment of requisite number of Directors on the Board of the Company and its Subsidiary.

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(P&A) – E8	2 years full time MBA /Post Graduate Degree/Diploma in Management with specialization in HR/Personnel Management & Industrial Relations from a recognized University/Institute. Degree in Law is desirable. Knowledge of SAP desirable.
2	DGM(CS) – E7	Company Secretary. Degree in Law 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.



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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.

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.



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1961-2021

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.

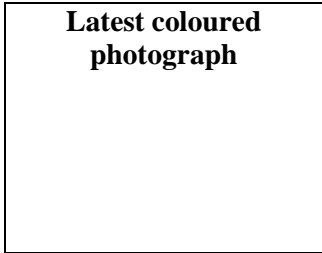
VI. Posting

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/2021/871

THE SHIPPING CORPORATION OF INDIA LTD.

APPLICATION FOR DEPUTATION TO SCI



Name of the post applied for _____

Name (Shri/Ms.) _____

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/2021/871 dated 07.12.2021.
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: _____