

## CAREER OPPORTUNITIES FOR FIRE & SECURITY PROFESSIONALS AND COMPANY SECRETARY

THE SHIPPING CORPORATION OF INDIA LTD., a NAVRATNA PSU is India's premier shipping company and 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. SCI Limited invites applications from Professionals in Fire & Security (F&S) and Company Secretary discipline to fill up three (3) posts, details regarding the vacancies are indicated below:

S. No.	Post	No. of Posts	Post Qualification Experience	Pay scale
Post 1	Vice President (Fire & Security) OR General Manager (Fire & Security)	One (1)	At least 17 years experience (as on 31.03.2014) including 4 years experience in the pay scale of ₹ 36600-62000/- (E6 Grade) or equivalent for Vice President in respect of candidates from Public Sector/ Government/ Ex-servicemen/ Para Military services OR At least 13 years experience (as on 31.03.2014) including 4 years in the pay scale of ₹ 32900-58000/- (E5 Grade) or equivalent for General Manager in respect of candidates from Public Sector/ Government/ Ex-servicemen/ Para Military services	Candidate selected as Vice President (Fire & Security) would be placed in the pay scale of ₹ 43200-66000/- (E7 Grade) OR Candidate selected as General Manager (Fire & Security) would be placed in the pay scale of ₹ 36600-62000/- (E6 Grade)
Post 2	Assistant Manager (Fire Officer)	One (1)	NIL	Selected candidate would be placed in the pay scale of ₹ 20600-46500/- (E2 Grade)
Post 3	Manager (Company Secretary)	One (1)	At least 8 years experience (as on 31.03.2014) including 3 years experience in the pay scale of ₹ 24900-50500/- (E3 Grade) or equivalent in respect of candidates from Public Sector/ Government	Selected candidate would be placed in the scale of ₹ 29100-54500/- (E4 Grade)

### (A) Post 1 - Vice President (Fire & Security) OR General Manager (Fire & Security)

Educational Qualification	Upper Age Limit	Job Profile
Graduation in any stream. Ex-Serviceman in Indian Defence Services as an officer not below the rank of Lieutenant Colonel (Army)/ Commander (Navy) / Wing Commander (Indian Air Force) for General Manager and Colonel (Army)/ Captain (Navy)/ Group Captain (Air Force) for Vice president OR Ex-Police officer retired at least on the rank of SSP / DCP OR Ex-CISF officer retired at least on the rank of Commandant. Candidates meeting above eligibility criteria and having experience of minimum 10 years as Security Officers in PSUs/ PSBs will be given preference.	50 years as on 31.03.2014	To plan, coordinate and execute the safety and security issues of SCI premises, its employees and property. The prospective candidate should be able to liaise with various security agencies across the country especially at Mumbai, Kolkata. The candidate should be able to liaise with Local Police, Intelligence Agencies and other Government offices etc.

### Post 2 – Assistant Manager (Fire Officer)

Educational Qualification	Upper Age Limit	Experience Profile
Bachelor Degree in Engineering with B.E/B-Tech in Fire & Safety Engineering (10+2+4 regular stream), with minimum 60% marks for B.E/B-Tech.	27 years as on 31.03.2014	To plan, coordinate and execute the safety and security issues of SCI premises, its employees and property. The prospective candidate should be able to liaise with various security agencies across the country especially at Mumbai, Kolkata. The candidate should be able to liaise with Local Police, Intelligence Agencies and other Government offices etc.

### Post 3 – Manager (Company Secretary)

Educational Qualification	Upper Age Limit	Experience Profile
Membership of the Institute of Company Secretaries, India. Minimum 60% marks or equivalent CGPA/OGPA in the 3 years Degree in Law after graduation or 5 years Degree in Law after 12th standard (if applicable)	37 years as on 31.03.2014	The candidate should have had handled Secretarial and Legal jobs independently in any PSU or any other company which is having an annual turnover of minimum Rs.500 crores & having financial assistance from the banks having multi locational/multi product/ multi service base. Preferably having competence in drafting contracts, agreements deeds documents, handling relationship with banks, financial institutions, having exposure to FEMA/ Competition laws. Proficiency in computer is essential. Proficiency in Corporate, Civil and Criminal laws is desirable.

### (B) General:

Educational Qualification	Upper Age Limit	Emoluments
The Educational Qualification should be from Institutions/ colleges and Universities/Deemed Universities duly recognised by UGC/AICTE. Educational Qualification is relaxable by 5% for SC/ST/PWD candidates. Candidates whose essential qualification has grading of CGPA/ OGPA must submit a letter from the University/Institute for conversion of CGPA/OGPA into percentage.	Maximum age limit is relaxable by 5 years for SC/ST, 3 years for OBC (non-creamy).	In addition to Basic Pay, Dearness Allowance, House Rent Allowance the Company offers other Allowances/ Perquisites as applicable to shore employees of SCI including PF, Gratuity and other Superannuation benefits which will be as per Corporation rules. The medical facility is available under Group Insurance scheme.

### (C) Age of Superannuation

Age of superannuation is 58 years.

### (D) Career Prospects

The Company offers conducive working environment and good career opportunities.

### (E) Posting

The selected candidates 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 at the place of posting.

### (F) Selection Process

Names of shortlisted candidates shall be put on SCI's website [www.shipindia.com](http://www.shipindia.com) > Careers > Shore > Recruitment of Fire & Security Professionals/Company Secretary and an e-mail shall also be sent to the shortlisted candidates. Shortlisted candidates would be called for personal interviews at Mumbai.

### (G) How to Apply

The interested candidates need to apply online in the link given on SCI website [www.shipindia.com](http://www.shipindia.com) > Careers > Shore > Recruitment of Fire & Security Professionals/Company Secretary. The candidates also need to apply in the enclosed format alongwith copies/documents in support of educational qualification and experience profile to the SVP (P&A), The Shipping Corporation of India Ltd., Shipping House, 245, Madame Cama Road, Nariman Point, Mumbai 400021, before **11.08.2014**. Envelope containing the above should be clearly superscribed with APPLICATION FOR THE POST OF FIRE & SECURITY PROFESSIONAL OR APPLICATION FOR THE POST OF COMPANY SECRETARY. Incomplete / delayed applications will not be considered.

### (H) Medical Fitness

Candidates having physical and medical fitness to carry out assigned jobs of post are only eligible to apply for the above mentioned posts.

### (I) General Information

- Only Indian Nationals need to apply.
- The Company reserves the right to change the number of vacancies or cancel the recruitment at any stage.
- 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.
- All queries pertaining to recruitment including selection process may be addressed to our Recruitment Team only through an e-mail at [recruitment@sci.co.in](mailto:recruitment@sci.co.in).
- 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 single point.
- The selection of candidates for Interviews shall be at the discretion of the Corporation and the decision in this matter will be final and binding. SCI reserves the right to conduct Written Test and/or Group Discussion.
- Candidates are advised to check their e-mail and the Corporation's website for information. Candidates are required to possess a valid e-mail and furnish current telephone numbers in the 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.
- The appointment of selected candidates will be subject to their being declared medically fit by a Doctor approved by the Corporation and verification of their character, antecedents, caste certificates and eligibility conditions.
- Candidates presently employed in Government Departments/PSUs/Autonomous Bodies will be required to send the application through proper channel or produce NOC at the time of interview.
- SCI reserves the right to reject any application without assigning any reasons thereof. Merely meeting the eligibility criteria does not entitle any candidate to be called for selection.

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, 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.

### APPLICATION FORMAT

With reference to your advertisement dated, I submit my application in the prescribed format for the post of \_\_\_\_\_ in your organization.

- Full Name (First name / Middle Name / Surname) : (mention Mr. / Mrs. / Miss)
- Category ( SC/ST/OBC ) :
- Date of Birth (dd-mm-yyyy) :
- Age (Years-month-days) :
- Permanent Address :
- Address for Communication :
- Telephone Number (with STD code) :
- Mobile number :
- E-mail :
- Educational & Professional Qualification from secondary school onwards (Latest first):

Please Affix Your Recent Passport Size Photograph Here And Sign Across

1. S. No.	2. Degree / Diploma / Membership of Professional Bodies	3. Duration	4. Year of Passing / Year of being admitted as a member	5. Affiliating Body/ Institute	6. Principal Subjects
11. Particulars of experience (Latest first):					
1. S. No.	2. Organization	3. Position held	4. Address of Organization	5. Annual Turnover of Organization in Rupees (For Company Secretary only)	6. Pay scale
7. Period of service					
From (MM/YY)		To (MM/YY)	Total (MM/YY)	8. Key Responsibilities	9. Achievements
					10. Reporting to

Place:

Date:

Signature Of Applicant

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TRANSPORTING GOODS. TRANSFORMING LIVES.

Size = 25cm(W) x 33cm(H) = 825 sq. cm.