

**Advt. 02/2021**

**Requirement of Technical Assistants on Contract Basis**

The SCI occupies the Numero Uno position with its large and diversified fleet, operating in nearly all segments of shipping viz. break-bulk services, container services, liquid and dry bulk services, offshore services and passenger services. The company also mans and manages vessels on behalf of various government bodies. The SCI continues to grow through strategic alliances and new business opportunities.

The Shipping Corporation of India Ltd. requires two Technical Assistants for Technical & Offshore Services Division. Applications are invited for Technical Assistants on contract basis for a period of one (1) year, extendable twice by a period of six (6) months each at the sole discretion of the Corporation.

**A. Job Profile**

- To provide technical Assistance to Technical Supt.(Base Manager) in day to work for Smooth operation of MODU as per O & M contract.
- Be responsible for procurement of spares, stores and assist Base manager in Class and Statutory issues of MODU, Sagar Vijay/ Sagar Bhushan.
- Carry out duties such as obtaining approval from ONGC for spares (High Value Spares), tendering for non-OEM spares, etc.
- To process Engine/Deck/Radio spare part and stores as per Indents of the vessel in consultation with Base Manager.
- Process Spares/Stores Indent after due approval from superintendent. Spares Indent to be processes through OEM with clear specification and part codes for obtaining most economical cost quotation.
- Spares supplies from Vendors other than OEM to be obtained after obtaining management approval and inquiry floated on SCI & Govt. Website as per laid down guidelines.
- The quotation/s to be processed as per SCI Purchase manual with concurrence of DFO and ID to arrive at L1 party.
- Management approval is to be obtained for each procurement as per DOPO clause.
- Place order for the spares parts, on getting dispatch readiness from the party, give dispatch instructions accordingly.
- Liaison with supplier for dispatch of Spares and monitor arrival for SCI empanelled CHA to clear spares and delivery onboard.
- Make online payment for Octroi as advised by clearing agent. After getting vouchers signed by requisite officers, handover the vouchers to cash dept. for preparing pay order. Hand over the pay order to clearing agent.

- The Spares /Stores invoice received to be duly scrutinised, verified with delivery receipt duly signed and stamped by Chief Engineer/Master and passed to bills dept for payment to the supplier.
- All records of Stores and Spares parts documents such as EC (Essential Certificate), monthly spare parts status report to ONGC and forward fitment certificate.
- All the above works of Spares procurement process are carried out in SAP System under MM Module.
- To carry out any other work given by the base manager Group Head /Departmental Head for smooth running of the assigned vessel

## **B. Terms and Conditions:**

### **1. Eligibility Criteria (As on 01.04.2021):**

- I) B.E. /B.Tech ( Mechanical or Marine Engineering)
- II) Well versed with working in English for drafting of letters to various parties and Administration.
- III) Work Experience in PSU or similar organization or on ship (as Junior Engineer) for 1 year.

### **2. Age (upper age limit as on 01.04.2021)**

Maximum 45 years

### **3. Requirements**

Two Technical Assistants for Offshore Division.

### **4. Period of Contract:**

One year from date of joining, extendable twice by 6 months each at the sole discretion of the Corporation. The contract tenure will be coterminous with SCI's contract with ONGC.

### **5. Work Timings:**

The normal work timings will be from Monday to Friday as per Company's flexi timings for regular shore employees. If required as per exigencies of work, they shall be required to attend office on Saturdays or other holidays also without any additional compensation.

### **6. Location**

The location would be Mumbai; however the Company at its discretion may post the officer at any of its offices/projects as per its requirement.

**7. Emoluments:**

Consolidated emoluments of Rs. 60,000/- per month. No other perks/ benefits/ allowances shall be admissible. Income Tax will be deducted at source as per prevailing rules.

**8. Accommodation:**

No company accommodation will be provided to the officer during the period of contract.

**9. Medical:**

The officer will not be eligible for Company's medical benefits. However, they will be covered under the company's Group Insurance Scheme in existence for accidents at workplace.

**10. 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 shall reserve the right not to accept resignation/notice of termination should the circumstances so warrant i.e. the disciplinary proceedings are pending or are contemplated against the officer.

**C. 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 Technical Assistants on contract (Advt. No. 02/2021) and send their updated resume via email on [shorerecruitment@sci.co.in](mailto:shorerecruitment@sci.co.in) with subject as "Application for Technical Assistants on contract (Advt No. 02/2021)" along with the required qualification and experience certificate as mentioned in Eligibility Criteria.

Last date of application: **21.04.2021**

**D. Selection Process:**

Candidates who are found eligible as per above mentioned eligibility criteria would be considered for the selection process. The candidates will be required to submit scanned copies of required documents (Eligibility Criteria) and Experience Certificates if any in PDF format. The Interviews will be conducted at Shipping House, Nariman Point, Mumbai or through video conferencing depending upon the prevailing situation at the time of Interview. The schedule will be notified on the Corporation'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.

Contact person & Contact Details:

Mr. Nilesh Hiremath AM(P)- 022772594

## **I. GENERAL INFORMATION**

1. Indian Nationals only need to apply.
2. 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.
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 engagement of selected candidates will be subject to their being declared medically fit by the approved Hospital and by Medical officer of the Corporation.
6. 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.
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 fulfilment of the minimum qualification, experience and job 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 our website only; hence candidates are requested to check the Corporations 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 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 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. 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.**