

Requirement of Five (05) CMA Trainees at SCI (Advt. No. HR 03/2026)

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 positions of five (05) CMA Trainees. The eligibility criteria and details of the post are as follows:

(I) DETAILS OF VACANCY

Post	No. of vacancies	Minimum Experience	Location	Consolidated Stipend Per Month (Rs.)
CMA Trainee	Five (05)	Minimum one (01) year relevant experience after passing CMA intermediate level.	Mumbai	1 st year - Rs.27,000/- 2 nd year - Rs.30,000/-

(II) SELECTION CRITERIA - QUALIFICATION & EXPERIENCE

Post	Qualification/Experience as on 01.07.2026
CMA Trainee	CMA students having registered and cleared intermediate level exam (all groups) of The Institute of Cost Accountants of India (ICMAI) and must be registered for final course as on 01.07.2026. Minimum one (01) year relevant experience after passing CMA intermediate level.

(III) JOB PROFILE

1. Accounting of transactions, preparation of Annual Accounts and Audit thereof.
2. Preparation of Bank reconciliation and follow up for closure of open items.
3. Bank Account openings and KYC compliance with various banks.

4. Monthly Compliance related to Direct & Indirect Taxation including periodical return filings.
5. Monitoring of bank transactions and compilation of Cash flow statement on day to day basis.
6. Accounting experience in SAP environment preferred.

(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 01.07.2026 and will remain unchanged irrespective of any reason whatsoever.

(V) OTHER TERMS AND CONDITIONS

(a) Training Tenure: One (01) year extendable twice by six (06) months each i.e. for a maximum period of two (02) years on satisfactory performance and good conduct during the first year of training from date of engagement, at the sole discretion of SCL.

(b) Emoluments: Consolidated monthly stipend as mentioned at point (I) "Details of Vacancy" above will be paid. No other perks / benefits / allowances shall be applicable.

(c) Posting: The posting will be at Mumbai. However, the company, at its discretion may depute the Trainee at any of its offices/projects as per its requirement.

(d) Work Timings: The work timing will be 9:30 AM - 10:30 AM to 5:15 PM - 6:15 PM i.e. flexi work timing of 7 hours and 45 minutes from Monday to Friday. The trainees will be allowed to report up to 1100 hours on five occasions in a calendar month and report out in such a manner that they complete 7 hours and 45 minutes on that day. If required, as per the exigencies of work, the trainees 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: One (1) day leave with pay per month excluding normal holidays. One month (30 days) leave without pay for examination of the institute. Training period will be extended for a further period equivalent to the excess leave taken above the entitlement.

(g) Medical Benefits: The trainees 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 training may be terminated from either side by not giving less than one month's (30 days) notice or by payment of notice pay in lieu thereof. The intimation of termination has to be provided in written form, from either side.

(j) **Confidentiality:** CMA Trainees / CS Trainee at SCILAL (hereinafter referred to as the 'Corporation'), 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 Trainee owes to the Corporation. Any breach may result in disciplinary action, including termination, and may attract legal consequences. Trainees will be required to sign a Non-Disclosure Agreement (NDA).

(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 > Career> Shore Personnel > Requirement of Five (05) CMA Trainees for SCI (Advt. No. HR 03/2026) **AND** send their updated resume via email on shorerecruitment@sci.co.in with subject as "Application for Requirement of Five (05) CMA Trainees for SCI (Advt. No. HR 03/2026)".

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

- (i) Mark sheets of qualifying examination, i.e. CMA Intermediate (all levels).
- (ii) Proof of registration for CMA Final Course.
- (iii) Work Experience/Training certificates for the duration mentioned in application form (if applicable).
- (iv) Date of Birth proof like Birth Certificate/10th or 12th marksheet.
- (v) Identity Proof like Aadhar card or digitally signed E-Aadhar / Pan Card / Voter ID / Driver's License.
- (vi) 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 with subject as "Application for Requirement of Five (05) CMA Trainees for SCI (Advt. No. HR 03/2026)". Applications will not be considered in case the above-mentioned documents are not submitted as per the data filled in application form.

(e) In the event that multiple applications are received from the same candidate, only the latest application submitted by the candidate will be considered.

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

Last date of application: 28/07/2026 by 23:59 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 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 ratio of 1:20 based on higher marks in minimum required qualification i.e. CMA Intermediate level exam.

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

- Candidates with higher marks in minimum required qualification, i.e. Intermediate level of CMA.
- Candidate's Date of Birth, i.e. candidates with earliest Date of Birth will be placed higher in merit.

Date & Time of the Personal Interview: Date and time of the 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.

(VIII) GENERAL INFORMATION

(a) Indian Nationals only need to apply.

(b) 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.

(c) 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.

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

(e) 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.

(f) 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.

(g) Any corrigendum / updates to the advertisement will be published on our website only; hence candidates are requested to check the Corporations Website regularly.

(h) 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.

(i) 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.
