

GENERAL INFORMATION AND INSTRUCTIONS:

Following instructions should be carefully read by the applicant.

1. Before applying online, the candidate should ensure that he / she fulfils the eligibility criteria and other norms mentioned in the advertisement .
2. For OBC (non-creamy layer) candidates – Obtain a crossed A/c Payee Demand Draft of Rs.250/- in favour of the “The Shipping Corporation of India Limited” payable at Mumbai on any scheduled/ nationalized Bank.
3. All the fields are to be filled necessarily, as applicable.
4. After successful submission of the online data, a unique Registration Number will be allotted to the candidate. The candidates are advised to download 2 (two) Nos. Print Outs of the Acknowledgement Slip. Send one print out duly signed after pasting recent passport size photograph (not older than 3 months) at appropriate place along with the DDs as applicable and must also enclose caste certificate, mark sheets (all pages particularly in the case of CGPA/OGPA or letter grade) and proof of date of birth" .
Different styled Signature at various occasions during Recruitment activities may lead to the rejection of the candidature.
5. The candidates are advised to write his/her name, Registration Number and Discipline on the back side of the photograph.
6. Only Indian Nationals are eligible to apply.
7. **Candidate has to apply online only. No other mode of application will be accepted.**
8. Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not in conformity with eligibility criteria mentioned in the advertisement.
9. Candidature of the registered candidate is also liable to be rejected if Acknowledgement slip containing all necessary documents as mentioned in the Acknowledgement slip is not received within the stipulated date and time. Wrong/erroneous entry and incomplete Acknowledgement slip will lead to the rejection of the application.
10. **You must paste original identical photo in the admit card for written examination if called for. Admit card for the written test is to be downloaded by the candidate himself from the website if found eligible. Different styled photograph may lead to the rejection of the candidature.**
11. Candidates are required to sign in English in the prescribed place provided in the Acknowledgement Slip in running hand and not in Block Capital or disjointed letter. During physical verification, signature should be identical to that on Acknowledgement slip. **Signature in different style may lead to the cancellation of the candidature during physical verifications.**
12. Submission of Acknowledgement slip after the closing date will not be accepted. SCI is not responsible for any postal delay/wrong delivery/loss in transit. No Acknowledgement slip will be received after the closing date of application.
13. The admit card indicating roll number, name of the allocated test center and guidelines for the test will be made available on the same website for such candidates who are found apparently eligible based on the online data. The candidate has to download his Admit card from SCI's website. Please keep visiting website for necessary instructions.
14. **The admit card indicating roll number, name of the allocated test center and guidelines for the test will be made available on the same website for such candidates who are found eligible. The candidate has to download his admit card from SCI's website. Please keep visiting website for necessary instructions in this regard.**
15. Candidates are advised to keep the e-mail ID active for at least six months. No change in the e-mail ID will be allowed once it is registered. All correspondences would be sent to his/her e-mail ID only, if necessary.

16. No fare will be paid to candidates called for written examination.
17. It is advisable to furnish the permanent address as temporary addresses can lead to inconvenience while delivering the appointment letter, if selected. If there is any change in address, the candidate should in his/her own interest arrange with the post office concerned for redirection of the communication from old to new address.
18. Application fee once paid will not be refunded.

TENTATIVE SCHEDULE DATES: FOR EXACT DATE, KEEP VISITING [website www.shipindia.com](http://www.shipindia.com).

1. Commencement of online registration of application by candidate's 24.11.2009 .
2. Last date for online registration of application by candidates : 28.12.2009. .
3. Tentative date of Written Test is **24.01.2010 (Sunday)**

General Information

- (a) The Company reserves the right to increase/decrease the number of vacancies or cancel the recruitment at any stage.
- (b) Reservation & Relaxation will be allowed in accordance with the Government of India regulations for OBC (non-creamy layer) candidates.
- (c) The Company reserves the right to raise the minimum eligibility standard etc. in order to restrict the number of candidates.
- (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 Corporation reserves the right to cancel his/her candidature.
- (e) Candidates are advised to check their e-mail and the Corporation's website for information.
- (f) The appointment of selected candidates will be subject to their being declared medically fit by a Doctor approved by the Corporation and verification of their character, antecedents and caste certificates and eligibility conditions.
- (g) The selection of candidates for Written Test/ Group Discussion/ Interviews shall be at the discretion of the Corporation and the decision in this matter will be final and binding.