



शिपिंग कॉर्पोरेशन ऑफ इंडिया लैंड एंड एसेट्स लिमिटेड

(भारत सरकार का उद्यम)

पंजीकृत कार्यालय : शिपिंग हाउस, 245, मैडम कामा रोड, नरीमन पॉइंट, मुंबई, महाराष्ट्र, भारत - 400 021.

दूरभाष : 91-22-2202 6666 • फैक्स : 91-22-2202 6905 • ईमेल : cmdoffice@scilal.com

Web : www.scilal.com • CIN : L70109MH2021GOI371256

Shipping Corporation of India Land and Assets Limited

(A Government of India Enterprise)

Registered Office: Shipping House, 245, Madame Cama Road, Nariman Point, Mumbai, Maharashtra,

India-400021 • Tel. : 91-22-2202 6666 • Fax : 91-22-2202 6905 • Email : cmdoffice@scilal.com

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Requirement of One (01) Senior Secretarial Officer, One (01) Secretarial Officer and One (01) Accounts Officer on Contract at SCILAL **(Advt. No. SCILAL 03/2026)**

Shipping Corporation of India Land and Assets Limited (SCILAL), a Schedule 'C' Public Sector Enterprise of Government of India, was incorporated on November 10, 2021 under Companies Act, 2013, having its registered office at 'Shipping House', 245, Madame Cama Road, Mumbai-400021, India. It has been incorporated with the object of holding and disposing the Non-core Assets of SCI.

SCILAL invites applications from eligible Indian nationals for the below mentioned positions of One (01) Senior Secretarial Officer, One (01) Secretarial Officer and One (01) Accounts Officer, purely on contract basis. The eligibility criteria and details of the posts are as follows:

(I) DETAILS OF VACANCY

S.No.	Post	No. of Vacancies	Location	Consolidated Emoluments including "Wages" Per Month (Rs.)*
1	Senior Secretarial Officer	01 Unreserved (UR)	Mumbai	Rs. 80,000/-
2	Secretarial Officer	01 Unreserved (UR)	Mumbai	Rs. 60,000/-
3	Accounts Officer	01 Unreserved (UR)	Mumbai	Rs. 60,000/-

* Consolidated Emoluments includes employee's Provident Fund contribution.

(II) SELECTION CRITERIA - QUALIFICATION & EXPERIENCE

S.No.	Post	Age (Upper limit) as on 01.09.2026	Qualification / Experience as on 01.09.2026
1	Senior Secretarial Officer	34 years (Date of Birth should be on or after 01.09.1992)	Qualified Company Secretary having Associate / Fellow membership of the Institute of Company Secretaries (ICSI). Two (2) years post qualification relevant experience. One (1) year experience in a Listed company is desirable.



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S.No.	Post	Age (Upper limit) as on 01.09.2026	Qualification / Experience as on 01.09.2026
2	Secretarial Officer	32 years (Date of Birth should be on or after 01.09.1994)	Qualified Company Secretary having Associate / Fellow membership of the Institute of Company Secretaries (ICSI). Post qualification experience is desirable. Freshers can also apply.
3	Accounts Officer	32 years (Date of Birth should be on or after 01.09.1994)	Qualified Cost & Management Accountant from The Institute of Cost Accountants of India (ICMAI) OR Qualified Chartered Accountant from the Institute of Chartered Accountants of India (ICAI), AND B.Com / BAF / related graduate degree from a recognized University / Institute / College. Post qualification experience is desirable. Freshers can also apply.

(III) JOB PROFILE

(a) Senior Secretarial Officer / Secretarial Officer

Skill sets required

- Accuracy and attention to detail and ability to work within deadlines.
- High level of integrity and confidentiality.
- Ability to work independently and support the team as well.
- Good Knowledge of relevant rules and regulations.

1. Assisting in convening Board Meetings and Committee Meetings, including preparation of notices, agenda papers, and drafting of minutes in compliance with the Companies Act, 2013 and Secretarial Standards (SS-1 & SS-2).
2. Supporting compliance with the provisions of the Companies Act, 2013 and rules made thereunder, including maintenance of statutory registers and filing of e-forms with the Registrar of Companies (ROC).
3. Assisting in ensuring compliance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, including timely filings with Stock Exchanges.
4. Supporting preparation and submission of all quarterly filings and other periodic filings under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
5. Assisting in ensuring compliance with SEBI (Depositories and Participants) Regulations, 2018.



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6. Assisting in compliance with SEBI (Prohibition of Insider Trading) Regulations, 2015, including maintenance of Structured Digital Database (SDD), monitoring trading window closure, and processing disclosures.
7. Coordinating with Stock Exchanges, Depositories, and Registrar & Share Transfer Agent (RTA) for listing and investor-related compliances.
8. Assisting in handling investor grievances and compliance under the SEBI SCORES mechanism and Online Dispute Resolution.
9. Supporting preparation of the Annual Report, Directors' Report, Corporate Governance Report, and assisting in conduct of Annual General Meetings (AGM) and other shareholder meetings.
10. Assisting in compliances relating to IEPF activities.
11. Assisting in compliances of Dividend related activities.
12. Assisting in compliance with DPE Guidelines and coordination with the Administrative Ministry for CPSE-specific regulatory matters.
13. Supporting Secretarial Audit, Internal Audit, Statutory Audit, and CAG-related compliance documentation and follow-ups.
14. Assisting in review and updating of corporate policies, monitoring regulatory amendments, and maintaining proper documentation and record management systems.
15. Any other work as assigned from time to time.

(b) Accounts Officer

Skill sets required

- Good knowledge of accounting and bookkeeping.
- Good Excel and reconciliation skills.
- Accuracy and attention to detail and ability to work within deadlines.
- High level of integrity and confidentiality.
- Ability to work independently and support the team as well
- Knowledge of Tally environment will be preferred.

1. Accounting & Bookkeeping

- Record day-to-day accounting transactions in the accounting system.
- Prepare and maintain payment, receipt, journal, purchase, and sales entries.
- Verify invoices, bills, vouchers, and supporting documents before processing.
- Ensure proper accounting and documentation of expenses, advances, provisions, and other transactions.



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2. Reconciliation & Closing

- Prepare regular bank, vendor, customer, and ledger reconciliations.
- Identify and resolve accounting discrepancies and outstanding items.
- Assist in monthly, quarterly, and annual closing of accounts.
- Prepare necessary schedules and supporting workings for financial reporting.

3. Statutory Compliance

- Assist in GST, TDS, income tax, and other applicable statutory compliances.
- Maintain records of statutory returns, challans, certificates, and related documents.
- Assist in reconciliation of GST, TDS, and other statutory balances.
- Coordinate with consultants and the finance team for compliance-related requirements.

4. Audit & Financial Reporting

- Assist the CFO in preparing financial statements, MIS, and other financial reports.
- Provide schedules, documents, and information required by statutory and internal auditors.
- Assist in responding to audit queries and maintaining proper audit documentation.
- Ensure accounting records are complete and properly supported.

5. Receivables & Payables

- Maintain vendor and customer accounts.
- Monitor outstanding receivables and payables.
- Assist in resolving vendor/customer account discrepancies.

(IV) DATE OF RECKONING ELIGIBILITY CRITERIA

The cut-off date for determining eligibility criteria with respect to qualification, post qualification experience and age shall be 01.09.2026 and will remain unchanged irrespective of any reason whatsoever.

(V) OTHER TERMS AND CONDITIONS

(a) **Contract Tenure:** Two (2) years from the date of joining, with a provision for two (2) extensions of six (6) months each, at the sole discretion of SCILAL. This is purely on contract basis and shall not lead to permanent appointment.

(b) **Emoluments:** “Consolidated Emoluments including ‘Wages’ Per Month” as mentioned at point (I) “DETAILS OF VACANCY”, above will be paid. No other perks / benefits / allowances shall be applicable. Income tax will be deducted as per rules. Consolidated Emoluments includes employee's Provident Fund contribution; 50% of the consolidated monthly emoluments will be considered as “wages” for Provident Fund, Gratuity and Leave encashment calculation.



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(c) Posting: The posting will be 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.

(d) Work Timings: The work timing will be flexi work timing of 7 hours and 45 minutes, i.e. 9:30 AM - 10:30 AM to 5:15 PM - 6:15 PM, from Monday to Friday. Contract employee will be allowed to report up to 11:00 AM on five occasions in a calendar month and report out in such a manner that they complete 7 hours and 45 minutes of work timing on that day. If required as per exigencies of work, contract employee shall be required to attend office on Saturdays or other holidays also without any additional compensation.

(e) Transportation: No reimbursement of transportation charges will be made.

(f) Leave: 30 days leave in a calendar year and on pro-rata basis for the period of extension, segregated as follows: 18 days Privilege Leave (PL) (9 days granted after 180 days and the balance 9 days after 180 days thereupon); 8 days Casual Leave (CL) (2 per quarter); 4 days Restricted Holiday (RH). CL and RH will lapse at the end of the calendar year. Leave encashment of PL shall be applicable only at the time of separation or in case the 30-day quota has been exceeded.

(g) Medical Benefits: The Senior Secretarial Officer / Secretarial Officer / Accounts Officer on contract 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.

(h) Accommodation: No accommodation will be provided.

(i) Termination: The contract may be terminated from either side by giving one month's (30 days) notice or payment in lieu thereof. However, the Corporation reserves the right not to accept resignation / notice of termination from the contract employee's side should circumstances so warrant, i.e. disciplinary proceedings are pending or are contemplated against the employee.

(j) Extension of Facilities: No additional facilities will be provided to an employee joining on contract.

(k) Conduct of Contract Officer and Submission of Property Return: The selected candidate shall maintain highest level of professional confidence, honesty & integrity, maintain devotion to duty and do nothing which is unbecoming of a contract employee of a public organization. In the event of a contract employee found to be engaged in acts such as theft, fraud, bribery, disorderly conduct, moral turpitude, wilful insubordination, sexual harassment, dissemination of records and/or trade secret and/or price sensitive information of the company, possession of resources beyond declared source of income, the contract of employment will be terminated forthwith without any further payment including statutory payments. The decision of the Company in this matter will be final and binding. Selected candidate will be required to submit his details of Property Return as on date of joining and subsequently on annual basis as per prescribed format.



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(l) **Confidentiality:** Selected candidates will be required to sign a Non-Disclosure Agreement (NDA).

(m) **General Terms:** The selected candidate will be required to undergo SCI's pre-recruitment medical check-up prior to appointment.

(VI) HOW TO APPLY

(a) Interested candidates should directly apply through the link provided on the SCILAL website www.scilal.com > Career > Current Openings > Requirement of Senior Secretarial Officer, Secretarial Officer and Accounts Officer on Contract for SCILAL (Advt. No. SCILAL 03/2026) AND send their updated resume via email on shorerecruitment@sci.co.in with subject as "Application for Senior Secretarial Officer / Secretarial Officer / Accounts Officer on Contract (Advt. No. SCILAL 03/2026)", mentioning the specific post applied for.

(b) Candidates are also required to attach the following documents along with their resumes in PDF format only:

- Mark sheets of qualifying exam.
- Proof of Associate / Fellow Membership of ICSI (for Secretarial posts) OR Membership of ICMAI / ICAI, as applicable (for Accounts Officer).
- Graduation degree mark-sheets and certificate (if applicable).
- Work Experience certificates for the years as mentioned in the application form (if any).
- Training completion certificates (if any).
- Date of Birth proof, such as Birth Certificate / 10th mark sheet etc.
- Identity Proof, such as Aadhar Card / PAN Card / Voter ID.
- Any other documents, such as certificates of higher education, as applicable.
- Updated resume.

(c) 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 **10 MB**.

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

(e) In the event that multiple applications are received from the same candidate, only the latest application submitted by the candidate will be considered.

Note: SCILAL shall not be held liable for failure of email communication.

Last date of application: 21/10/2026 by 2359 hours.



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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 on or before last date of application.

(VII) SELECTION PROCESS

Candidates will be shortlisted based on eligibility criteria for Educational Qualification, Age and years of experience. Within the list of candidates who meet the minimum benchmark of qualification, essential experience and age limit, the shortlisting will be done on the basis of higher number of years of relevant post qualification work experience, and higher marks in the minimum required qualification, i.e. Qualified Company Secretary having Associate / Fellow membership of ICSI (for Senior Secretarial Officer and Secretarial Officer) OR Qualified Cost & Management Accountant from ICMAI / Qualified Chartered Accountant from ICAI (for Accounts Officer).

In case of a large number of eligible applications, the Corporation reserves the right to shortlist the number of candidates for Interview out of eligible candidates in the ratio of 1:20, based on the years of post-qualification relevant experience (Senior Secretarial Officer) OR higher marks in the minimum required qualification (Secretarial Officer / Accounts Officer).

Tie in Interview:

In case of candidates scoring the same marks in the interview, i.e. if there is a tie in marks, the following criteria will be used to determine the higher merit:

(a) Senior Secretarial Officer - Candidates with higher years of relevant post qualification work experience will be placed higher in merit.

OR

Secretarial Officer - Candidates with higher marks in the minimum required qualification, i.e. Qualified Company Secretary having Associate / Fellow membership of the Institute of Company Secretaries (ICSI).

OR

Accounts Officer - Candidates with higher marks in the minimum required qualification, i.e. Qualified Cost & Management Accountant from The Institute of Cost Accountants of India (ICMAI) or Qualified Chartered Accountant from the Institute of Chartered Accountants of India (ICAI).

(b) Candidate's Date of Birth, i.e. candidates with the earliest Date of Birth will be placed higher in merit.

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



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(VIII) GENERAL INFORMATION

- (a) Indian Nationals only need to apply.
- (b) The existing Officers on Contract in SCILAL, meeting the eligibility criteria, can also apply for the said posts.
- (c) After selection, the waitlist panel will be applicable in case selected candidates do not join for any reason, or selected candidates separate from the Organization.
- (d) Candidates are advised, in their own interest, not to furnish any particulars that are false, tampered, fabricated or suppress any information while filling 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.
- (e) Candidates are advised to regularly check their e-mail and the Corporation's website for information.
- (f) The selection of candidates for the selection process shall be at the discretion of the Corporation, and the decision in this matter will be final and binding.
- (g) The decision of SCILAL 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.
- (h) Any corrigendum / updates to the advertisement will be published on the website only; candidates are requested to check the Corporation's website regularly.
- (i) Candidates will appear for the interview at their own risk, and SCILAL will not be responsible for any injury or losses, etc., of any nature.
- (j) Management reserves the right to cancel the engagement process at any stage, without issuing any further notice or assigning any reason thereafter.
- (k) SCI is conducting this recruitment on behalf of SCILAL and this recruitment does not confer any right for recruitment in SCI.

Furnishing of wrong / false information will lead to disqualification, and SCILAL 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 recruitment process 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 the selection process will lead to cancellation of candidature. Court of jurisdiction for any dispute will be at Mumbai.
