



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 • ईमेल : cmdoffice@scilal.com

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 • Email : cmdoffice@scilal.com

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Practical Training for Company Secretary Trainees in SCILAL

(Advt. No: SCILAL 02/2023)

Shipping Corporation of India Land and Assets Limited (SCILAL) ("to be listed Company") was incorporated on November 10, 2021, having its registered office at 'Shipping House', 245, Madame Cama Road, Mumbai-400021 India.

SCILAL, having paid up share capital of Rs 465 Cr has filed listing application with the Stock Exchanges (NSE and BSE) in terms of Scheme of Demerger between Shipping Corporation of India Limited and the Company, and is willing to impart training to the Students of Institute of Company Secretaries of India (ICSI) pursuing the Company Secretary Course and who are eligible for Long Term Training as per prevalent guidelines of ICSI.

SCILAL has an opportunity for **TWO** Company Secretary Trainees in its Board Secretariat Department at Mumbai and such trainees will get following exposure:

Assisting in ensuring high standard of Corporate Governance, conducting Board and Committee Meetings, post and pre meeting documentation, ensure necessary Stock Exchange quarterly/half-yearly/annual filings under SEBI LODR, 2015 (Upon Listing of the Company), Secretarial Compliance of Company, monitoring compliances, Preparation of Board Report, CG Report, Business Responsibility & Sustainability Report and other AGM documents. Organizing, preparing agendas and minutes of Board Meetings and Annual General Meeting.

A. DETAILS OF TRAINING:

1. Qualification Required:

a. ICSI Professional Programme (Final) passed

OR

b. ICSI Executive Programme (Intermediate) passed

2. Duration of Training:

21 months as per revised training structure after completion of EDP, without any further extension.

3. Stipend:

a. Stipend for Professional Examination passed: Rs. 12,500/- p.m.

b. Stipend for Executive Examination passed: Rs. 10,000/- p.m.;

The stipend to be increased to Rs.12,500/- p.m. on passing the Professional examination during the training period.

4. **Accommodation:**

No accommodation shall be provided.

5. **Working Hours:**

Usual work timing will be from Monday to Friday 10:00 AM to 5:45 PM.

6. **Leave:**

Trainees will be entitled to leaves as per the Institute guidelines.

7. **Time Clause:**

Hours spent on any Conference, Course, Seminar organized by the Institute/Region/Chapter shall be treated as period covered under training. However, proof of such training will have to be provided to SCILAL/SCI.

8. **Medical:**

The trainee will not be eligible for Company's medical benefits.

9. **Transportation:**

No reimbursement of transportation charges will be made.

10. **Termination:**

The training may be terminated by giving not less than one month's notice on either side.

B. HOW TO APPLY:

Interested candidates should directly apply through the link provided on the Shipping Corporation of India Land and Assets Limited's (SCILAL) website www.scilal.com -> Career -> Current Opening -> Requirement of CS Trainees (Advt. No. SCILAL 02/2023)

OR

Alternatively, apply through the link provided on the Shipping Corporation of India Limited's (SCI) website www.shipindia.com -> Career -> Shore -> Requirement of CS Trainees (Advt. No. HR 06/2023) **and** send their updated resume via email on shorerecruitment@sci.co.in with subject as "Application for CS Practical Training in SCILAL (Advt. No. HR 06/2023)"

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

- i. Mark sheets of qualifying exam (Executive / Professional)
- ii. Work Experience certificates for the years as mentioned in application form (if any)
- iii. Training completion certificates (if any)
- iv. Date of Birth proof like Aadhar card / Pan card / Voter / Birth Certificate etc.

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

Note: The total size of attachments should not exceed 10 MB. In case of failure of emails SCILAL/SCI will not be held responsible.

Last date of application: 30/10/2023

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.

C. SELECTION PROCESS:

Candidates will be shortlisted based on the eligibility criteria for Educational Qualification, Age and any other criteria as mentioned. In case of large number of eligible applications, the Company reserves the right to shortlist the number of candidates for Interview out of eligible candidates in ration of 1:20. The shortlisting will be based on past experience/trainings after completion of Executive level in relevant field and further based on higher marks in qualifying exam i.e. Executive level of The Institute of Company Secretaries of India.

The candidates will be required to submit scanned copies of required documents and experience certificates if any in PDF format along with their resume. The Interview will be conducted at "Shipping House", Nariman Point, Mumbai. The schedule will be notified on the SCILAL / SCI's website.

Date & Time of the Interview: Will be notified on SCILAL/SCI's website.

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

D. GENERAL INFORMATION:

1. Indian Nationals only need to apply.
2. 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.
3. 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.
4. Candidates are advised to regularly check their e-mail and the Corporation's website for information.
5. 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.
6. 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.

7. Any corrigendum / updates to the advertisement will be published on our website only; hence candidates are requested to check the Corporations Website regularly.
8. 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.
9. 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 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 training position to which they are applying. If at any stage of the training selection process or after joining for training in SCILAL, 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.

Contact Person & Contact Details:

Ms. Mahima Roy, AM (P&A, SCI)

Ph. No. - (022)2277-2571
