

**Requirement of Hindi Officer on Contract (Adv. No: HR 09/2023)**

- I. 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:

**A. Details with respect to the vacancies are as below:**

Post	No. of Vacancies	Period of Contract	Posting	Monthly Pay (Consolidated)
Hindi Officer on Contract	2	2 years extendable Twice by 6 months each.	Mumbai – 1 Kolkata – 1	Rs. 86,300

**B. The selection criteria is as below:**

Age (Upper Limit)	Qualification	Experience
35	(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; <b>OR</b> (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; <b>OR</b> (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; <b>OR</b>	(a) 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 Organizations / PSUs / Universities OR recognized research or educational institutions; <b>OR</b> (b) Minimum THREE years of experience (post qualification) of teaching in Hindi and English or research in Hindi or English under Central / State

	<p>(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; <b>OR</b></p> <p>(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.</p>	<p>Governments / Autonomous Body /Statutory Organizations / PSUs / Universities OR recognized research or educational institutions.</p>
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- C. Date of Reckoning Eligibility Criteria:** The cut-off date for determining eligibility criteria in respect of post qualification inline experience and age shall be 01.12.2023 and will remain unchanged irrespective of any reason whatsoever.
- D. Contract tenure:** The contract shall be for a period two years from the date of engagement, with a provision for further 2 extensions of 6 months each at the sole discretion of the Corporation.
- E. Emoluments:** A consolidated monthly pay of Rs. 86,300/- will be paid. No other perks / benefits / allowances shall be applicable.
- F. Posting:** There is one posting each in Mumbai Head Office and Kolkata Regional Office. However, the Corporation at its discretion may depute the Officer at any of its offices/projects anywhere in India as per its requirement.
- G. Accommodation:** No company accommodation shall be provided.
- H. Leave:** 30 days leave for a period of One year each and pro-rata for the period of extension. No carry forward of leave will be allowed to subsequent years.
- I. Work timings:** The work timing will be similar to that of regular shore employees (9:30AM-10:30AM – 5:15PM-6:15PM) i.e. flexi work timing of 7 Hrs and 45 min from Monday to Friday. If required as per exigencies of work, they shall be required to attend office on Saturdays or other holidays also without any additional compensation.
- J. Medical Benefits:** The officer will not be eligible for Corporation's medical benefits. However, they will be covered under the Corporation's Group Insurance Scheme in existence for accidents at workplace.
- K. Termination:** The contract may be terminated by either side by 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 employee's side should circumstances so warrant i.e., disciplinary proceedings are pending or are contemplated against the employee under SCI conduct of Rules.

## II. **HOW TO APPLY:**

Interested candidates should directly apply through the link provided on the Corporations website [www.shipindia.com](http://www.shipindia.com) -> Career -> Shore-> Requirement of Hindi Officer on contract (Advt No. HR 09/2023) and send their updated resume via email on [shorerecruitment@sci.co.in](mailto:shorerecruitment@sci.co.in) with subject as “**Application for Hindi Officer on contract (Advt. No. HR 09/2023)**”.

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.

While filling the online form, the above documents are to be clubbed/joined and 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 20 MB.

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 “**Hindi Officer on Contract (Advt. No. HR 09/2023)**”.

Applications will not be considered in case the above-mentioned documents are not submitted as per the data filled in application form. Note: In case of failure of emails for whatsoever reason, SCI will not be responsible.

**Last date of application: 12<sup>th</sup> January 2024.**

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.

## III. **SELECTION PROCESS:**

Candidates will be shortlisted based on the eligibility criteria for Educational Qualification, Age, Experience and any other criteria as mentioned above. 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 ration of 1:10.

The shortlisting will be based on higher qualification, length and range of experience, Accreditations, Certifications and Special Achievements. The candidates will be required to submit scanned copies of required educational qualification documents and experience certificates along with their resume in PDF format. The Personal Interview will be conducted at Shipping House, Nariman Point, Mumbai, in physical mode. The schedule will be notified on the Corporation's website. Shortlisted candidates will be allowed to participate in the Personal Interview after verification of Original documents.

### **Date & Time of the Personal Interview:**

**The date and time of 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.

#### **IV. 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 or even after joining the Corporation.
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. 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.
7. 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.
8. Any corrigendum/updates to the advertisement will be published on SCI's website only; hence candidates are requested to check the Corporation's Website regularly.
9. 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.
10. Management reserves the right to cancel engagement process at any stage, without issuing any further notice or assigning any reason thereof.

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 recruitment process will lead to cancellation of candidature.

Court of jurisdiction for any dispute will be at Mumbai.

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