

**Practical Training of Company Secretary Trainees at SCI**

**Advt. No. HR 02/2025**

The Shipping Corporation of India Ltd. (SCI), 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 for the position of **THREE CS Trainees** from eligible Indian nationals. The details of training are as follows:

**1. Qualification Required:**

a. ICSI Professional Program (Final) passed

OR

b. ICSI Executive Program (Intermediate) passed

**2. Duration of Training:**

21 months as per revised training structure after completion of EDP, without any further extension.

**3. Stipend (per month):**

a) Stipend for Professional Examination passed: Rs. 12,500 /-

b) Stipend for Executive Examination passed: Rs 10,000 /-

(Stipend will be increased to Rs. 12,500 /- on passing the Professional examination during the training period)

**4. Accommodation:**

No accommodation will be provided. No reimbursements of transportation fees will be made.

**5. Work timings:**

The work timing will be flexi work timing of 7hrs and 45mins from 9:30AM-10:30AM to 5:15PM-6:15PM.

**6. Leave:**

Trainees will be entitled to leaves as per the Institute's guidelines. As per ICSI revised training structure 2020, a trainee who has passed Executive programme is entitled to 52 days leaves (including Casual Leaves and Examination Leaves) and trainee who has passed Professional programme is entitled to 21 days leaves. In case the trainee takes leaves more than their entitlement, his/her training will be extended for proportionate days of excess leaves.

**7. Time Clause:**

Hours spent on any conference, course, seminar, organised by Institute/Region/Chapter will be treated as period covered under training. However, proof of such training has to be provided to SCI.

8. **Medical:**

Trainee is not eligible for Company's medical benefits. However, they will be covered under the Company's Group Insurance Scheme in existence for accidents at workplace.

9. **Transportation:**

No reimbursement of transportation charges will be made.

10. **Termination:**

The training may be terminated from either side by giving 45 working days' notice period. The intimation of termination has to be provided in written from either side.

11. **Confidentiality:**

As a Company Secretary Trainee at SCI (hereinafter referred to as the 'Corporation'), selected candidate is strictly prohibited from disclosing or using any confidential or proprietary information related to the Corporation beyond the scope of their training, both during and after their tenure, unless expressly authorized in writing by the Corporation. This obligation is in addition to any other expressed or implied confidentiality duties the selected candidate owes to the Corporation. Any breach may result in disciplinary action, including termination, and may attract legal consequences. Selected candidate will be required to sign a NDA.

12. **HOW TO APPLY:**

Interested candidates should directly apply through the link provided on The Shipping Corporation of India Limited's (SCI) website [www.shipindia.com](http://www.shipindia.com)>Career> Shore Personnel> Practical Training of CS Trainees at SCI (Advt. No. HR 02/2025) and send their updated resume via email on [shorerecruitment@sci.co.in](mailto:shorerecruitment@sci.co.in) with subject as "Application for Practical Training of CS Trainees at SCI (Advt. No. HR 02/2025)".

Candidates are also required to attach the following documents along with their resumes in PDF format only, (\*) marked are essential:

- a. Mark sheets of qualifying examination (Executive/Professional)\*
- b. EDP training completion certificate \*
- c. Work Experience/Training certificates for the duration mentioned in application form (if applicable)
- d. Date of Birth proof like Birth Certificate/10<sup>th</sup> or 12<sup>th</sup>marksheet\*
- e. Identity Proof like Aadhar card or Digitally signed E-Aadhar / Pan card / Voter ID / Driver's License\*
- f. Any other documents like certificates, higher education, as applicable.

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

**Note:** The total size of attachments should not exceed 10 MB and should be clear and legible. In case of failure of emails SCI will not be held responsible.

**Last date of application: 06/03/2025, 17:00 Hrs**

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.

### 13. **SELECTION PROCESS:**

The candidates will be shortlisted for Interview on the basis of eligibility criteria for Minimum Qualification. In case of receipt of large number of eligible applications, Corporation reserves the right to shortlist the candidates in the ratio of 1:20 based on higher qualification i.e. Professional (final) passed and higher marks in minimum required qualification i.e. Executive (intermediate) passed.

In case of candidates scoring same marks in the interview, the candidate's will be placed higher on merit according to higher marks secured in minimum educational qualification i.e. Executive (intermediate) passed and age i.e. candidates with earliest date of birth will be placed higher in merit list.

The candidates will be required to submit scanned copies of required documents and experience certificates (if any) in PDF format along with their resume.

The Interview will be conducted at "Shipping House", Nariman Point, Mumbai in-person or may be conducted virtually through Web-Ex platform. The schedule will be notified on the SCI's website.

The Company reserves the right to increase/decrease the number of vacancies as per the need of the Corporation or cancel the advertisement itself without any notification.

### 14. **GENERAL INFORMATION:**

1. Indian Nationals only need to apply.
2. 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.
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 fulfillment of the minimum qualification, experience and requirement 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. Candidates will appear for the interview at their own risk and SCI will not be responsible for any injury, losses, etc. of any nature.
9. Management reserves the right to cancel engagement process at any stage, without issuing any further notice or assigning any reason thereof.

10. Only candidates who have submitted completely filled application form will be considered for further processing. Application form is only complete after uploading of requisite documents at the end of Application form.

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 training position to which they are applying. If at any stage of the recruitment process, it is found that the candidates have furnished false or wrong information; their candidature / training will be cancelled. Canvassing in any form during any stage of training selection process will lead to cancellation of candidature.

Court of jurisdiction for any dispute will be at Mumbai.

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