

**Requirement of Two (2) Senior Secretarial Officers**  
**& Two (2) Secretarial Officers on Contract**  
**(Advt. No. HR 02/2026)**

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 | Location | Consolidated Emoluments including "Wages" Per Month (Rs/-)* |
|-------|----------------------------|------------------|----------|-------------------------------------------------------------|
| 1     | Senior Secretarial Officer | 2                | Mumbai   | Rs. 80,000/-                                                |
| 2     | Secretarial Officer        | 2                | Mumbai   | Rs. 60,000/-                                                |

\* Consolidated Emoluments includes employee's Provident Fund contribution.

**(II) SELECTION CRITERIA - AGE, QUALIFICATION & EXPERIENCE**

| S.No. | Post                       | Age (Upper limit) as on 01.04.2026                     | Qualification/ Experience as on 01.04.2026                                                                                                                                                                              |
|-------|----------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Senior Secretarial Officer | 34<br>(Date of Birth should be on or after 01.04.1992) | Qualified Company Secretary having Associate / Fellow membership of the Institute of Company Secretaries (ICSI). Two (2) years post qualification experience. One (1) year experience in a Listed company is desirable. |
| 2     | Secretarial Officer        | 32<br>(Date of Birth should be on or after 01.04.1994) | Qualified Company Secretary having Associate / Fellow membership of the Institute of Company Secretaries (ICSI). Fresher with requisite educational experience.                                                         |

### (III) JOB PROFILE

1. Assisting in convening Board Meetings and Committee Meetings, including preparation of notices, agenda papers, and drafting of minutes in compliance with 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 compliances with SEBI (Depositories and Participants) Regulations, 2018.
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 SEBI SCORES mechanism and Online Dispute Resolution.
9. Supporting preparation of 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.

#### **(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 01.04.2026 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 including “wages” 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.

**(c) 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.

**(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 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 transportation allowance shall be provided.

**(f) Leave:** 30 days Leave in a year and on pro-rata basis for the period of extension. No accumulation of leave and/or leave encashment is permissible.

**(g) Medical Benefits:** The contract employees 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 company accommodation shall be provided.

**(i) Termination:** The contract may be terminated by either side by serving one month’s (30 days) 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.

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

**(k) 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.

**(l) Confidentiality:** Senior Secretarial Officer/ Secretarial Officer at SCI (hereinafter referred to as the ‘Corporation’), 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 training, 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 NDA.

**(m) 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](http://www.shipindia.com) > Career> Shore Personnel > Requirement of Senior Secretarial Officers & Secretarial Officers on Contract for SCI (Advt. No. HR 02/2026) **AND** send their updated resume via email on [shorerecruitment@sci.co.in](mailto:shorerecruitment@sci.co.in) with subject as "Application for Senior Secretarial Officer/ Secretarial Officer on Contract (Advt. No. HR 02/2026)".

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

- (i) Mark sheets of qualifying exam.
- (ii) Proof of Associate/ Fellow Membership of the Institute of Company Secretaries (ICSI).
- (iii) Graduation degree mark-sheets and certificate (if applicable).
- (iv) Work Experience certificates for the years as mentioned in application form (if any).
- (v) Training completion certificates (if any).
- (vi) Date of Birth proof like Birth Certificate/10th or 12th marksheet.
- (vii) Identity Proof like Aadhar card / Pan card / Voter ID.
- (viii) Any other documents like certificates, higher education, as applicable.
- (ix) 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](mailto:shorerecruitment@sci.co.in) with subject as "Application for Senior Secretarial Officer/ Secretarial Officer on Contract (Advt. No. HR 02/2026)". Applications will not be considered in case the above-mentioned documents are not submitted as per the data filled in application form.

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

**Last date of application:** 20/05/2026 by 16:00 hours.



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.

### **(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, higher marks in minimum required qualification i.e. Qualified Company Secretary having Associate / Fellow membership of the Institute of Company Secretaries (ICSI).

In case of 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 Experience (Senior Secretarial Officer) OR higher marks in minimum required qualification (Secretarial Officer).

#### **Tie in Interview:**

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

- a) Candidates with higher years of relevant post qualification work experience will be placed higher in merit (Senior Secretarial Officer).
- OR
- b) Candidates with higher marks in minimum required qualification i.e. Qualified Company Secretary having Associate / Fellow membership of the Institute of Company Secretaries (ICSI) (Secretarial Officer).
- c) Candidate's Date of Birth i.e. candidates with earliest Date of Birth will be placed higher in merit.

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

### **(VIII) GENERAL INFORMATION**

(a) Indian Nationals only need to apply.

(b) The existing Secretarial Officers on Contract in SCI, meeting the eligibility, can also apply for the said post.

(c) 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.

(d) 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.

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

(f) 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.

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

(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 training 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 / training will be cancelled. 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.**

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