



# The Shipping Corporation Of India Ltd.

(A Government of India Enterprise)

Registered Office: Shipping House, 245 Madame Cama Road, Mumbai - 400 021 • CIN-No.: L63030MH1950GOI008033

## EXCELLENT CAREER OPPORTUNITIES FOR PROFESSIONALS

### APPLY ONLINE

THE SHIPPING CORPORATION OF INDIA LTD., a NAVRATNA PSU, has rewarding opportunities for professionals for appointment at Deputy General Manager level, Manager level and Assistant Manager level with a probation period of one year. The SCI, India's premier shipping company has a significant presence on the global maritime map. 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.

#### (1) DETAILS OF REQUIREMENTS

##### (a) Assistant Manager

Stream	Essential Qualifications from Institutions / Colleges and Universities/Deemed Universities duly recognized by AICTE/UGC	Minimum percentage as awarded by the University / Institute	No. of Vacancies
Management	2 years full time Post Graduate Degree (or equivalent Diploma) in Management/ Business Administration	60% or equivalent CGPA/OGPA**	43
Management (Corporate Social Responsibility and HR)	2 years full time Master's Degree or recognized equivalent post graduate diploma in Social Sciences or Social Work or Sustainable Development or Rural Development/ Rural Management or Community Development or Community Management	60% or equivalent CGPA/OGPA**	1
Finance and Accounts	ACA/AICWA	Successfully passed the ICAI or ICWAI examinations	8
Information Technology	4 years full time Bachelor's degree in Computer Engineering/ Information Technology OR MCA	60% or equivalent CGPA/OGPA**	3
Legal Professionals	Degree in Law through a full time course of three years after graduation OR five years after 12 <sup>th</sup> Standard. Additional qualification of Company Secretary is preferred	60% or equivalent CGPA/OGPA**	3
Electrical Engineer	4 years full time Bachelor's Degree in Electrical Engineering	60% or equivalent CGPA/OGPA**	2
Civil Engineer	4 years full time Bachelor's Degree in Civil Engineering	60% or equivalent CGPA/OGPA**	2
TOTAL			62*

Minimum one year work experience in related field is desirable.

\*Of the total posts, 3 posts are reserved for Persons with Disabilities (PWD):

- Blindness or low vision.
- Hearing impairment.
- Locomotor disability or cerebral palsy.

\*\*CGPA: Cumulative Grade Point Average

OGPA: Overall Grade Point Average

Candidates should have acquired minimum 60% marks or equivalent CGPA/OGPA (if applicable) in the applicable stream relaxable by 5% for SC/ST/PWD candidates. For candidates whose applicable essential qualification is CA/ICWA, successfully passing the ICAI/ICWAI examinations is required.

For Post-Graduate candidates in Management preference will be given to candidates from the following specialisations viz. Marketing, Human Resource, Finance, Logistics & Supply Chain Management, and International Trade.

In addition to above mentioned academic qualifications, SAP knowledge is also desirable.

##### (b) Manager (Company Secretary)

Stream	Essential Qualifications from Institutions / Colleges and Universities/Deemed Universities duly recognized by AICTE/UGC	Experience	No. of Vacancies
Company Secretary	Membership of the Institute of Company Secretaries, India. Additionally, degree in law is desirable with minimum 60% marks or equivalent CGPA / OGPA in the 3 years Degree in Law after graduation or 5 years Degree in Law after 12 <sup>th</sup> standard	At least 8 years experience (as on 01.01.2015) including 3 years experience in the pay scale of ₹ 24900-50500/- (E3 Grade) in respect of candidates from Public Sector / Government OR Equivalent senior positions in respect of candidates from private sector	1

##### (c) Deputy General Manager

Stream	Essential Qualifications from Institutions / Colleges and Universities/Deemed Universities duly recognized by AICTE/UGC	Experience	No. of Vacancies
Legal	Degree in Law through a full time course of three years after graduation OR five years after 12 <sup>th</sup> Standard	At least 9 years of relevant working experience (as on 01.01.2015) including 3 years experience in the pay scale of ₹ 29100-54500/- (E4 Grade) in respect of candidates from Public Sector / Government. OR Equivalent senior positions in respect of candidates from private sector	1
Finance	Chartered Accountant successfully passed the ICAI examination	At least 9 years of relevant working experience (as on 01.01.2015) including 3 years experience in the pay scale of ₹ 29100-54500/- (E4 Grade) in respect of candidates from Public Sector / Government. OR Equivalent senior positions in respect of candidates from private sector.	4
Marine Engineer	MEO Class I COC	Minimum sailing experience as Chief Engineer Officer (FG) should be 12 months (as on 01.01.2015)	12
TOTAL			17

Total number of vacancies is 80, of which 11 posts are reserved for Scheduled Caste (SC), 3 posts are reserved for Scheduled Tribe (ST) and 22 posts are reserved for Other Backward Class (OBC-Non-creamy layer). Reservation will be applicable as per Government of India guidelines.

The number of vacancies is subject to change if required. The Company reserves the right to raise the minimum eligibility standard in order to restrict the number of candidates.

#### (2) AGE

- The upper age limit for the posts at **Assistant Manager** level is 27 years as on **01.01.2015**.
- The upper age limit for the post at **Manager** level is 37 years as on **01.01.2015**.
- The upper age limit for the posts at **Deputy General Manager** level is 45 years as on **01.01.2015**.
- Maximum age limit is relaxable by 5 years for SC/ST, 3 years for OBC. For persons with disability (PWD) the relaxation is over and above the upper age limit i.e. 5 years for General Category, 10 years for SC/ST category and 8 years for OBC category.

#### (3) EMOLUMENTS

- Candidates selected for the post of **Assistant Manager** would be placed at the minimum of the scale of ₹ 20,600 -46,500/- (E2 Grade).
- Candidates selected for the post of **Manager** would be placed at the minimum of the scale of ₹ 29,100 - 54,500/- (E4 Grade).

- Candidates selected for the post of **Deputy General Manager** would be placed at the minimum of the scale of ₹ 32900-58000/- (E5 Grade).

- The candidate shall be entitled for Basic Pay, Dearness Allowance and House Rent Allowance. In addition you will also be entitled for Allowances/Perquisites subject to a maximum ceiling of 50% of basic pay, part of which shall be kept aside for medical insurance. The PRP, PF, Gratuity and other Superannuation benefits shall be as per prevailing Corporation rules. The medical facility is available under Group Insurance scheme.

- Age of superannuation is 58 years.

#### (4) CAREER PROSPECTS & POSTING

The Company offers a conducive working environment and good opportunities for growth. A meritorious and hard working officer can look forward to good career prospects rising up to the senior/top management position. The selected candidates can be posted or transferred anywhere in India or Abroad depending on requirement of the organisation. Selected candidates will have to make their own arrangements for accommodation; company accommodation may be provided based on availability.

#### (5) SELECTION PROCESS

- Candidates who clear all the eligibility criteria like age, qualification, caste certificate etc. will have to appear for an Objective Type Competitive Written Test based on Quantitative Aptitude, Reasoning, General Awareness, English and Domain Knowledge. The Written Test will be conducted on **29<sup>th</sup> March, 2015** at the following centres - Mumbai, Chennai, Bangalore, Kolkata, New Delhi, Guwahati. The candidates will have an option to have the Written Test in English or Hindi. The English section will have to be answered in English only. The test centre once chosen at the time of registration shall be final and cannot be changed. The SCI reserves the right to change or add or cancel any of the above mentioned Test Centres, at its sole discretion.

- There will be no written test for the post of Marine Engineer and Legal for the post of DGM.**

- The short listed candidates will be called for Final Selection Process i.e., Group Discussions/Personal Interviews, to be held at Mumbai.

- The list of short listed candidates will be informed by e-mail and the names will also be placed on the SCI's website [www.shipindia.com](http://www.shipindia.com) in the Careers<Shore section.

- Candidates have to make their own arrangements for stay at Written Test/Group Discussions/Personal Interview centre. No TA/DA will be admissible by the Corporation.

#### (6) HOW TO APPLY

**Candidates are requested to read the complete instructions hereunder before proceeding to fill in the application form.**

- Candidates are required to apply online through SCI's website: [www.shipindia.com](http://www.shipindia.com) > careers > shore > Excellent Career Opportunities for Professionals. The online registration process will start from **14<sup>th</sup> February, 2015 to 7<sup>th</sup> March, 2015** and last date for making an online application is **7<sup>th</sup> March, 2015**. Applications sent by any other means/mode will not be entertained.

- Candidates are advised to apply after carefully going through the detailed advertisement and instructions placed on the company website. All fields must be filled carefully with correct details. Hence, candidates applying for the posts advertised should ensure that they fulfil all the eligibility criteria. Candidates should note down their unique registration number that is generated after applying, and quote the same in all future correspondence.

- A Payment of non refundable registration fee of ₹ 1000/- for General/OBC candidates and ₹ 500/- for SC/ST candidates is to be paid from **14<sup>th</sup> February, 2015 to 9<sup>th</sup> March, 2015**. Non refundable registration Fee is to be deposited in SCI's Powerjyoti Account No. 32628866185 at any Branch of SBI. **Payment is to be made at the State Bank of India Branch by filling up the challan which can be downloaded from SCI's website [www.shipindia.com](http://www.shipindia.com) from the Careers<Shore section.** The SCI's copy of the original pay-in slip duly stamped and signed by the bank should be retained by the candidates for future reference. Fee is non-refundable and no other mode of payment would be accepted.

- After submitting the application form, an e-mail for confirmation will be received by the candidates on the e-mail id declared in the application form.

- For candidates belonging to SC/ST/OBC (non-creamy layer) and PWD categories a copy of Caste Certificate / Disability Certificate (as applicable) along with a copy of e-mail received for confirmation must be sent to the P.O.Box 2091, Chennai - 600 020 by ORDINARY POST to reach latest by 7<sup>th</sup> March, 2015. For candidates belonging to General category, no documents are to be sent.**

- Once the application form is submitted, no editing/modification of master data are possible.

- Candidates are required to possess a valid e-mail and furnish current telephone/mobile numbers which are to be entered in the Online Application Form. The e-mail is required to be active for at least one year, as any intimation to the candidates regarding the recruitment/selection process shall be provided by SCI through e-mail. They are further requested to check regularly their e-mail for any communication from the SCI in this regard. SCI will not be responsible for failure of delivery of e-mail sent to the candidate.

- Candidates should visit the SCI's website to download the test Admit Card for eligible candidates. **The admit card can be downloaded from SCI's website [www.shipindia.com](http://www.shipindia.com) from 23<sup>rd</sup> March, 2015 to 28<sup>th</sup> March, 2015.** The Admit Card will bear the candidates full name, unique registration number, category and the selected test centre. Space will be provided to affix a passport size photograph. The candidate is required to carry this Admit Card to the test centre and the same will be submitted to the supervisor after admission into the test centre. Details/requirements pertaining to the Written Test will be mentioned on the Admit Card.

- Candidates short listed for the Final Selection process will be informed through e-mail and will have to carry with them all original certificates and photocopies of documents i.e. mark sheets of qualifications, certificate of conversion of CGPA/OGPA into percentage, date of birth certificate, caste certificate, disability certificate (if applicable) and a copy of online form. In addition to the said documents, experience certificate and proof of current emoluments is required for candidates shortlisted for the post of Deputy General Manager. The same will be verified prior to the candidates being allowed to participate in the Group Discussions/ Personal Interviews. At any stage of the selection process, in the event the information furnished is found to be incorrect/false the candidate would not be allowed to proceed.

- SC/ST/OBC/PWD candidates must produce an attested copy of certificate issued by Competent Authority in the prescribed format as prescribed by Government of India. The OBC Certificate must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBC's in Civil Posts and Services under Government of India.

- Candidates for the post of Assistant Manager whose essential qualification has grading of CGPA/OGPA must submit a letter from the University/Institute for conversion of CGPA/OGPA into percentage.

- If the caste certificate is in vernacular language, an English version of the same duly attested by a Gazetted officer or a person holding equivalent rank must be submitted.

#### (7) GENERAL INFORMATION

- Indian Nationals only need to apply.

- All queries pertaining to recruitment including selection process may be addressed to our Recruitment Team only through an e-mail at [sciadmin@i-register.in](mailto:sciadmin@i-register.in).**

- The Company reserves the right to increase/decrease the number of vacancies or cancel the recruitment at any stage. Reservation will be allowed in accordance with the Government of India regulations for SC/ST/OBC (non-creamy layer) candidates.

- Candidates have to make their own arrangements to appear for the Personal Interviews. No TA/DA will be admissible by the Corporation. Candidates belonging to SC/ST category will be reimbursed 2nd class to and fro railfare by the shortest route possible.

- After selection, the wait list panel of candidates shall be valid for a period of one year from the date of finalisation and shall be applicable in case of vacancies arising out of the selections made against this advertisement.

- The selected candidates will be required to submit the caste certificates in original, as per the format prescribed by the Government of India on joining. Hence, candidates are advised to take advance action in procuring the same.**

- Candidates are advised in their own interest not to furnish any particulars that are false, tampered, fabricated or suppress any information while filling up the application form or during the verification process. In any such case, the candidature / appointment made shall be treated as null/void at any stage in the selection process.

- Candidates are advised to regularly check their e-mail and the Corporation's website for information.

- The appointment of selected candidates will be subject to their being declared medically fit by the approved Hospital and by Medical officer of the Corporation. The medical examination will be conducted at Mumbai.

- The appointment of selected candidates will also be subject to verification of their character, antecedents and caste certificates and eligibility conditions.

- The selection of candidates for Written Test/ Group Discussion/ Interviews shall be at the discretion of the Corporation and the decision in this matter will be final and binding. The Corporation reserves the right to disallow a candidate to appear for the written test in case the caste/disability certificate is found to be invalid.

- Candidates presently employed in Government Departments/PSU's/Autonomous Bodies will be required to produce NOC at the time of interview.**

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 during the recruitment and selection process or after joining the Corporation, it is found that the candidates have furnished false or wrong information, their candidature will be rejected. 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.



**TRANSPORTING GOODS. TRANSFORMING LIVES.**