



Navratna Company
(ISO 9001:2015, ISO 14001:2015
& ISO 45001:2018 Certified)

भारतीय नौवहन निगम लिमिटेड

(भारत सरकार का उद्यम)

पंजीकृत कार्यालय: शिपिंग हाउस, 245 मादाम कामा रोड, मुंबई - 400 021.

फोन: 91-22-2202 6666, 2277 2000 फैक्स: 91-22-2202 6905

The Shipping Corporation Of India Ltd.

(A GOVERNMENT OF INDIA ENTERPRISE)

Regd. Office: Shipping House, 245, Madame Cama Road, Mumbai-400 021. Ph: 91-22 2202 6666, 2277 2000

Fax: 91-22 22026905 • Website: www.shipindia.com



GLOBAL MARITIME
INDIA SUMMIT 2023
17th -19th October | Pragati Maidan, New Delhi
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Azadi Ka
Amrit Mahotsav

Requirement of ONE Technical Assistant on Contract (Adv. No: HR 04/2023)

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 for the post of Technical Assistant on contract. The eligibility criteria and details of the post are as follows:

1. Details with respect to the vacancy are as below:

Post	Number of Vacancy	Emolument
Technical Assistant (On Contract)	1	Rs.72,000/- Monthly

2. Job Description:

- To provide technical assistance to Technical Superintendent (Base Manager) in day to day work for smooth operation of MODU as per O&M Contract.
- Be responsible for procurement of spares, stores and assist Base Manager in Class and Statutory issues of MODU Sagar Bhusan and vessel Samudra Sarvekshak.
- Duties pertaining to obtaining approval from ONGC for spares (High Value spares), tendering for non-OEM spares etc.
- To process Engine / Deck / Radio spare parts and stores as per the indent of the vessels in consultation with the Base Manager.
- Process Spares / Stores indents after due approval from Superintendent. Spares indent to be processed through OEM with clear specification and part codes for obtaining most economical cost quotation.
- Spares supplies from vendors other than OEM to be obtained after obtaining management approval and inquiry floated on SCI and Govt. websites as per guidelines.
- Quotations to be processed as per SCI Purchase Manual with the concurrence of DFO and IAD to arrive at L1 party.
- Obtain Management approval for each of the procurements and as per DOPO clause.



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- Place order for the spares parts on getting dispatch readiness from the supplier and give dispatch instructions accordingly.
- Liaison with supplier for dispatch of spares and monitor arrival of SCI empanelled CHA to clear spares and delivery on board.
- Make online payment for Octroi as advised by clearing agent. After getting vouchers signed by requisite officers, handover the vouchers to treasury / Accounts Department to prepare pay orders. Handover the pay orders to the clearing agent.
- The spares / stores invoice received to be duly scrutinized, verified with delivery receipt duly signed and stamped by Chief Engineer / Master and passed to treasury / Accounts department for payment to the supplier.
- Keep all records of Stores and Spare parts documents such as EC (Essential Certificate), monthly spares parts status report sent to ONGC and forward fitment certificate.
- The above processes are required to be carried out in SAP system under MM Module.
- To carry out any other work given by the Base Manager, Group Heads, Departmental Heads for smooth running of the assigned vessel.

3. Terms and conditions of Recruitment:

- a) **Educational Qualification:** Full time regular BE / B.Tech in Mechanical Engineering or Marine Engineering from AICTE approved/ UGC recognized University/Institute.
- b) **Experience: Candidates** should have work experience in relevant field of work as mentioned in the job description, in PSU or similar organization or on ship (as Junior Engineer) for minimum of Three (3) years. The candidate should be well versed in English for drafting of letters to various parties and Administrations.
- c) **Age:** Age should not be more than 45 years as on 01.08.2023.
- d) **Date of Reckoning Eligibility Criteria :** The cut-off date for determining eligibility criteria with respect to post qualification inline experience and age shall be 01.08.2023 and will remain unchanged irrespective of any reason whatsoever
- e) **Contract Tenure:** The contract shall be for a period of one year from date of engagement with a provision for further two extensions of 6 months each at sole discretion of SCI. The contract tenure will be coterminous with SCI's contract with ONGC.
- f) **Emoluments:** A consolidated monthly emolument of Rs.72,000/- will be paid. No other perks/benefits shall be applicable. Income tax will be deducted at source as per the prevailing rules.



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- g) **Allowances:** Tour allowance/Daily allowance for visit on ships, if any, would be applicable as per rules for Assistant Managers (E2 grade).
- h) **Accommodation:** No company accommodation shall be provided.
- i) **Posting:** The posting is in Mumbai. However, the Company at its discretion may depute the employee at any of its Offices/Projects as per its requirement.
- j) **Leave:** 30 days leave for a period of One year and pro-rata for the period of extension. No accumulation of leave and /or leave encashment would be permitted.
- k) **Work timings:** The normal work timings will be from 10:30AM to 6:15PM from Monday to Friday. 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.
- l) **Medical Benefits:** The officer will not be eligible for the Company's medical benefits. However, they will be covered under the Company's Group Insurance Scheme in existence for accidents at workplace.
- m) **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.

4. **How to apply:**

Interested candidates should directly apply through the link provided on the Corporations website www.shipindia.com -> Career -> Shore-> Requirement of Technical Assistant on Contract (Advt No. HR 04/2023) **AND** send their updated resume via email on shorerecruitment@sci.co.in with subject as "Application for Technical Assistant on Contract (Advt. No. HR 04/2023)".

Candidates are also required to attach the following documents in pdf format only:

- Mark sheets / Degree certificate of qualifying exam.
- Date of Birth proof like Aadhar card / Pan card / Voter ID Card / Birth Certificate etc.
- Address Proof.
- Documents validating desired qualification and experience.
- Updated Resume.



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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 "Technical Assistant on Contract (Advt. No. HR 04/2023)".

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 August 2023

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.

5. **Selection Process:**

Candidates will be shortlisted based on the eligibility criteria for Educational Qualification, Age, Experience and any other criteria as mentioned. In case of large number of eligible applications, the Company reserves the right to shortlist the number of candidates for Interview out of eligible candidates. The shortlisting will be based on higher qualification, range of experience, accreditations, certifications and special achievements. Preference will be given to candidates with higher experience given that they fulfil essential educational requirements. In order to rationalize the time of Interview panel and also reasonable restrict the number of candidates for interview, candidates will be shortlisted in the ratio of 1:20 i.e. twenty candidates will be interviewed for every single vacancy.

The Interviews will be conducted at Shipping House, Nariman Point, Mumbai and / or through video conferencing depending upon the prevailing situation at the time of Interview. The schedule will be notified on the Corporation's website.

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.



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6. GENERAL INFORMATION:

- a. Indian Nationals only need to apply.
- b. After selection, the waitlist panel which 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 fulfilment 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 Corporation's 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. 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.
