

Requirement of Nine Accounts Assistants on Contract

(Advt. No: HR 01/2024)

1. The Shipping Corporation Of India Ltd., 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. The eligibility criteria and details of the post are as follows:

A. Details with respect to the vacancies are as below:

Post	No. of Vacancies	Period of Contract	Posting	Monthly Stipend
Accounts Assistants	9	2 years (extendable twice by 6 months)	Mumbai	1 st Year: Rs.22,500 INR p/m 2 nd Year: Rs.25,000 INR p/m 3 rd Year (if contract is extended): Rs.27,500 p/m

B. The selection criteria is as below:

Age (Upper Limit)	Qualification	Experience
25	a) Passed the intermediate Examination of The Institute of Chartered Accountants of India (CA-Inter); OR b) Passed the intermediate Examination of The Institute of Cost Accountants of India (CMA-Inter)*.	Minimum ONE and HALF years (1 year and 6 months) of experience (post qualification)

*Previously known as Institute of Cost and Works Accountants (ICWA).

- C. Date of Reckoning Eligibility Criteria:** The cut-off date for determining eligibility criteria in respect of qualification and age shall be **01.01.2024** and will remain unchanged irrespective of any reason whatsoever.

- D. Contract tenure:** The contract shall be for a period two years from the date of engagement, with a provision for further 2 extensions of 6 months each.
- E. Emoluments:** Consolidated monthly emoluments are as follows:
- 1st Year: Rs. 22,500/- per month.
 - 2nd Year: Rs. 25,000/- per month.
 - 3rd Year: Rs. 27,500/- per month.

No other perks / benefits / allowances shall be applicable.

- F. Posting:** The selected candidates will be posted in Mumbai. However, the company at its discretion may depute the Officer at any of its offices / projects anywhere in India as per its requirement.
- G. Accommodation:** No company accommodation shall be provided.
- H. Leave:**
- i. 30 days leave per year and pro rata for period of extension.
 - ii. 30 days leave without pay for candidates appearing for final exams during the complete tenure.
 - iii. Trainees availing leave in excess of their entitlement will be required to undergo training for a further period equivalent to the excess leave taken by them.

Kindly note that the balance leave at the end of each year will not be carried forward.

- I. Work timings:** The work timing will be flexible (9:30AM-10:30AM – 5:15PM-6:15PM) i.e. flexi work timing of 7 Hrs and 45 min. If required, as per the exigencies of work, they shall be required to attend office on Saturdays or other holidays also without any additional compensation.
- J. Medical Benefits:** The selected candidate will not be eligible for Company's medical benefits. However, they will be covered under the Company's Group Insurance Scheme in existence for accidents at workplace.
- K. Termination:** Contract may be terminated from either side by giving one month's notice or payment in lieu thereof. However, the Corporation reserves the right not to accept resignation / notice of termination from employee's side should circumstances so warrant i.e., disciplinary proceedings are pending or are contemplated against the employee under SCI conduct of Rules.

2. HOW TO APPLY:

Interested candidates should directly apply through the link provided on the Corporation's website www.shipindia.com -> Career -> Shore Personnel -> Current Recruitment -> Requirement of Accounts Assistants on Contract (Advt No. HR 01/2024) and send their updated resume via email on shorerecruitment@sci.co.in with subject as "Application for Accounts Assistants on Contract (Advt. No. HR 01/2024)".

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

- i. Mark sheets / Degree certificate of qualifying examination (CA-Inter, CMA-Inter)
- ii. Work Experience certificates for the years as mentioned in application form.

- iii. Date of Birth proof like Aadhar card/Pan Card/Voter ID /Birth Certificate etc.
- iv. Address Proof.

While filling the online form, the above documents are to be clubbed / joined / scanned in a single file and uploaded in pdf format under the upload required document section.

Please note that the size of the attachment should not exceed 20 MB.

Candidates are also required to send their updated resume along with the document file (as mentioned above) via email on shorerecruitment@sci.co.in with subject as "Application for Accounts Assistants on Contract (Advt. No. HR 01/2024)".

Applications will not be considered in case the above-mentioned documents are not submitted as per the data filled in application form. Note: In case of failure of emails SCI will not be responsible.

Last date of application: 25th January 2024

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.

3. SELECTION PROCESS:

The candidates will be shortlisted for Interview on the basis of eligibility criteria for Educational Qualification, Age and Experience. In case of receipt of large number of applications, candidates will be shortlisted in the ratio of 1:10 based on higher post qualification experience, i.e. ten candidates will be interviewed for every single vacancy.

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

4. GENERAL INFORMATION:

- a. Indian Nationals only need to apply.
- b. 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.
- c. 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.
- d. Candidates are advised to regularly check their e-mail and the Corporation's website for information.
- e. 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.
- f. 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.

- g. Any corrigendum / updates to the advertisement will be published on our website only; hence candidates are requested to check the Corporations Website regularly.
- h. 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.
- i. Management reserves the right to cancel engagement process at any stage, without issuing any further notice or assigning any reason thereafter.

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 / terminated. 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.
