



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 वेबसाइट: www.shipindia.com

### The Shipping Corporation Of India Ltd.

(A GOVERNMENT OF INDIA ENTERPRISE)

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वैश्विक कुटुंबकम्  
ONE EARTH - ONE FAMILY - ONE FUTURE



Date: 02.11.2023

## Recruitment of Master Mariners / Chief Engineers in the rank of

### Senior Manager (E5) – 2023

(Adv. No: HR 08/2023)

Date of Application: 06/11/2023 to 27/11/2023

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 in India with its large and diversified fleet, operating in nearly all segments of shipping viz. Tankers, 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 organisations. SCI continues to grow through strategic alliances and new business opportunities.

SCI invites applications from Indian nationals fulfilling the following eligibility criteria.

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

##### 1. Number of vacancies

SL No:	Post / Specialization	Grade	Total Vacancies	SC	ST	OBC-NCL	EWS	UR	PwBD *
1	Master Mariner	Senior Manager-	17	2	1	4	1	9	1
2	Chief Engineer	E5	26	4	1	6	2	13	2

Note\* Reservation is horizontal and is included in the vacancy of the respective parent category/Post.

##### 2. Eligibility Criteria:

###### a. Essential Qualification:

Candidates should have completed minimum 3 years sea time after obtaining Masters FG COC/MEO Class I COC, out of which at least 2 years sea-time must be in the substantive rank of Master or Chief Engineer. Certificate of Competency must be issued by the Govt. of India

###### Desirable qualification:

The candidate should have a valid Certificate of Competency (COC).

###### b. Age:

Maximum age limit: 45 years. Age will be relaxable by 3 years for OBC-NCL, 5 years for SC/ST and 10 years for PwBD candidates. Age relaxation for SC/ST/OBC-NCL/PwBD/Ex-servicemen will be as per Government of India guidelines.

**c. Date of Reckoning for Eligibility Criteria:**

The cut-off date for determining eligibility criteria in respect of qualification, experience and age shall be 1<sup>st</sup> November 2023 (01.11.2023).

**3. Emoluments and Benefits:**

The selected candidates salary will be fixed at the starting of the Senior Manager (SM) grade of E5 (Rs.80,000/- to Rs. 2,20,000/-) and thereafter to account for differential in sailing experience in substantive rank of Master or Chief Engineer, they will be given increments (3% of basic pay) as given in previous absorption cases, which is as under:

- i. Two increments would be given for sea service below 3 years,
- ii. Three increments for sea service below 4 years,
- iii. Four increments for sea service below 5 years, and
- iv. Five increments for sea service 5 years or more.

The increments will be provided after successful completion of Probation period (for external candidates) and One year (for internal candidates i.e. Regular SCI Fleet Officer) whichever is higher w.e.f. from the date of joining.

In addition to the Basic pay and DA in Industrial DA pattern, other benefits shall include Perks (35% of basic pay), Performance Related Pay based on the Company's as well as individual performance, Company Accommodation or HRA, Medical facility for self and eligible family members, Post-Retirement Medical Scheme, Leave Encashment, Superannuation Pension, Contributory Provident Fund, Gratuity etc. as per the Company's Rules.

Pay protection, Transfer benefits and joining time for candidates working in Government Departments/Public Sector Organizations will be considered as per the DPE guidelines.

**4. Probation and Superannuation:**

- a) There will be a probation period of one year for external candidates, which may be extended as per rules of the Corporation.
- b) Age of superannuation will be 58 years.
- c) For the current recruitment, internal SCI regular officers (sea fearers) are eligible to apply and in case of selection their terms of appointment w.r.t. to probation and superannuation will be similar to that of absorption.

**5. Posting:**

The selected candidates will be posted in Mumbai or any of the Regional offices. They can be posted or transferred anywhere in India or abroad 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.

**B. Job Description:**

The job description of Master Mariner / Chief Engineers will be as below but not limited to the following:

**I. As Technical Superintendent:**

- 1) Supervise the Master and Chief Engineer Officer of assigned ships.
- 2) Ensure that vessels under his charge are maintained in a seaworthy and cargo worthy condition.
- 3) Ensure that vessels under his charge comply with all statutory, national, international, port authority and classification rules and regulations.
- 4) Ensure that vessels under his charge have valid statutory and class certificates on board at all times.
- 5) Plan and supervise repairs of the vessels under his charge.
- 6) Provide shore-based technical support to vessel under his charge.
- 7) Provide resources to vessels under his charge for compliance with SMS.
- 8) Brief management level officers regarding the SCI SMS related matters at the time of joining vessels.
- 9) Advise corrective action for non-conformities, accidents, near miss / hazardous occurrences reported by the vessels under his charge and follow up on non-conformities, in consultation with Group In-charge.
- 10) Discuss with Group In-charge and follow up Safety, Health and Environmental Committee (SHEC) Reports, Master's Verification Reports, Master's Review Reports and other reports/suggestions received from vessels under his charge.
- 11) Co-ordinate the risk assessments activities, for reasonably foreseeable risks and review/approve same, in consultation with Group I/C, as and when received from the ships under his charge and maintain records thereof.
- 12) Monitor technical performance and ensure timely external audits for obtaining SMC of the vessel under his charge and compliance with the SMS.
- 13) Assess condition of hull, shipboard equipment and performance of ships assigned to him through ships returns and also through visits to vessels, at least once in six months.
- 14) Conduct Safety, Health and Environmental Committee (SHEC) meetings, during ship visits and maintain records as applicable.
- 15) Co-ordinate activities between Head Office, Regional Office, Owner's / Charterer's Agents and vessels for technical operations of vessels under his charge.

- 16) Carry out root cause analysis (wherever applicable), in consultation with ship personnel, for deficiencies identified during FSI/PSC inspections and NCs raised during SMS audits.
- 17) Be a part of emergency response team in any emergency relating to vessel's safety and shall function under instructions of the Group I/C.
- 18) As per requirement of the Company, the technical superintendent may be required to sail on board vessel.
- 19) As per requirement of the Company, during the dry docks of the vessel or in repair yard, the technical superintendent is required to be physically present and if required to enter inside the tanks and hatches for the vessel for proper repair monitoring / survey.
- 20) Any other duties, onshore or offshore, as per the requirement of SCI.

**"AND / OR"**

**II. As Commercial Officer:**

- 1) Oversee the commercial management of all aspects of vessels of the group and in-chartered vessels assigned to the group.
- 2) Coordinate and interact with the industry for employment of vessels.
- 3) Finalization of COAs/Tenders for vessel employment with charterers and service the COAs/ time charter pool operation.
- 4) Complying with ISM audit / ISPS/ISO requirements relating to commercial activities.
- 5) Monitoring service levels of SCI's agents and ensuring that all husbanding activities are carried out.
- 6) Provide inputs for tonnage acquisition, plans / programme including business forecast and tonnage requirements.
- 7) Coordinate legal and administrative matters.
- 8) Coordinate with other departments and divisions to facilitate efficient performance of the vessels.
- 9) Any other duties and responsibilities, as assigned by Superior officer/s, as per the requirement of SCI.

**"AND / OR"**

### **III. As Fleet Personnel Exec.:**

- 1) Planning and posting of deck officers / deck apprentice / engine officers / engine apprentices / trainees / crew (ratings) on board vessel and ensure safe manning of the vessel.
- 2) Manpower planning of fleet personnel, administer medical facility to fleet personnel, recruit contract officers for fleet etc.
- 3) Review of non-conformities and corrective actions taken for compliance with SMS on board regarding FP matters.
- 4) Conduct enquiries regarding disciplinary cases on board and attend grievances of fleet personnel.
- 5) Obtain dispensation from DG Shipping for officers in case of shortage of certified officers.
- 6) Any other duties and responsibilities, as assigned by Superior officer/s, as per the requirement of SCI.

### **C. Application Fees**

A non refundable application fee of Rs.500/- (Rs. Five hundred only) for General, OBC-NCL and EWS candidates and Rs 100/-(Rs. One hundred only) as intimation charges for SC/ST/PwBD/ExSM is to be paid. The Application Fee is non-refundable. The application fee is required to be submitted in the form of "Demand Draft" only payable in favour of "The Shipping Corporation of India Limited" payable at "Mumbai", to be submitted along with the application.

### **D. SELECTION PROCESS**

The selection process will be conducted in two stages:

- a. Short-listing
  - b. Interview
- 1) Candidates will be shortlisted based on the Eligibility criteria for Educational Qualification, Age and Experience, on the basis of the data provided in the application form and after preliminary scrutiny of documents submitted along with the application. However, a detailed verification of original documents will be done for the shortlisted candidates prior being allowed to participate in Personal Interview.
  - 2) In case of large number of applications the Company reserves the right to shortlist the number of candidates for Interview out of eligible candidates based on higher experience i.e. number of years of sea-time in the rank of Master or Chief Engineer. The candidates will be shortlisted in the ratio of 1:10.
  - 3) The short listed candidates will be informed by an e-mail and the names will also be placed on the SCI's website [www.shipindia.com](http://www.shipindia.com) in the **Careers>Shore** section. The list of shortlisted candidates and non-shortlisted candidates will be published in the SCI Website and a period of 7 days will be provided to non-shortlisted candidates for shortlisting related grievances.

- 4) The mode of Selection will be Interview Only. The Interview will be conducted physically or may be conducted via Video Conferencing as per requirement of SCI. Weightage will also be given to candidate's Experience/Service and Extra Qualifications.
- 5) The Selection criteria will be as follows:
- i. Interview : 25 Marks
  - ii. Experience/Service : 10 Marks
  - iii. Extra Qualifications : 05 Marks
  - iv. Total : 40 Marks

**Interview (25 marks)**

The category wise minimum level of suitability in interview, for final selection, would be –

- i. 50% marks to be obtained in interview by Unreserved (GEN) and EWS candidates,
- ii. 45% marks to be obtained in Interview for OBC-NCL candidates,
- iii. 40% marks to be obtained in interview for SC/ST/PwBD candidates.

**Experience/Service (10 Marks):**

For calculation of marks for Experience/Service, 1.5 Marks will be given for every completed year of sailing in the rank of Master/Chief Engineer with maximum marks of 10.

**Extra Qualifications (05 Marks):**

The following scheme of marks will be awarded for the extra qualifications done.

SL No.	Qualification*	Marks awarded
1	Extra Masters, Extra First Class	5
2	Maritime Law, FICS, MICS, MBA or Equivalent	4
3	NMIS PG Diploma, FNMIS, LLM or Equivalent	3
4	Recognized courses related to Shipping of not less than 6 months, LLB, Post Graduate Degree in any other Discipline.	2

\*Qualification/s should be recognized as per GOI rules.

- 6) The final selection of the candidates will be based on marks scored by the candidates in the Interview, Experience and Extra Qualification taken together. In case of a tie in final scores, following criteria shall be adopted in sequence for deciding position of merit list:
- a. Candidate with higher Sailing Experience in the rank of Master/Chief Engineer.
  - b. Candidate with higher marks in Interview.
  - c. Candidates date of birth (candidate with earliest date of birth will be placed higher in the merit list)
- 7) The selection process will be scheduled tentatively in third week of Dec 2023. Shortlisted candidates will have to carry with them all original certificates and self attested photocopies of following documents. The

documents will be verified prior to the candidates being allowed to participate in the interview. Inability of candidate to produce original documents for verification, prior interview can lead to disqualification, which will be decided on case to case basis.

Documents to be produced at the time of Personal Interview, (\*) Signifies mandatory documents:

- i. Copies of CDC / COC\*
  - ii. Educational qualification / mark sheet / certificates\*
  - iii. CGPA/OGPA or Letter Grade conversion to percentage Letter from University/Institute as applicable
  - iv. Experience Certificates as applicable
  - v. Caste Certificate/Non-creamy layer certificate as applicable.
  - vi. Disability Certificate as applicable.
  - vii. Date of Birth proof (Birth Certificate /School Leaving Certificate/Std X certificate or marksheet)\*
  - viii. Membership Certificate for CA/CMA qualified candidates.
  - ix. Identity Proof (AADHAAR/PAN/Passport/Election Photo Identity Card/Driving Licence)\*
  - x. Present Employment Proof: Offer of appointment, pay slips of October &/or November 2023.
  - xi. Awards and Recognition/Accreditations/Certifications ,if any.
  - xii. No Objection Certificate for candidates working in Govt/PSUs/Autonomous organisations etc. at the time of interview
- 7) Candidates have to make their own arrangements for stay for the selection process. SC/ST/PwBD candidates called for interview shall be reimbursed 2AC train fare for any mode of travel from their correspondence address/place of work in India/place of work in India to Mumbai on production of actual tickets by the shortest route. (PwBD 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.
- 8) 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.
- 9) 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.

#### **E. 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 fill the application form (**Annexure I**), attach self-attested hard copies of the required documents and forward the application to the following address:

#### **DGM (Shore Personnel-II)**

The Shipping Corporation Of India Ltd,  
245, Madame Cama Road,  
Nariman Point, Mumbai,  
Pin Code: 400021

The application envelope should be superscribed with **“Application for the Post of Senior Manager-E5”**. No responsibility will be borne, in case the envelope is not clearly superscribed as per the requirement.

- 2) GEN/OBC-NCL/EWS candidates will be required to pay a non-refundable application fee of Rs. 500/- and SC/ST/PwBD/ExSM candidates a non-refundable fee of Rs 100/- only as intimation fee. The application fee is required to be submitted in the form of “Demand Draft” only payable in favour of “The Shipping Corporation of India Limited” payable at “Mumbai” to be submitted along with the application.
- 3) Only those applications will be considered whose documents reach the above address within the due date specified in the advertisement complete in all aspects along with the requisite Demand draft.
- 4) Candidates are advised to apply after carefully going through the detailed advertisement and any other instructions placed on the Company’s website. All fields must be filled carefully with correct details.
- 5) Candidates applying for the posts advertised should ensure that they fulfil all the eligibility criteria.
- 6) Educational Qualifications from Institutions/colleges and Universities/Deemed Universities should be duly recognized by AICTE/UGC/MHRD. Wherever CGPA/OGPA or Letter Grade in a degree is awarded, equivalent percentage marks should be indicated in the application (as per norms adopted by the University/Institute). No rounding off of percentage would be allowed.
- 7) Candidates are required to submit the self attested copies of following documents (as applicable) along with the application form, (\*) Signifies mandatory documents.
  - i. Copies of CDC / COC\*
  - ii. Educational qualification / mark sheet / certificates\*
  - iii. CGPA/OGPA or Letter Grade conversion to percentage Letter from University/Institute as applicable
  - iv. Experience Certificates as applicable
  - v. Caste Certificate/Non-creamy layer certificate as applicable
  - vi. Disability Certificate as applicable
  - vii. Date of Birth proof (Birth Certificate/School Leaving Certificate)\*
  - viii. Membership Certificate For CA/CMA qualified candidates
  - ix. Identity Proof (AADHAAR/PAN/Passport/Election Photo Identity Card/Driving Licence)\*
  - x. Present Employment Proof: Offer of appointment, pay slips of October &/or November 2023.
  - xi. Awards and Recognition/Accreditations/Certifications, if any.

Blur and non-readable documents submitted by candidates will be treated as documents not submitted and can lead to rejection of the application.

- 8) Candidates are also required to paste their latest passport size colour Photo on the application form. The application is incomplete without Photo and Signature. Signature to be done in blue ball point pen only.
- 9) Candidates are requested to submit only one application per post complete in all aspects as per their eligibility.



- 10) Candidates submitting multiple applications for the same post will be summarily rejected.
- 11) Candidates are required to furnish a valid e-mail and current telephone/mobile numbers which are to be filled in Application Form. All intimations to the candidates regarding the recruitment/selection process shall be provided by SCI on this e-mail, hence candidates are requested to keep the email active at least for a period of one year from the date of publication of results. They are further requested to check regularly their e-mail including spam folder etc. and SCI/corporations website 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. Hence candidates are requested to regularly check SCI / corporations website for any updates.

**F. Reservation**

- 1) Government of India Directives on reservation and relaxation as applicable for SC/ST/OBC-NCL/PwBD/Ex-servicemen candidates will be followed.
- 2) Reserved category candidates claiming reservation will be required to produce their caste certificate in Central Government format.
- 3) 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.
- 4) Candidates belonging to OBC-NCL category 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 have been issued after 01.04.2023.
- 5) Reserved category candidates can apply against unreserved posts; provided they meet all the norms prescribed for unreserved candidates. They will not be considered for any relaxation in age, qualification, experience and relaxation in qualifying marks in Interview or at any stage in the entire recruitment process. However, SC/ST/PwBD candidates will be exempted from payment of application fees in such cases subject to para E 2 above.
- 6) The selected candidates will be required to produce the caste certificates in original, as per the format prescribed by the Government of India. Hence, candidates are advised to take advance action in procuring the same.
- 7) The Corporation reserves the right to disallow a candidate to appear for the Interview in case the caste certificate is found to be invalid and or inability of the candidate to produce original certificates.
- 8) 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.
- 9) 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.
- 10) Candidates must produce a self 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.
- 11) Candidates belonging to Ex-serviceman category shall submit the documents issued in this regard by the Competent Authority

## **G. GENERAL INFORMATION**

- 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 [shorerecruitment@sci.co.in](mailto:shorerecruitment@sci.co.in). **Subject matter of every email with respect to this recruitment should be "Application for the post of SM-E5, Advt No HR08/2023,<Name><Mobile Number>"**.
- 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 and void.
- 5) Candidates are advised to regularly check their e-mail and the Corporation's website for information.
- 6) Internal candidates (Regular Fleet Officers of SCI) can apply subject to fulfilling all eligibility criteria.
- 7) A candidate who claims change in name after matriculation or on marriage or remarriage or divorce etc. will be required to submit necessary documents.
- 8) SCI, at various stages, may capture photo/thumb/finger impression of the candidates for verification of genuineness of the candidates. 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 /Impression data verification Authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.
- 9) The appointment of selected candidates will be subject to their being declared medically fit by the approved Hospital and by Medical officer of the Corporation. The medical examination will be conducted at Mumbai.
- 10) The appointment of selected candidates will also be subject to verification of their character, antecedents, caste certificates / Disability certificate and eligibility conditions.
- 11) The short listing of candidates for selection process based upon candidate's application & documents shall be at the discretion of the Corporation and the decision in this matter will be final and binding.
- 12) 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.

- 13) 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.
- 14) Candidates presently employed in PSUs/Central/State Govt./PSBs will be required to produce NOC at the time of Interview.
- 15) Any corrigendum /addendum this advertisement will be displayed only on the Company's website [www.shipindia.com](http://www.shipindia.com)>Carrer>Shore section only. So candidates are advised to keep checking the Company's website regularly for any update.
- 16) The Government of India has decided for strategic disinvestment of GOI share holding of 63.75% in The Shipping Corporation India Ltd. Along with transfer of Management control to a strategic buyer.

**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 candidate has 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.**

**I. Tentative Schedule of Events:**

Event	Tentative Dates/Month
Date of release of Advertisement and start of Applications	06.11.2023
Last date of receipt of completely filled application forms and payment of fees	27.11.2023
Display of names of Shortlisted Candidates on website and an intimation email	11.12.2023
Conduct of Interview/ Document verification (Tentative dates)- additional dates will be declared if the need arises	3 <sup>rd</sup> Week of December 2023
Result Declaration	4 <sup>th</sup> Week of December 2023

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