भारतीय नौवहन निगम लिमिटेड
(भारत सरकार का उद्यम)
पंजीकृत कार्यालय: शिपिंग हाउस, 245 मादाम कामा रोड, मुंबई - 400 021.
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The Shipping Corporation Of India Ltd.
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सीआईएन/CIN-L63030MH1950GOI008033
SCI
Navratna Company
(ISO 9001:2015, ISO 14001:2015
& BS OHSAS 18001:2007 Certified)
स्वच्छ भारत
एक कदम स्वच्छता की ओर

Recruitment of Assistant Managers on Contract (Advertisement No: 07/2022)

Online Registration: 16.07.2022 to 16.08.2022

Shipping Corporation Of India Ltd., a Navratna PSU, is the largest and premier Indian shipping which has a significant presence on the global maritime map. It occupies the NumeroUno position with its 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 and it continues to grow through strategic alliances and new business opportunities.

SCI invites online applications from Indian nationals for the following posts at the level of Assistant Managers (E2) on contract (with possibility of regularization following due procedures in case of a requirement.)

A. Details with respect to the vacancies are as below

Sl. No	Stream	No. of Posts	Qualification Required
1	Management	17	2 years full time MBA /Post Graduate Degree in Business Management/ Post Graduate Diploma in Management from a UGC/AICTE recognized University/Institute with minimum of 60% marks.
2	Finance	10	Chartered Accountant / Cost Accountant
3	HR	10	2 years full time MBA/MMS with specialization in Personnel Management/HRD/HRM/Industrial Relations/ Labour Welfare OR 2 years full time Post Graduate Degree/Diploma in Personnel Management/ Industrial Relations/ Labour Welfare/HRM OR Masters in Personnel Management from UGC/AICTE recognized University/Institute with minimum of 60% marks.
4	Law	5	Full time degree in Law (3 years / 5 years) from a recognised University India with minimum of 60% marks. CS Qualification is desirable.
5	Fire & Security	2	Full time regular BE/B.Tech. in Fire & Safety Engineering from AICTE approved / UGC recognised University (10+2+4 regular stream) with minimum of 60% marks. Personnel with relevant experience in PSUs/PSBs will be given preference.
6	Civil Engineering	1	4 years full time Bachelor's Degree in Civil Engineering from a UGC/AICTE recognized University/Institute with minimum of 60% marks.
7	CS	1	Qualified Company Secretary having Associate / Fellow membership of the Institute of Company Secretaries of India (ICSI)

Note:

i. Minimum of one year experience in related field is desirable.

ii. Candidates who have appeared for their final exam in 2022 and awaiting final results are eligible to apply provided they will be able to produce their completion certificate with requisite qualification criteria as mentioned above, prior to the stage II of the examination i.e. GD and PI.

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

iv. Calculation of percentage of marks in qualifying degree will be as per Institute/University rules.

v. For institutes / universities which do not give a specialization in qualifying degree, specialization in the relevant subject needs to be certified by the university/institute. However candidates possessing 2 years PGDM (Full time) from IIMs and IITs are not required to submit specialization certificate.

vi. Candidates may please note that for the post of HR, Masters in Social Work shall not be applicable as being equivalent to MBA / PG Degree in HRM.

Distribution of vacancies:

Sl No	Category	Current Vacancies	Backlog	Total
1	SC	7	-	7
2	ST	3	2	5
3	OBC	12	-	12
4	EWS	4		4
5	UR	18	-	18
Total		44	2	46

Note:

Of the total vacancies, 2 posts are reserved for PwBD in the streams as mentioned below:

Assistant Manager (HR) –Category (a), (b), (c), (d) and (e)
Assistant Manager (Finance) – Category (a), (b), (c), (d) and (e)
Assistant Manager (Management) – Category (a), (b), (c), (d) and (e)
Assistant Manager (Law) – Category (a), (b), (c), (d) and (e)

Categories:

a. Blindness and low vision;
b. Deaf and hard of hearing;
c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
d. Autism, intellectual disability, specific learning disability and mental illness;
e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

B. Date of Reckoning Eligibility Criteria

The cut-off date for determining eligibility criteria in respect of qualification and age shall be **01.05.2022** and will remain unchanged irrespective of any reason whatsoever.

C. AGE

Age Limit as on **01.05.2022** is not more than **27** years. Age will be relaxable by 3 years for OBC (non-creamy layer), 5 years for SC/ST and 10 years for PWD candidates, as per extant guidelines. Relaxation for Ex-servicemen candidates will be as per Government of India guidelines.

D. Period of Contract:

The period of contract will be for three years. There is a possibility of regularization of posts after the completion of the period of contract following due procedures.

E. Probation cum Training period:

There will be a probationary cum training period of one year. On successful completion of probationary cum training the candidate will be confirmed on contract.

F. Emoluments and Benefits:

The selected candidates will be placed in the E-2 pay scale (AM) of RS. 50,000 - Rs.1,60,000 in the minimum of scale. The candidate will be entitled to Basic Pay, DA, HRA, Allowances/perks and PRP in accordance with the prevailing revised pay structure.

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 and Contributory Provident Fund as per the Company's Rule.

Pay protection for candidates working in Government Departments/Public Sector Organizations will be considered as per the DPE guidelines.

G. Entitlements:

The candidates **will be** entitled to the following during the tenure of contract.

i. Leave (All leaves as applicable to regular recruits as per Leave rules of the Corporation, save for Leave encashment)
ii. Annual increments
iii. TA/DA
iv. PF

The candidates **will not be** entitled to the following during the tenure of contract.

i. PRMS
ii. Pension
iii. Medical
iv. Loans
v. Leave Encashment

Recruitment in SCI:

In the event new recruitment is undertaken by SCI during their tenure of contract the candidates can participate in the process and if selected the officer will be treated as a fresh regular officer and placed at the minimum of the advertised scale. No additional marks/weightage will be given. In such cases, the candidate will be entitled to all the benefits as applicable to regular officers and there will be Probation cum Training period and bond as applicable to new recruits at the level of AMs.

A fifteen days cessation period will be given prior joining on regular post if selected.

If regularized, the candidates will become eligible for the following entitlements as per prevailing rules of the Corporation:

i. PRMS contribution will be made from the date of regularization.
ii. Pension contribution will be made from the date of regularization.
iii. Medical benefit for self and Dependents from the date of regularization
iv. Loan eligibility period will considered from the date of initial appointment on contract.
v. Leave Encashment for the accumulated leaves if any from the date of initial appointment on contract as per Leave rules of the Corporation.

H. Verification:

All the verification process as done for regular recruits will be done, such as Educational qualification verification, Character and Antecedents, Caste certificate etc.

I. Termination:

During the probation period, appointment/employment may be terminated by either side by one calendar month notice or payment of notice pay in lieu thereof. After confirmation on contract, appointment/employment may be terminated by either side by three calendar months' notice or payment of notice pay in lieu thereof. However, the Corporation reserves the right not to accept resignation/notice of termination from the candidate should the circumstances so warrant i.e. the disciplinary proceedings are pending or are contemplated against the candidate.

J. Employment Bond:

No NOC for external employment will be provided to the appointed candidates during the probationary cum training period of one year. On confirmation on contract i.e. after successful completion of probation cum training period, the candidate will be liable to serve for at least

another one year. An amount of Rs 10,000/- per month will accordingly be withheld from the allowance component of monthly salary of the candidate during the initial probationary cum training period of one year. This will serve as security deposit against the total retention amount of Rs 1,20,000/- On successful completion of two years employment in SCI, including probationary cum training period the amount so withheld will be released to the candidate. An undertaking will be obtained to same effect from all the appointed candidates, which will mention that if the candidate fails to complete his/her probationary cum training period successfully and/or fails to serve the company for the stipulated period of 1 year thereafter and/or the services of the candidate is terminated on account of misconduct or otherwise before completion of the stipulated period of two years, the candidate shall compensate the company for all the expenses incurred by it on account of and in connection with his/her training, which will be limited to Rs 1,20,000/- and by way of foregoing the withheld amount as detailed above.

K. 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 Organisation. Selected candidates will have to make their own arrangements for accommodation; Company accommodation may be provided based on availability.

L. Application Fees

A non-refundable registration fee of Rs.500/- (Rs. Five hundred only) to be paid by General, OBC and EWS candidates.

A non-refundable fee of Rs 100/- (Rs. Hundred only) to be paid by SC/ST/PWD/ExSM as Intimation Fee.

The Application Fee is non-refundable. The process of Registration is complete only when fee is paid through online mode on or before the last date for payment of fee.

M. Selection Process

1) The selection process will consist of two stages.

I. Stage I: Online Examination:

i. Candidates who fulfil all the eligibility criteria like age, qualification, caste certificate etc. will be called for Online Examination consisting of Quantitative Aptitude, Reasoning, General Awareness, English and Domain Knowledge.

ii. The candidates will have an option to have the online test in English or Hindi. The English section will have to be answered in English only. In case of any difference in interpretation between the Question paper in English and Hindi the English version shall prevail.

iii. The online test will be conducted at the following centres – Mumbai (including Thane and Navi Mumbai), Chennai, Kolkata, Bangalore, Guwahati and Delhi& NCR. Candidates will be required to provide 3 centres of their choice in preferential order. The centres will be allotted on first come basis and in case the centres in particular city are filled the candidates will be allotted centres in cities in their preferential order. 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.

iv. The scheme of examination will be as follows:

Subject	**No. of questions**	**Time to be given**
Core Domain/ Professional Knowledge	60	Time of 120 minutes to be given for answering composite 100 questions
Quantitative Aptitude	10	
Logic and Reasoning	10	
General Awareness & Current Affairs	10	
English language & reading comprehension	10	
Total	100	

v. There is no negative marking.
vi. The candidates will be shortlisted in the ratio of 1:4 on the basis of their performance in Online Examination for Stage II.
vii. In case of a tie in Online Exam score, the candidates with the same score will be called for the second stage.
viii. The candidates will be allowed to appear in the online examination based on the data provided in the application form and preliminary scrutiny of documents uploaded, however detailed document verification will be done for the shortlisted candidates before being allowed to participate in Stage II of the selection process.

II. Stage II: Final Selection Process (GD & PI)

i. The shortlisted candidates will be called for Document Verification, Group Discussion (GD) and Personal Interview (PI).
ii. The short listed candidates will be informed by an e-mail and the result of online exam will also be published on the SCI's website www.shipindia.com in the Careers>Shore section.
iii. Final selection process will be conducted at SCI HQ, located at Nariman Point, Mumbai.
iv. The weightage will be in the ratio of 70:10:20 respectively for Online Exam, Group Discussion and Personal Interview.

2) Shortlisted candidates will have to carry with them all original certificates and photocopies of following documents. The documents will be verified before the candidates are allowed to participate in the Group Discussion and Personal Interview.

Documents Required:

i. Educational qualification mark sheet (All Semesters appeared/cleared)and Completion Certificate
ii. CGPA/OGPA or Letter Grade conversion to percentage Letter from University/Institute
iii. Experience Certificate if any
iv. Caste Certificate/Non-creamy layer certificate (Central Govt. Format for purpose of reservation in appointment to the posts under Govt. Of India/Central Government/ Public sector Undertakings) in English.
v. Disability Certificate
vi. Date of Birth proof (Birth Certificate / School – Leaving Certificate)
vii. Membership Certificate For CA/CMA qualified candidates
viii. Identity Proof (AADHAAR/PAN/Passport/Election Photo Identity Card/Driving Licence)
ix. Copy of Online Form
x. Awards and Recognition/Accreditations/Certifications

3) Candidates presently employed in PSUs/Central/State Govt./PSBs/Autonomous Bodies will be required to produce NOC at the time of Interview. The documents will be verified prior to the candidates being allowed to participate in the Group Discussion/Personal Interviews. At any stage of the selection process, in the event the information furnished is found to be incorrect/false the candidature will be rejected. The Corporation reserves the right to disallow a candidate to appear for the Group Discussion/Interview in case the caste certificate is found to be invalid. If the caste certificate/disability 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.

4) Candidates must produce an attested copy of caste certificate issued by Competent Authority in the prescribed format as prescribed by Government of India (Central Government format only) in English.

5) Candidates have to make their own arrangements for stay for the selection process. SC/ST/PWD Candidates called for Final Selection Process shall be reimbursed 2nd class train fare for any mode of travel from their correspondence address/place of work in India to Mumbai on production of actual tickets by the shortest route. (PWD category candidates will be reimbursed travel cost as above, for one attendant wherever applicable, as per Govt. guidelines). Local Travel cost, if any, shall be borne by the candidates.

6) Candidate will appear for the Online Exam and/or Interview at their own risk and SCI will not be responsible for any injury or losses etc. of any nature.

7) Management reserves the right to cancel/ restrict/ modify/ alter the selection/ recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.

8) In case of a tie in final results, following criteria shall be adopted in sequence for deciding position of merit list:
   a. Candidate with higher marks in Online Exam
   b. Candidate with higher marks in required qualification
   c. Candidates date of birth (candidate with earliest date of birth will be placed higher in the merit list)

N. Reservation

i. Candidates belonging to OBC category but falling under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as Unreserved in the application form.
ii. The candidates applying against the vacancies reserved for OBC should note that they have to produce a valid Caste Certificate in support of their belonging to OBC community in the central list of OBC issued by Government of India, in prescribed format for this purpose and not Educational purpose so as to prove that they do not belong to "Creamy Layer" of OBCs. OBC Certificate containing "Non-Creamy Layer" Clause should be issued after 01.4.2022.
iii. Government of India Directives on reservation and relaxation as applicable for SC/ST/OBC/PWD/Ex-servicemen candidates will be followed.
iv. The selected candidates will be required to submit the Caste Certificates/Disability Certificates in Original, as per the format prescribed by the Government of India for appointment to the posts under Govt. Of India/Central Government/ Public sector Undertakings in English. Hence, candidates are advised to take advance action in procuring the same.
v. The Corporation reserves the right to disallow a candidate to appear for the Group Discussion/Interview in case the Caste Certificate is found to be invalid.
vi. In the case of Persons with Disabilities, the degree of disability should be a minimum of 40%. The candidate should possess valid Certificate of Disability to this effect in the prescribed format obtained from a notified authority by Government of India / State Government.
vii. If the Caste Certificate/Disability 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.
viii. Candidates must produce an attested copy of Caste Certificate/Disability Certificate issued by Competent Authority in the prescribed format as prescribed by Government of India (Central Government format only) for purpose of reservation in appointment to the posts under Govt. Of India/Central Government/ Public sector Undertakings in English.
ix. Candidates belonging to Ex-Serviceman category shall submit the documents issued in this regard by the Competent Authority

O. How To Apply

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

1. Candidates are required to apply online through SCI's website: www.shipindia.com >Careers> Shore> "Recruitment of Assistant Managers on contract 2022". Applications sent by any other means/mode will not be entertained.
2. Candidates are advised to apply after carefully going through the detailed advertisement and instructions placed on the Company's 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.
3. In the online form all the fields marked with red asterisk (*) are compulsory fields. If the form is successfully submitted a confirmation email will also be received by the candidate.

4. Educational Qualifications from Institutions/Colleges and Universities/Deemed Universities should be duly recognized by AICTE/UGC. Wherever CGPA/OGPA or Letter Grade in a degree is awarded, equivalent percentage marks should be indicated in the online application (as per norms adopted by the University/Institute). No rounding off of percentage would be allowed i.e. 59.99% will be treated as less than 60%. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale. The candidate will have to produce a copy of these conversion norms/no norms with respect to his/her University/Institute at the time of Interview.
5. Candidates are required to upload the scanned copies of following documents, as may be applicable, while filling the application form. (jpg upto 300kb of size)
    i. Educational qualification mark sheet/Completion Certificate
    ii. CGPA/OGPA or Letter Grade conversion to percentage Letter from University/Institute
    iii. Experience Certificates
    iv. Caste Certificate/Non-creamy layer certificate (Central Govt. Format only)
    v. Disability Certificate
    vi. Date of Birth proof (Birth Certificate/School Leaving Certificate)
    vii. Membership Certificate For CA/CMA qualified candidates
    viii. Identity Proof (Aadhar/PAN/Passport/Election Photo Identity Card/Driving Licence)
    ix. Awards and Recognition/Accreditations/Certifications
6. Candidates are also required to upload their Photo and Signature. The image file should be JPG or JPEG format. The size of Photo should be 20-50kb and signature should be 10-20kb.The resolution should be minimum of 200 dpi. The application is not completed until the Photo and Signature as specified are uploaded.
7. 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.
8. Once the application form is submitted, no editing/modification of master data is possible or will be entertained.
9. Candidates are required to furnish a valid e-mail and current telephone/mobile numbers which are to be entered in the Online Application Form. All intimations to the candidates regarding the recruitment/selection process shall be provided by SCI through this e-mail. They are further requested to check regularly the Corporation's website and their e-mail for any communication from the SCI. SCI will not be responsible for failure of delivery of e-mail sent to the candidate.
10. 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 as per the schedule. The Admit Card will bear the candidates full name, unique registration number, category and the 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 Online Test will be mentioned on the Admit Card.
11. 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
12. It may be noted that an applicant can apply in only one stream. Candidates with multiple applications will be rejected.

P. <u>General Information</u>

1. Indian Nationals only need to apply.
2. All queries pertaining to recruitment including selection process may be addressed to our Recruitment Team only through an e-mail at support@applygov.ind.in
3. Limited and reasonable waitlist panel considering the number of posts advertised will be kept, which will be valid for a period of one year from the date of empanelment and shall be applicable in case of selected candidates not joining for any reason or selected candidates separating from the organization.
4. 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/appointment made shall be treated as null/void at any stage in the selection process.
5. Candidates are advised to regularly check their e-mail and the Corporation's website for information.

6. The appointment of selected candidates will be subject to their being declared medically fit by the approved Hospital and by the Medical officer of the Corporation. The medical examination will be conducted at Mumbai.
7. The appointment of selected candidates will also be subject to verification of their character, antecedents and caste certificates and eligibility conditions.
8. SCI, at various stages, may capture photo/ thumb impression of the candidates for verification of genuineness of the candidates at 3 stages i.e. Online Exam, GD and Interview stage and at the time of joining in SCI. Candidate will ensure that the correct impression is captured at various stages and any inconsistency will lead to rejection of the candidature. In case of any candidate found to be not genuine, apart from taking legal actions against him/her, his/ her candidature will be cancelled. As such, they are advised not to apply any external matter like mehndi, ink, chemical, etc. on their hands. Decision of Biometric data verification Authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.
9. The short listing of candidates for the final selection process shall be at the discretion of the Corporation and the decision in this matter will be final and binding.
10. SCI will not bear any liability on account of salary/leave salary/gratuity/pension contributions etc, if any of previous employment of any candidate already working in Government/Public Sector Undertakings.
11. 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 job requirement will not vest any right on candidates for being called for document verification/Interview.
12. Any corrigendum /addendum this advertisement will be displayed only on the Company's website www.shipindia.com>Carrer>Shore section only. So candidates are advised to keep checking the Company's website regularly for any update.

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/appointment 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.

Q. Tentative schedule:

Event	Tentative Dates/Month
Date of release of Advertisement and start of Applications	16th July 2022
Last date of receipt of completely filled application forms and payment of fees	16th August 2022
Admit cards to the candidates for Online Exam	26th August 2022
Online Exam	11th September 2022
Result of Online Exam and short listing of candidates for Stage II	4th week of Septmber.2022
Stage II: Group Discussion and Interviews	2nd week of October 2022
Result Declaration	4th week of October 2022