

**Recruitment of Deputy General Manager (Finance),
Deputy General Manager (Administration & Engineering Services) &
Deputy Manager (Hindi) (Advt. No. 05/2025)**

ONLINE REGISTRATION & PAYMENT OF FEE – DD/MM/2025 to DD/MM/2025

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, gas, 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:

A. VACANCY DETAILS

S.No.	Specialization	Post/ Grade	Vacancies
1	Finance	Deputy General Manager (DGM) - E7	1 (UR)
2	Administration & Engineering Services	Deputy General Manager (DGM) - E7	1 (UR)
3	Hindi	Deputy Manager (DM) – E3	1 (UR)

B. EDUCATIONAL QUALIFICATION, SKILLS REQUIRED, MINIMUM YEARS OF EXPERIENCE, MINIMUM PAY SCALE, JOB PROFILE

(1) Deputy General Manager (Finance)

Essential Qualification: Chartered Accountant / Cost Accountant.

Desirable Qualification: CFA, MBA (Finance).

Skills Required: The candidate should have Strong leadership, communication, and decision-making abilities and be proficient in computers and experience in working in SAP and automated accounting systems.

Minimum Years of Experience: The candidate should have at least eighteen (18) years of post-qualification relevant experience in Finance and Accounts Department.

Minimum Pay scale:

The candidate should have at least minimum 18 years of post qualification relevant experience is required for both the posts of which Minimum of 2 years should be in the immediate previous grade.

For candidate from Public Sector (PSUs/ PSBs/ Central/ State Govt.), Previous grade would be E6 (Rs. 90,000-2,40,000), Pre-revised scale of (Rs. 36,600-62,000)

The pre-revised and revised CDA pay scale equivalence is based on the comparison drawn by NHA vide its circular dated 17.06.2022 (Annexure-2).

Candidate from Private Sector (working in an organization whose Average Turnover of last three years is more than Rs. 500 crore) should be presently drawing a salary equivalent to grade of E6 (Rs. 90,000-2,40,000). CTC - 21 Lacs per annum.

Job Profile: The candidate should have at least eighteen (18) years of post-qualification relevant experience in Finance and Accounts Department. The broad job description will be as below but not limited to the following:

1. Managing 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.

2. Managing corporate accounts, including finalization of accounts, budgeting, timely closure of books of accounts, and consolidation of financial statements. Effectively formulating and implementing accounting policies and preparing related party disclosures, handling Statutory and CAG auditors. Managing the department as per applicable Indian Accounting Standards (IND AS), the Companies Act, and experience in finalizing accounts within an SAP environment is essential. Selected candidate shall be expected to be familiar with the guidelines issued by the Department of Public Enterprises (DPE) and the Department of Investment and Public Asset Management (DIPAM) related to the finance function in Public Sector Undertakings (PSUs) and familiarity with the merger and acquisition is desirable.

3. Management of both direct and indirect taxation and comprehensive knowledge of the Income Tax Act and Goods and Services Tax (GST) laws. Monitor and supervise GST Input Tax Credit (ITC) reconciliation and reconciliation of Tax Deducted at Source (TDS) on customer transactions within a large corporate environment.

(2) Deputy General Manager (Administration & Engineering Services)

Essential Qualification: Full-time Bachelor's Degree in Civil Engineering from UGC/AICTE - approved Colleges/Universities with a minimum of 60% marks.

Desirable Qualification: Masters degree in engineering, MBA, Relevant Post Graduate Diploma such as Construction Management etc..

Skills Required: The candidate should be proficient in computerized procurement systems like GeM, SAP SRM, project monitoring tools and reporting systems etc. Sound knowledge of construction materials, civil engineering standards, and latest trends in infrastructure development. Strong leadership, communication, and decision-making abilities.

Minimum Years of Experience: The candidate should have at least eighteen (18) years of post-qualification relevant experience

Minimum Pay scale:

For candidates from Public Sector (PSUs/ PSBs/ Central/ State Govt.): Minimum of two (2) years in the immediate previous grade of E6 i.e. IDA pay scale of Rs. 90,000-2,40,000 OR Pre-revised IDA pay scale of Rs. 36,600-62,000 OR CDA pay scale of Rs. 78,000 - 2, 09,000 (Pay Band 3, Level 12) OR Pre-revised CDA pay scale Rs. 15,600 - 39,100 + Grade Pay Rs. 7,600.

For candidates from Private Sector: Working in an organization whose Average Turnover of last three years is more than Rs. 500 crores, should be presently drawing a salary equivalent to grade of E6 (Rs. 90,000-2,40,000) i.e. CTC - 21 Lacs per annum.

Job Profile: The candidate should have at least eighteen (18) years of post-qualification relevant experience in infrastructure management, including experience in senior managerial role in a large organization, preferably in a CPSE/PSU or Government or Quasi-Government setup. The broad job description will be as below but not limited to the following:

1. Managing oversight of infrastructure projects, including planning & execution of maintenance, structural repairs, new construction, and allied engineering services.
2. Coordinating with architects, consultants, and contractors for the timely and quality execution of projects, in line with approved technical specifications and organizational goals.
3. Manage budgeting, implementing controls and liaising with Internal and External Auditors, Agencies, etc.
4. Ensuring compliance with statutory and regulatory requirements, including building codes, safety regulations, environmental standards, etc.
5. Managing public procurement and invoice settlement, including reviewing and certifying of the project deliverables, bills etc. to ensure alignment with contractual obligations.
6. Monitoring implementation of capital works and major maintenance programs, ensuring adherence to approved schedules, cost parameters, and quality benchmarks.
7. Liaising with local authorities and government bodies for approvals, clearances, and compliance matters related to civil and infrastructure works, management of contractual workmen etc.
8. Driving asset monetisation initiatives such as overseeing the sale/lease or repurposing of real estate assets in accordance with Government of India guidelines etc.
9. Leading energy efficiency and sustainability initiatives in infrastructure management to optimize operational costs.

(3) Deputy Manager (Hindi)

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

OR

(b) 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

(c) 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

(d) 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

(e) Master's Degree from a recognized 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.

Desirable Qualification: Regular and full time Diploma or certificate course in translation from Hindi to English and vice versa from a recognized institute or University.

Skills Required: The candidate should be proficient in computers and should have strong communication skills.

Minimum Years of Experience: The candidate should have at least four (4) years of post-qualification relevant 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 Organizations / PSUs / Universities OR recognized research or educational institutions;

OR

At least four (4) years of experience (post qualification) of teaching in Hindi and English or research in Hindi or English under Central / State Governments / Autonomous Body / Statutory Organizations / PSUs / Universities OR recognized research or educational institutions.

Minimum Pay scale: For candidates working in regular payscale of Public Sector (PSUs/ PSBs/ Central/ State Govt.) Minimum of three (3) years in the immediate previous grade of E2 i.e. IDA pay scale of Rs. 50,000-1,60,000 OR Pre-revised IDA pay scale of Rs. Rs. 20,600-46,500 OR CDA pay scale of Rs. 47,600 - 1,51,100 (Pay Band 2, Level 8) OR Pre-revised CDA pay scale Rs. Rs. 9,300 - 34,800 + Grade Pay Rs. 4,800.

For candidates who are not governed by the aforementioned pay scales, relevant experience of 4 years may be considered.

Job Profile: The candidate should have at least four (4) years of post-qualification relevant 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 Organizations / PSUs / Universities OR recognized research or educational institutions;

OR

At least four (4) years of experience (post qualification) of teaching in Hindi and English or research in Hindi or English under Central / State Governments / Autonomous Body /Statutory Organizations / PSUs / Universities OR recognized research or educational institutions.

The broad job description will be as below but not limited to the following:

1. Ensure Compliances of Constitutional Provisions with respect to official Language implementation.
2. Ensure compliances of Provisions of OL Act 1963, OL Rules 1976, Annual programs and directives from MHA, OL department.
3. Promote the use of Hindi by making the use of available information Technology aids.
4. Publish articles/information related to the departmental subjects/functions in the periodicals to demonstrate the capability and versatility of Hindi Language.
5. Carry out the work of translation as and when required for Departments, SBUs/ Annual Reports.
6. Ensure that various reports, press communiqués are issued bilingual as per section 3(3) of the Official Language Act.
7. Co-ordination with TOLIC, Ministry, Parliamentary Committee visits, Other PSUs etc.
8. Conduct OLIC meetings / OL workshops on quarterly basis.
9. Ensure submission of QPR on MHA portal by parent and subordinate offices.
10. Review of quarterly reports from various Departments/locations of the Corporation and issue follow up letters to the Department Heads for meeting the set targets.
11. Annual & Mid-term review of the Official Language Implementation.
12. Participate in the meetings/activities of the other Departments.
13. Maintain proper records of the important documents for inspection purpose.
14. To carry out OL inspections of subordinate offices & departments on regular basis.
15. To assist in employee engagement activities as applicable from time to time and managing any additional jobs as assigned in the course of work.

C. Date of Reckoning for Eligibility Criteria

The cut-off date for reckoning eligibility criteria for age, minimum experience, minimum experience in immediate previous pay scale OR CTC (Private Sector) OR relevant experience shall be 01st July, 2025 and will remain unchanged irrespective of any reason whatsoever.

D. Age

Upper age limit is **50 years** for Deputy General Manager as on 01st July, 2025. Candidates should not be born earlier than 01st July, 1975.

Upper age limit is **35 years** for Deputy Manager as on 01st July, 2025. Candidates should not be born earlier than 01st July, 1990.

Age relaxation for PWD and Ex-servicemen will be as per Government of India guidelines.

E. Pay scale and Compensation

S.No.	Post	Grade	Pay Scale IDA pay revision (Revised pay scales w.e.f. 01.01.2017)
1	Deputy General Manager	E7	Rs. 1,00,000 – 2,60,000
2	Deputy Manager	E3	Rs. 60,000 – 1,80,000

In addition to the Basic pay and DA in Industrial DA pattern the 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 family dependents, Post-Retirement Medical Scheme, Leave Encashment, Superannuation Pension, Contributory Provident Fund, Gratuity, etc. as per the Company's Rule. Pay protection for candidates working in Government Departments/ Public Sector Organizations will be considered as per the DPE guidelines.

F. Posting

The selected candidates will be posted in Mumbai or may be transferred / deputed / assigned to work in / for any of SCI's Divisions / Branch Offices / Departments, JVs, Subsidiaries, other entities under service agreements etc. Selected candidates will have to make their own arrangements for accommodation; Company accommodation may be provided based on availability.

Reservation

(1) 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.

(2) Candidates belonging to OBC 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 be issued after 01.4.2018.

(3) Government of India Directives on reservation and relaxation as applicable for SC/ST/OBC/PWD/Ex-servicemen candidates will be followed.

(4) 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/PWD candidates will be exempted from payment of application fees in such cases.

(5) The selected candidates will be required to submit 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.

(6) The Corporation reserves the right to disallow a candidate to appear for the Interview in case the caste certificate is found to be invalid.

(7) 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.

(8) 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.

(9) Candidates must produce an 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.

(10) Candidates belonging to Ex-serviceman category shall submit the documents issued in this regard by the Competent Authority.

APPLICATION FEES

A non-refundable registration fee of Rs 500/- (Rs five hundred only) for General, OBC and EWS candidates and intimation charges of Rs 100/- (one hundred only for SC/ST/PWD/EXSM) is to be paid. This application fee is non-refundable. The process of Registration will be considered complete only when the fee is paid through online mode on or before the last date for payment of fee.

SELECTION PROCESS

The Shortlisted Candidates will be called for document verification and in-person Interview as per the schedule. The documents will be verified prior to the candidates being allowed to participate in the interview.

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: www.shipindia.com >Careers> Shore> "Recruitment of Deputy General Managers and Chief Managers". 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 Company'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. In the online form all the fields marked with red asterisk (*) are compulsory fields. If the form is successfully submitted a confirmation email will also be received by the candidate.

4. Educational Qualifications from Institutions/colleges and Universities/Deemed Universities should be duly recognized by AICTE/UGC. Wherever CGPA/OGPA or Letter Grade in a degree is awarded, equivalent percentage marks should be indicated in the online application (as per norms adopted by the University/Institute). No rounding off of percentage would be allowed.

5. Candidates are required to upload the scanned copies of following documents while filling the application form. **(pdf upto 200kb of size)**

- i. Educational qualification mark sheet.
- ii. CGPA/OGPA or Letter Grade conversion to percentage Letter from University/Institute.
- iii. Experience Certificates.
- iv. Caste Certificate/ Non-creamy layer certificate.
- v. Disability Certificate.
- 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. Employer's Certificate or appointment letter along with all promotion/increment letters indicating CTC for the requisite period.
- x. Present Employment Proof: Offer of appointment, pay slips of Marc, April & May 2025.
- xi. The candidates from private sector are required to furnish details of Annual Audited Report for the last three financial years.
- xii. Awards and Recognition/Accreditations/Certifications.
- xiii. Candidates for the post of DGM will be required to provide self-certified copies of last 10 years performance appraisal reports and candidates for the post of DM will be required to provide self- certified copies of last 5 years performance appraisal reports. Additionally, candidates for the post of DGM will be required to give a declaration that they have not been subjected to any disciplinary proceeding in the last 10 years and no disciplinary proceedings are pending against them. Candidates for the post of DM will be required to give a declaration that they have not been subjected to any disciplinary proceeding in the last 4 years and no disciplinary proceedings are pending against them.

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 _____.

(3) 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 to Mumbai, on production of actual tickets by the shortest route. (PwD 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.

(4) After selection, the waitlist panel will be valid for a period of one year from the date of finalization and shall be applicable in case of selected candidates not joining for any reason **or selected candidates separating from the organization.** In other words waitlist panel will be used only for vacancies caused in the said recruitment.

(5) 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/void at any stage in the selection process.

(6) Candidates are advised to regularly check their e-mail and the Corporation's website for information.

(7) Internal candidates can apply subject to fulfilling all eligibility criteria.

(8) 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.

(9) The appointment of selected candidates will also be subject to verification of their character, antecedents and caste certificates and eligibility conditions.

(10) 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.

(11) 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.

(12) 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.

(13) Candidates presently employed in PSUs/Central/State Govt./PSBs will be required to produce NOC at the time of Interview.

(14) Candidates for the post of DGM will be required to provide self-certified copies of last 10 years performance appraisal reports and candidates for the post of DM will be required to provide self-certified copies of last 5 years performance appraisal reports. Additionally, candidates for the post of DGM will be required to give a declaration that they have not been subjected to any disciplinary proceeding in the last 10 years and no disciplinary proceedings are pending against them. Candidates for the post of DM will be required to give a declaration that they have not been subjected to any disciplinary proceeding in the last 4 years and no disciplinary proceedings are pending against them.

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 candidates have 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.
