



शिपिंग कॉर्पोरेशन ऑफ इंडिया लैंड एंड एसेट्स लिमिटेड

(भारत सरकार का उद्यम)

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

दूरभाष : 91-22-2202 6666 • फैक्स : 91-22-2202 6905

Web. : www.scilal.com • CIN : U70109MH2021GOI371256

Shipping Corporation of India Land and Assets Limited

(A Government of India Enterprise)

Registered Office: Shipping House, 245, Madame Cama Road, Mumbai- 400021

Tel. : 91-22-2202 6666 • Fax : 91-22-2202 6905

Web. : www.scilal.com • CIN : U70109MH2021GOI371256

Recruitment of Executives in SCILAL (Advt. No: SCILAL 02/2024)

Date of Application: --/08/2024 to --/08/2024

Shipping Corporation of India Land and Assets Limited (SCILAL), a Scheduled "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 objective of holding and disposing the Non-core Assets of SCI distinct from the disinvestment transaction.

SCILAL invites applications from Indian nationals fulfilling the eligibility criteria for the following posts:

A. Details of vacancies:

1. Number of vacancies, Rank/ Grade and Pay Scale:

Sl. No.	Department	Name of the Post	Rank / Grade of Executives desired for recruitment in SCILAL.	Pay Scale (IDA) In Rs.	No. of vacancy & reservation position
1	Board Secretariat	Company Secretary(CS)	Chief Manager(E4)	70,000-2,00,000	1 (UR)
2	Finance	CFO	Deputy General Manager(E5)	80,000-2,20,000	1 (UR)
3	Legal	Head of Legal	Chief Manager(E4)	70,000-2,00,000	1 (UR)
4	P&A	Head of Personnel & Administration	Deputy General Manager (E5)	80,000-2,20,000	1 (UR)
				Total	4

2. Reservations:

Sl. No.	Name of Post	Rank/Grade /Level	No. of vacancy	SC @ 16.66%	ST @ 7.50%	OBC @ 25.84%	EWS @ 10.00%	UR
1	Company Secretary (CS)	Chief Manager(E4)	1	0	0	0	0	1
2	Chief Financial Officer (CFO)	DGM(E5)	1	0	0	0	0	1
3	Legal Head	Chief Manager(E4)	1	0	0	0	0	1
4	HOD-P&A	DGM(E5)	1	0	0	0	0	1

Reservation / relaxation / concessions to SC/ST/OBC-NCL/EWS/PWBD/ExSM would be provided against reserved posts (if applicable) as per extant Government orders.

B. Eligibility Criteria:

1. Minimum Educational Qualification:

Sl. No.	Name of Post	Rank/Grade/Level	Minimum Educational Qualification
1	Company Secretary (CS)	Chief Manager(E4)	Qualified Company Secretary having Associate/Fellow membership of the Institute of Company Secretaries of India (ICSI).
2	Chief Financial Officer (CFO)	Deputy General Manager (E5)	Chartered Accountant/ Cost Accountant(CA/ICWA)
3	Legal Head	Chief Manager(E4)	Degree in Law (LLB)(3 years / 5years) from a recognized University of India.
4	HOD-P&A	Deputy General Manager (E5)	MBA / BE (Civil) / B-Tech (Civil)

Educational Qualifications from Institutions / colleges and Universities / Deemed Universities which are duly recognized by AICTE/UGC will be considered.

2. Experience and Age:

Sl. No.	Department	Name of Post	Rank / Grade / Level	Pay scale (IDA) In Rs.	Total relevant Experience required post qualification in years.	Maximum Age as on 01.07.2024 in years.
1	2	3	4	5	6	7
1	Board Secretariat	Company Secretary (CS)	Chief Manager (E4)	70,000 -2,00,000	12	45
2	Finance	Chief Financial Officer (CFO)	DGM (E5)	80,000 -2,20,000	16	50
3	Legal	Legal Head	Chief Manager (E4)	70,000 -2,00,000	12	45
4	Personnel & Administration	HOD - P&A	DGM (E5)	80,000 -2,20,000	16	50

Experience is defined as under:

Candidates working in Central/ State Govt./ PSU/ autonomous organizations etc. should have a total experience as indicated in column 6 of the above mentioned table and should be working in the same pay scale OR at least 2 years in immediately lower IDA pay scale / CDA scale in Level 11 of pay matrix of 7th CPC for the rank of E5 and Level 10 of pay matrix for the rank of E4 as on date of reckoning.

Candidates from Private Sector or other organizations with relevant experience as indicated in column 6 above; should have an annual CTC of at least 14.75 LPA for the rank of E4 and an annual CTC of at least 17.20 LPA for

the rank of E5 for FY 2022-23 / 2023-24. Candidates should have worked for minimum 3 years in last 5 years starting from FY 2019-20 in Private Sector or other Organizations, having turnover of a Medium Enterprise of Rs. 250 crores and above.

Candidates applying for posts at serial no. 1 to 4 should have **minimum post qualification relevant experience** as mentioned in column 6 above in the Division / Department as mentioned in column 2.

Post Qualification Relevant Experience:

The relevant post qualification experience will be as per below requirement, for each post, and the decision of SCI / SCILAL in this regard will be final and binding.

Company Secretary:

Should have experience with respect to Company Secretarial function.

CFO Relevant Exp:

The candidate should have experience in Finance & Accounts Department. Experience in some areas like capital structuring/raising capital for optimum financial planning, mergers and acquisitions, proficiency in handling Treasury and Fund Management with emphasis of working capital management and monitoring of receivables, FOREX Management, knowledge of various DPE guidelines relating to finance, public procurement procedures and CVC guidelines is desirable. Computer proficiency and hands on experience in working in SAP & automated accounting system shall be necessary.

Legal Head Relevant Exp:

Candidate should have preferably handled a wide range of activities in the areas of Litigation (civil and criminal), Arbitration, Service Matters, RTI matters, Drafting/Interpreting different type of documents like Pleadings, Agreement, Bond, Undertaking, Affidavit, Deeds, Claims, Notices, Contracts, Agreements in commercial and labour matters, Handling Corporate and Industrial Laws, Corporate Governance, Commercial Documentation, Agreements, Contracts and vetting of legal opinions, appearing before Conciliation Officers, Labour Courts, Tribunals etc. Preference shall be given to those candidates having exposure in Merchant Shipping matters and International Shipping Conventions. Experience in handling Arbitration under Permanent Machinery of Arbitration regulations, Administrative Mechanism of Resolution of Commercial Dispute (AMRCD) will be desirable.

HOD P&A Relevant Exp:

Administering the institutions, monitoring and day-to-day functioning of the institutions. Advise the Head of the Dept. on all matters of policy and administration. Scrutinize proposals for expansion of administrative staff, renting or purchasing or sale of buildings, furniture & other office equipment. Coordinate activities of various units of the office. Decide the disciplinary action to be taken against staff as per Rules and Regulations laid down by the dept. of Personnel and make policy decisions in the matter of administration. Implement policies of the Govt.

Maximum age relaxation:

The upper age limit is relaxable as per Government guidelines. Maximum age limit taking into consideration cumulative relaxations provided for all categories (SC/ST/OBC-NCL/PWD/ExSM) is 56 years.

C. Date of Reckoning for Eligibility Criteria:

The cut-off date for determining eligibility criteria in respect of qualification, experience and age shall be 1st July 2024 (01.07.2024). In the event of any extension of dates or delay in this recruitment process due to any administrative reasons, the date of reckoning will remain unchanged (i.e 01.07.2024).

D. Pay Scale (IDA), Emoluments and Benefits:

1. Pay-scale:

Sr. No.	Post	Pay Level / Grade	Pay Scale, (IDA) (Rs.)
1.	Deputy General Manager	E-5	80,000 – 2,20,000
2.	Chief Manager	E-4	70,000 - 2,00,000

2. Emoluments and Benefits:

The recruited candidates will be fixed at the starting of the pay-scale of the grade / level in which the post is advertised. Annual increment will be 3% of the basic pay or as per the Govt. guidelines from time to time.

In addition to the Basic pay and DA in Industrial DA (IDA) 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 (subject to availability) 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.

E. Probation and Superannuation:

- 1) The selected candidate shall be on probation for a period of ONE year which can be extended by further period of one year depending on the performance of the candidates. Upon successful completion of the Probation period, the officer will be considered for confirmation as per company policy.
- 2) Posting/ Assignment can be in any of the Corporation's Office at Mumbai, Kolkata, MTI or at any place in the country and the services will be transferable as per the requirement of the Corporation. These positions may involve working in shift duties. Selected candidates may also be posted / assigned to any of the subsidiaries / Joint Ventures or any department of Corporation as per requirement.
- 3) Age of superannuation will be 60 years.

F. Posting:

The selected candidates will be posted in Mumbai, any of the Regional offices or MTI. They can be posted or transferred anywhere in India depending on requirement of the Organization. Selected candidates will have to make their own arrangements for accommodation. Company accommodation may be provided based on availability only.

G. Job Description:

Post No. 1: Company Secretary

1. Organizing and convening Board meetings, Committee meetings, Annual General Body Meetings, Extra Ordinary General Body Meetings of the shareholders, etc. as per statutory requirement.
2. Render timely service to Board Members and other various committees. Provide legal, financial, and/or strategic advice during and outside of meetings.
3. Oversee preparation of agendas, making minutes and to ensure timely filing of necessary documents with regulatory authorities.
4. Ensure compliance with the provisions of SEBI (LODR) Regulations 2015, Companies Act 2013 and other applicable laws, rules, regulations and to advise the Board of Directors on Corporate Governance practices and compliance matters.
5. Complying with the Annual, Quarterly, Half yearly compliances and Disclosure requirements of the company under SEBI (LODR) as well as under various laws with the stock exchanges, MCA, DPE and with other competent Authorities.
6. Handle matters related to incorporation, restructuring, amalgamation and winding up of companies and to maintain statutory registers and records, including those related to shareholders, Directors and preparing minutes of meetings.
7. Provide administrative support to the Board of Directors, including scheduling meetings, preparing materials, and maintaining board records and to ensure effective communication between the Board, Management, and other stakeholders.
8. Preparation and filing of various Statutory Returns and Reports as per the provisions of Companies Act.
9. Replying to Ministry, Stock exchanges, SEBI queries.
10. To oversee compilation of Annual report, Director's reports, BRSR.
11. Ensure and monitor overall with laws and regulation viz. Company Act 2013, Corporate Laws, Stock Exchange and SEBI regulation
12. Timely disbursement of dividends in a cost effective manner.
13. Facilitate the issuance of shares and other corporate actions in compliance with applicable laws.
14. Prepare and file annual returns, financial statements, and other statutory documents with the Registrar of Companies (RoC).
15. Handling all the activities in respect of Annual General Meeting (AGM) of the Company. This includes maintaining organizing the Remote E-voting and E-Voting process during the AGM in coordination with RTA, Depositories. Post AGM compliances with the Stock exchanges and MCA which includes filling of Annual Return Form MGT-7, Form MGT-14 for all the resolutions adopted in the AGM, Form AOC-4 XBRL, DIR-12, Form MGT-15. Drafting, Finalizing layouts and Issuing Newspaper Notice and Advertisement, Dispatch of Annual Report to the Shareholders, ensuring printing and designing of the Annual Report in coordination with Public Relation (PR) Division.
16. Assist in risk assessment and mitigation strategies, including disclosure requirements in annual reports and other filing.

17. Ensure compliance with regulations set forth by DPE, DIPAM, and other relevant authorities.
18. Liaisoning with the CAG, Practicing Company Secretary and Statutory Auditors and Handling entire Secretarial Audit, Corporate Governance Audit of the Company and any other such requirement.
19. Assist in the formulation and implementation of corporate policies and procedures.
20. Any other responsibilities as assigned by the Management.

Post No. 2: Chief Financial Officer (CFO)

1. Developing and implementing the organization's financial strategy in alignment with its overall goals and objectives.
2. Leading the budgeting, forecasting, and financial modeling processes to provide accurate financial insights and support decision-making.
3. Ensuring timely and accurate financial reporting to stakeholders, including investors, board members, and regulatory authorities. This may involve preparing financial statements, such as income statements, balance sheets, and cash flow statements.
4. Identifying and managing financial risks faced by the organization, including market, credit, liquidity, and operational risks.
5. Overseeing the organization's capital structure, including debt and equity financing, and managing capital allocation decisions to optimize returns for shareholders.
6. Managing cash flow, liquidity, and investments to ensure adequate funding for the organization's operations and strategic initiatives.
7. Ensuring compliance with financial regulations, accounting standards, and tax laws, both domestically and internationally.
8. Overseeing financial operations, including accounting, billing, accounts payable, and accounts receivable functions, to ensure efficiency and accuracy in financial transactions.
9. Leading financial due diligence, valuation, and negotiation processes for mergers, acquisitions, and divestitures to support strategic growth initiatives.
10. Serving as the primary liaison with investors and analysts, communicating the organization's financial performance, strategy, and prospects to maintain positive relationships and support capital markets activities.
11. Providing financial expertise and strategic guidance to the CEO, board of directors, and other senior executives to support decision-making and drive business growth.
12. Ensuring compliance with corporate governance principles and best practices, including transparency, accountability, and integrity in financial management.
13. Publication of Financial Results on Quarterly/ Half Yearly / Annual basis.
14. Any other responsibilities as assigned by the Management.

Post no. 3 : Legal Head.

1. Legal Strategy Development: Developing and implementing the organization's legal strategy to align with organizational overall objectives and mitigate legal risks & losses.
2. Estate Management: Looking after legal aspects of Estate Management of all non-core assets/ real- estate properties of SCILAL with proper documentation, registration works, liaison with revenue authorities apart from actively involving in legal aspects of allotments and eviction proceedings as per Public Premises (Eviction of Un-authorized Occupants) Act, 1971
3. Asset Monetization Program: Responsible for facilitating Government objective towards unlocking the value of non-core assets (lands, buildings and other immovable properties) which includes unlocking the potential of unused or underused assets to generate revenue or capital for future asset creation to meet the objectives of SCILAL.
4. Legal Compliance: Ensuring that the organization complies with all relevant laws and regulations governing its operations, including industry-specific regulations.
5. Contracts & Material Management: Overseeing drafting, negotiation, and review of contracts, MoUs, NDAs and agreements with clients, suppliers, partners, and other third parties.
6. Risk Management & Insurance: Identifying potential legal risks and developing strategies to mitigate them. This includes assessing legal implications of business decisions and providing guidance and advices to the management from time to time.
7. Litigation Management: Managing disputes resolutions, handling court cases of the organization including working with external lawyers, counsels, solicitors & law firms.
8. Preventive Litigation: Apart from handling court cases before various judicial forums so as to protect the best interest of SCILAL, also endeavor to persuade reduction of disputes to the possible extent, apart from reduction of litigation cost to company.
9. Corporate Governance: Advising the board of directors and senior management on corporate governance matters and ensuring compliance with corporate governance requirements.
10. Intellectual Property Management: Protecting the organization's intellectual property rights through patents, trademarks, copyrights, and trade secrets.
11. Statutory & Regulatory Affairs: Monitoring changes in laws and regulations that may affect the organization's operations and advising on compliance strategies.
12. Employment Law: Providing guidance on employment law matters, including hiring practices, employee contracts, discrimination issues, and labor disputes.
13. Training and Development: Providing on job training programs to employees on legal matters relevant to their roles & responsibilities, including statutory compliances and other training needs and conducting seminars & workshops.
14. Mergers and Acquisitions: Providing legal support and due diligence on mergers, acquisitions, and other corporate transactions.
15. Data Privacy & Security: Ensuring compliance with data protection laws, NDAs, Regulations, Developing policies and procedures to protect data & sensitive information.
16. Ethics & Corporate Responsibility: Promoting ethical behavior and corporate social responsibility throughout the organization.

17. Budget Management: Managing legal department's budget and resources effectively to meet the organization's needs.
18. Stakeholder Management: Building and maintaining relationships with internal stakeholders, external legal counsel, regulators, and other relevant parties.
19. Court Filings: Oversee drafting, vetting and filing legal proceeding, complaints, affidavits, legal submissions, complaints, statement etc. before various judicial & qasi-judicial authorities including handling arbitrations. Preparing, advising, tutoring witnesses, appearing on behalf of the Government.
20. Representing SCILAL: If require, represent/ appear before courts/ tribunals to plead for Government, prepare briefs for the senior lawyers and look after any other assignments/ responsibility entrusted by the Organization from time to time.
21. Any other responsibility given by the Organization

Post No. 4: HOD – Personnel & Administration.

1. Strategic HR Planning: Develop and implement HR strategies aligned with the organization's overall objectives. This involves forecasting future staffing needs, Recruitment and Selection, Performance Management, Training and Development needs, Succession planning and talent acquisition strategies.
2. Employee Relations: Manage employee relations by addressing grievances, mediating conflicts, and fostering a positive work environment. Develop and implement policies and procedures that promote a respectful and inclusive workplace culture.
3. Compensation and Benefits: Oversee compensation and benefits programs to ensure competitiveness and alignment with organizational goals. Monitor market trends and make recommendations for salary adjustments, bonuses, and other incentives.
4. HR Compliance: Stay updated on labor laws, regulations, and industry best practices to ensure compliance in all HR-related activities. Develop and implement policies and procedures to mitigate legal risks and promote a culture of ethical behavior.
5. Managing office spaces, ensuring they are well-equipped, safe, and conducive to work. It involves tasks such as maintenance, repairs, security, and ensuring compliance with health and safety regulations.
6. Oversee maintenance activities of existing Buildings, Supervising projects, consulting with architects, Ensuring Timelines of activities, Health and Safety Compliances, Validation of Bills submitted by vendors. Along with that Inspection of project sites, monitoring progress and ensuring conformance to design specifications and safety or sanitation standards. Coordinate and ensure implementation of civil maintenance / structural repair /water proofing /Plumbing / new construction works as per the agreed construction schedule to ensure the works are completed within time & cost complying quality standards. Certifying contractor's monthly RA Bills as per the works executed. Ensuring work is carried out in-line with the approved technical specifications and requirements of the company. Ensure to complete all structural repair / civil maintenance activities as per rules and regulation of local regulatory bodies, Liaoning with authorities.
7. Facilitate monetization of the properties and oversee sale procedure as per guidelines laid down by Government of India.
8. Oversee the maintenance and upkeep of buildings, grounds, and infrastructure, including landscaping, parking lots, and exterior lighting. Conduct regular inspections of buildings, equipment, and systems to identify maintenance needs and potential hazards.

9. Oversee preventive maintenance tasks according to schedules to minimize downtime and prevent breakdowns. Arrange to replace or repair faulty components, machinery, or systems to maintain optimal performance and safety.
10. Oversee maintenance of inventory of equipment and machinery, including documentation of maintenance history, warranties, and service contracts.
11. Ensure implementation of energy conservation measures to reduce utility costs and environmental impact, such as upgrading to energy-efficient lighting, AC systems, and appliances. Monitor energy consumption and identify opportunities for optimization and cost savings through measures like smart scheduling and equipment upgrades.
12. Oversee records of maintenance activities, including work orders, inspections, repairs, and equipment performance data. Supervise reports on maintenance metrics, including uptime, downtime, maintenance costs, and efficiency improvements, to support decision-making and budgeting processes.
13. Ensuring the organization complies with relevant laws, regulations, and industry standards, and assisting with legal documentation and compliance-related tasks as needed. Ensure compliance with building codes, safety regulations, and environmental standards.
14. Strategic Partnerships: Collaborate with senior management and other departments to align HR initiatives with business objectives. Build strategic partnerships with external stakeholders, such as industry associations and educational institutions, to support talent acquisition and development efforts.
15. Any other responsibility given by the Organization.

The suitability of Benchmark Disability for above Posts:

The posts have been identified suitable for persons with Benchmark Disability as follows:

Sl. No.	Name of Post	Suitable category of Benchmark Disabilities
1	Company Secretary (CS)	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) MI e) MD involving (a) to (d) above
2	Chief Financial Officer (CFO)	a) B, LV b) D, HH c) OA, BA, OL, BL, LC, Dw, AAV, MDy d) MD involving(a) to (c) above
3	Legal Head	a) LV b) D, HH c) OA,BA, OL, BL, OAL, LC, Dw, AAV d) SLD e) MD involving (a) to (d) above
4	HOD - P&A	a) B, LV b) D, HH c) OA, BA, OL,

		BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above
5	Principal, MTI	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
6	Dean – Nautical, MTI	a) B, LV b) HH c) OA, BA, OL, BL, LC, Dw, AAV d) MI e) MD involving (a) to (d) above
7	Dean – Engineering , MTI	

H. 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 online along with the application form. The Application Fee is non-refundable.

I. SELECTION PROCESS:

The selection process will be conducted in two stages:

- a. Short-listing
- b. Personal Interview

1. Candidates will be first 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 uploaded / 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 post qualification experience for each posts separately. 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 / SCILAL's website; www.shipindia.com / www.scilal.com, Careers section. The list of shortlisted candidates and non-shortlisted candidates will be published in the SCI / SCILAL 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 after shortlisting of candidates. The Interview will be conducted physically at Shipping House, SCILAL, Mumbai. Weightage will also be given to candidate's Extra Qualifications.

A. The Selection criteria will be as follows:

- i. Interviews : 90 Marks
- ii. Additional Qualifications over minimum qualification : 10 Marks
- iii. Total : 100 Marks

The category wise minimum level of suitability in interview, for final selection, would be –
50% marks to be obtained in interview by Unreserved (GEN) and **EWS candidates.**

Additional / Extra Qualifications (10 Marks):

Candidates with additional / extra qualification, as per the table below, will be will be entitled for extra marks of 10 marks in the interview / selection process.

Sl. No.	Post	Additional / Extra qualification
1	Company Secretary (CS)	LLB
2	Chief Financial Officer (CFO)	CFA / FRM
3	Legal Head	LLM
4	HOD - P&A	MBA / BE (Civil) / B-Tech (Civil)

* Candidate should have completed the course and received Certificate.

- 5. The final selection of the candidates will be based on marks scored by the candidates in the Interview and Additional 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 Post Qualification Experience.
 - b. Candidate with higher marks obtained in Interview.
 - c. The senior candidate in terms of age will be placed higher in the merit list.
- 6. The selection process will be scheduled tentatively in 4th week of August 2024. 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. Educational qualification / mark sheet / certificates*
- ii. CGPA/OGPA or Letter Grade conversion to percentage Letter from University/Institute as applicable
- iii. Experience Certificates as applicable.
- iv. Caste Certificate/Non-creamy layer certificate as applicable.
- v. Disability Certificate as applicable.
- vi. Date of Birth proof (Birth Certificate /School Leaving Certificate/Std X certificate or marksheet)*
- vii. Membership Certificate for CA/CMA qualified candidates.
- viii. Identity Proof (AADHAAR/PAN/Passport/Election Photo Identity Card/Driving Licence)*
- ix. Present Employment Proof: Offer of appointment, pay slips of June / July 2024.

- x. Copy of CDC / COC (for post no. 5,6,7)
- xi. Awards and Recognition/Accreditations/Certifications, if any.
- xii. No Objection Certificate for candidates working in Govt/PSUs/Autonomous organizations etc.
at the time of interview.

7. Candidates have to make their own arrangements for stay at the venue of selection. SC/ST/PwBD candidates called for interview shall be reimbursed 2nd AC 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 / SCILAL 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.

J. 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 apply online through SCI's website/SCILAL's website: www.shipindia.com >Careers> Shore> "Recruitment of Executives in SCILAL 2024"/ www.scilal.com>careers>current openings> "Recruitment of Executives in SCILAL 2024". Applications sent by any other means/mode will not be entertained.
2. Candidates are advised to apply after carefully going through the detailed advertisement and instructions placed on the SCI/SCILAL'S website. All fields must be filled carefully with correct details. Hence, candidates applying for the posts advertised should ensure that they fulfil all the eligibility criteria. Candidates should note down their unique registration number that is generated after applying, and quote the same in all future correspondence.
3. 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 ONLINE.
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 upload the self-attested copies of following documents (as applicable) along with the application form, (*) Signifies mandatory documents.
 - i. Educational qualification / mark sheet / certificates*
 - ii. CGPA/OGPA or Letter Grade conversion to percentage Letter from University/Institute as applicable

- iii. Experience Certificates as applicable
- iv. Caste Certificate/Non-creamy layer certificate as applicable
- v. Disability Certificate as applicable
- vi. Date of Birth proof (Birth Certificate/School Leaving Certificate)*
- vii. Membership Certificate For CA/CMA qualified candidates
- viii. Identity Proof (AADHAAR/PAN/Passport/Election Photo Identity Card/Driving Licence)*
- ix. Present Employment Proof: Offer of appointment, pay slips of June / July 2024.
- x. Awards and Recognition/Accreditations/Certifications, if any.

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

8. Candidates are also required to upload their latest passport size colour Photo.
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/SCILAL 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/SCILAL's website for any communication from the SCI/SCILAL 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 / SCILAL's website for any updates.

K. Reservations and Relaxations:

1. Government of India Directives on reservation and relaxation as applicable for SC/ST/OBC-NCL/PwBD/Ex-servicemen candidates will be followed.
2. 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.
3. 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.
4. 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.
5. 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.
6. Candidates belonging to Ex-serviceman category, if any, shall submit the documents issued in this regard by the Competent Authority

L. GENERAL INFORMATION:

1. Indian Nationals only need to apply.
2. All queries pertaining to recruitment including selection process may be addressed to SCI's Recruitment Team only through an e-mail at shorerecruitment@sci.co.in. **Subject matter of every email with respect to this recruitment should be "Application for the Post of (Name of the Post) in SCILAL (Adv. No: SCILAL 02/2024), <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 SCILAL / SCI's website for information.
6. SCI Regular officers 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. SCILAL/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 SCI approved Hospital and by Medical Officer of SCI. 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, EWS certificates, Disability certificate, educational qualification, eligibility conditions and reference check (if required).
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. SCILAL / 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 SCILAL Management regarding eligibility criteria, acceptance or rejection of applications to the posts etc. shall be final and binding on all candidates. Mere fulfillment 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 to this advertisement and results (selected and waitlisted) thereafter will be displayed only on the Company's website www.scilal.com/careers or

www.shipindia.com>Carrer>Shore section only. So candidates are advised to keep checking the Company's website regularly for any update.

Furnishing of wrong/false information will lead to disqualification and SCILAL/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	
Last date of receipt of completely filled application forms and payment of fees	
Display of names of Shortlisted Candidates on website and an intimation email	
Conduct of Interview/ Document verification (Tentative dates)- additional dates will be declared if the need arises	
Result Declaration	
