

Requirement of One (01) Hindi Officer on Contract (Advt. No. : HR 04/2026)

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 from eligible Indian nationals for the below mentioned position. The eligibility criteria and details of the post are as follows:

(I) DETAILS OF VACANCY

S.No.	Post	No. of vacancies	Posting	Consolidated Emoluments including "Wages" Per Month (Rs/-)*
1	Hindi Officer on Contract	01 Unreserved (UR)	Mumbai	Rs.92,500/- (3% annual increment will be applicable)

* Consolidated Emoluments includes employee's Provident Fund contribution.

(II) SELECTION CRITERIA - AGE, QUALIFICATION & EXPERIENCE

(a) **Age (Upper limit) as on 01.06.2026:** Maximum 35 years i.e. date of Birth should be on or after 01.06.1991.

(b) **Qualification:** Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;
OR

Master's Degree from a recognized university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree from a recognized university in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree from a recognized university in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree from a recognised university in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of the two as a

medium of examination and the other as a compulsory or elective subject at degree level.

(c) Experience: Minimum THREE years of experience (post qualification) of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa preferably of technical or scientific literature under Central/ State Governments/ Autonomous Body/ Statutory Organisations/ PSUs/ Universities OR recognised research or education institutions;

OR

Minimum THREE years of experience (post qualification) of teaching in Hindi and English or research in Hindi or English under Central/ State under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities OR recognized research or educational institutions.

(III) JOB PROFILE

1. All Hindi reports to be made and co-ordinated with all divisions for submitting to Ministry.
2. Annual Report of SCI and SCILAL to be translated.
3. All compliances to be followed and the reports to be made on timely basis.
4. Reply to all Ministry queries regarding Hindi work.
5. Preparation of reports / Attending the meetings of Hindi Parliamentary Committee.
6. Bilingual translation work for all the Divisions as per their requirement received.
7. Any other work as assigned from time to time.

(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 01.06.2026 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 provision for two (2) extensions of six (6) months each at the sole discretion of SCI. This is purely on contract basis and shall not lead to permanent appointment.

(b) Emoluments: Consolidated monthly emoluments as mentioned at point (I) "Details of Vacancy" above will be paid. There will be an increment of 3% per annum during the period of contract and during the period of extension. 50% of the consolidated monthly emoluments will be considered as "wages" for the purpose of calculating Provident Fund and Gratuity. Provident fund will be deducted at 12% of "wages". No other perks / benefits / allowances shall be applicable. Income tax will be deducted as per rules.

(c) **Provident Fund:** Provident fund shall be applicable as per rules.

(d) **Gratuity:** Gratuity shall be applicable as per rules.

(e) **Posting:** The initial posting will be at Mumbai. The Corporation at its discretion may depute the contract employee at any of its offices/ projects anywhere in India as per its requirement.

(f) **Work Timings:** The work timing will be as applicable to regular employees i.e. 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 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.

(g) **Transportation:** No transportation allowance shall be provided.

(h) **Leave:** 30 days Leave in a calendar year and on pro-rata for the period of extension. 30 days leave shall include 18 days Privilege Leave (PL) of which 09 days will be granted after 180 days and the balance 09 days after 180 days thereupon, 08 days Casual Leave (CL) which will be granted as 02 per quarter and 04 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 where 30 days quota has got exceeded.

(i) **Medical Benefits:** The contract employee 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.

(j) **Accommodation:** No company accommodation shall be provided.

(k) **Extension of facilities:** No additional facilities will be provided to employee joining on contract.

(l) **Termination:** The contract may be terminated by either side by serving one month's notice or payment of notice pay 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 under SCI conduct of Rules.

(m) **CDA Rules:** The contract employee will be subject to all terms and conditions of the Service and the Conduct Rules as in force from time to time applicable for employees of SCI. The contract employee shall maintain highest level of professional competence, honesty and integrity and shall safeguard SCI's interests at all times.

(n) **Confidentiality:** Hindi Officer at SCI, as a contract employee is strictly prohibited from disclosing or using any confidential or proprietary information related to the Corporation beyond the scope of their work, 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 contract employee owes to the Corporation. Any breach may result in disciplinary action, including termination, and may attract legal consequences. Contract employee will be required to sign a Non-Disclosure Agreement (NDA).

(o) **General Terms:** The contract employee will be required to undergo Corporation'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 Shipping Corporation of India Limited's (SCI) website www.shipindia.com > Career> Shore Personnel > Requirement of One (01) Hindi Officer on Contract for SCI (Advt. No. HR 04/2026) **AND** send their updated resume via email on shorerecruitment@sci.co.in with subject as "Application for Hindi Officer on Contract (Advt. No. HR 04/2026)".

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

- (i) Mark sheets and Degree certificate of qualifying examination.
- (ii) Work Experience certificates for the years as mentioned in application form.
- (iii) Date of Birth proof like Aadhar card / Pan Card/ Voter ID / Birth Certificate etc.
- (iv) Address Proof.

(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 subject as "Application for Hindi Officer on Contract (Advt. No. HR 04/2026)". Applications will not be considered in case the above-mentioned documents are not submitted as per the data filled in 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: SCI shall not be held liable for failure of email communication.

Last date of application: 04/08/2026 by 23:59 hours.

Application/Documents received after the last date and time 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.

(VII) SELECTION PROCESS

Candidates will be shortlisted based on the 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 experience post essential qualification.

In case of receipt of large number of applications, the Company reserves the right to shortlist the number of candidates for interview out of eligible candidates in the ratio of 1:10. The shortlisting will be based on higher experience post essential qualification.

In case of candidates scoring the same marks in the interview, the following criteria will be used in sequence to determine the higher merit:

- a) Candidates with higher years of relevant post qualification work experience will be placed higher in merit.
- c) Candidate's Date of Birth i.e. candidates with earliest Date of Birth will be placed higher in merit.

Date & Time of the Personal Interview: Date and time of the personal interview will be notified on Corporation's website.

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

(VIII) GENERAL INFORMATION

- (a) Indian Nationals only need to apply.
- (b) 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.
- (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) In the event of recruitment for regular 'Hindi Officer' by SCI, the 'Hindi Officer on contract' will be eligible to participate in the said recruitment with prior permission of the Corporation.

(g) 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.

(h) Any corrigendum / updates to the advertisement will be published on our website only; hence candidates are requested to check the Corporations Website regularly.

(i) Candidates will appear for the interview at their own risk and SCI will not be responsible for any injury or losses etc. of any nature.

(j) 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/terminated. 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.
