



शिपिंग कॉर्पोरेशन ऑफ इंडिया लैंड एंड एसेट्स लिमिटेड

(भारत सरकार का उद्यम)

पंजीकृत कार्यालय : शिपिंग हाउस, 245, मैडम कामा रोड, नरीमन पॉइंट, मुंबई, महाराष्ट्र, भारत - 400 021.

दूरभाष : 91-22-2202 6666 • फैक्स : 91-22-2202 6905 • ईमेल : cmdoffice@scilal.com

Web. : www.scilal.com • CIN : L70109MH2021GOI371256

Shipping Corporation of India Land and Assets Limited

(A Government of India Enterprise)

Registered Office: Shipping House, 245, Madame Cama Road, Nariman Point, Mumbai, Maharashtra,

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Requirement of Two (02) CMA Trainees and Two (02) CS Trainees at SCILAL (Advt. No. SCILAL 01/2026)

Shipping Corporation of India Land and Assets Limited (SCILAL), a Schedule 'C' Public Sector Enterprise of Government of India, was incorporated on November 10, 2021 under Companies Act, 2013, having its registered office at 'Shipping House', 245, Madame Cama Road, Mumbai-400021, India. It has been incorporated with the object of holding and disposing the Non-core Assets of SCI.

SCILAL invites applications from eligible Indian nationals for the below mentioned positions of two (02) CMA Trainees and two (02) CS Trainees. The eligibility criteria and details of the post are as follows:

(I) DETAILS OF VACANCY

S.No.	Post	No. of vacancies	Location	Consolidated Stipend Per Month (Rs.)
1	CMA Trainee	Two (02)	Mumbai	1 st year - Rs.25,000/- 2 nd year - Rs.27,000/- 3 rd year - Rs.30,000/-
2	CS Trainee	Two (02)	Mumbai	Executive passed - Rs.25,000/- Professional passed - Rs.27,000/-

(II) SELECTION CRITERIA - QUALIFICATION & EXPERIENCE

S.No	Post	Qualification/Experience as on 01.06.2026
1	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 01.06.2026. Desirable: Advanced MS Office (VLOOKUP, Pivot, MIS Reporting, etc).
2	CS Trainee	ICSI Executive Program (Intermediate) passed, OR ICSI Professional Program (Final) passed as on 01.06.2026. Desirable: Advanced MS Office (VLOOKUP, Pivot, MIS Reporting, etc).



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(III) JOB PROFILE

(a) CMA Trainee

1. Conduct financial analysis to support business decision-making and performance evaluation.
2. Prepare budgets and forecasts while monitoring financial trends and projections.
3. Perform variance analysis to identify deviations and recommend corrective actions.
4. Handle day-to-day accounting activities and maintain accurate financial records.
5. Assist in the preparation and review of financial statements and reports.
6. Manage ledger maintenance and record journal entries in compliance with accounting standards.
7. Provide support during internal audit processes and ensure timely documentation.
8. Ensure adherence to tax regulations, statutory requirements, and financial compliance standards.

(b) CS Trainee

1. Assisting in convening Board Meetings and Committee Meetings, including preparing notices, agenda papers, and drafting of minutes in compliance with Secretarial Standards (SS-1 & SS-2).
2. Supporting compliance with the provisions of the Companies Act, 2013 and rules made thereunder, including maintenance of statutory registers and filing of e-forms with the Registrar of Companies (ROC).
3. Assisting in ensuring compliance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, including timely filings with Stock Exchanges.
4. Supporting preparation and submission of Corporate Governance Reports, Shareholding Pattern, Financial Results disclosures, and other periodic filings under SEBI (LODR).



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5. Assisting in compliance with SEBI (Prohibition of Insider Trading) Regulations, 2015, including maintenance of Structured Digital Database (SDD), monitoring trading window closure, and processing disclosures.
6. Coordinating with Stock Exchanges, Depositories, and Registrar & Share Transfer Agent (RTA) for listing and investor-related compliances.
7. Assisting in handling investor grievances and compliance under SEBI SCORES mechanism.
8. Supporting preparation of Annual Report, Directors' Report, Corporate Governance Report, and assisting in conduct of Annual General Meetings (AGM) and other shareholder meetings.
9. Assisting in compliance with DPE Guidelines and coordination with the Administrative Ministry for CPSE-specific regulatory matters.
10. Supporting Secretarial Audit, Internal Audit, Statutory Audit, and CAG-related compliance documentation and follow-ups.
11. Assisting in review and updating of corporate policies, monitoring regulatory amendments, and maintaining proper documentation and record management systems.
12. Any other work as assigned from time to time.

(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 01.06.2026 and will remain unchanged irrespective of any reason whatsoever.

(V) OTHER TERMS AND CONDITIONS

(a) Training Tenure

(a.1) CMA Trainee: 15 months extendable by 21 months i.e. for a maximum period of 36 months / 3 (three) years as per institute guidelines, on satisfactory performance and good



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conduct during the first year of training from date of engagement, at the sole discretion of SCILAL.

(a.2) CS Trainee: 21 months as per revised training structure after completion of EDP, without any further extension.

(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

(f.1) CMA Trainee: 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.

(f.2) CS Trainee: Trainee will be entitled to leaves as per the Institute's guidelines. As per ICSI revised training guidelines 2024 a trainee who has passed Executive programme is entitled to 52 days leave (including Casual Leaves and Examination Leaves) and trainee who has passed Professional programme is entitled to 21 days leave. 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.



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(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 an NDA.

(VI) HOW TO APPLY

(a) Interested candidates should directly apply through the link provided on Shipping Corporation of India Land and Assets Ltd (SCILAL) website www.scilal.com. The link to apply will be available on SCILAL's website www.scilal.com > Career > Current Opening > Practical Training of CMA/CS Trainees at SCILAL (Advt. No. SCILAL 01/2026) and send their updated resume via email on shorerecruitment@sci.co.in with subject as "Application for Practical Training of CMA/CS Trainees at SCILAL (Advt. No. SCILAL 01/2026)".

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

(b.1) CMA Trainees:

- Mark sheets of qualifying examination, i.e. CMA Intermediate (all levels).
- Proof of registration for CMA Final Course.
- Work Experience/Training certificates for the duration mentioned in application form (if applicable).
- Date of Birth proof like Birth Certificate/10th or 12thmarksheet.
- Identity Proof like Aadhar card or digitally signed E-Aadhar / Pan Card / Voter ID / Driver's License.
- Updated resume.

(b.2) CS Trainees:

- Mark sheets of qualifying examination (Executive or Professional, as applicable).
- EDP training completion certificate.
- Work Experience/Training certificates for the duration mentioned in application form (if applicable).
- Date of Birth proof like Birth Certificate/10th or 12thmarksheet.



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- e. Identity Proof like Aadhar card or digitally signed E-Aadhar / Pan Card / Voter ID / Driver's License.
- f. 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 Practical Training of CMA/CS Trainees at SCILAL (Advt. No. SCILAL 01/2026)"". Applications will not be considered in case the above-mentioned documents are not submitted as per the data filled in application form.

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

Last date of application: 15/06/2026 by 16:00 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

The candidates will be shortlisted for Interview on the basis of eligibility criteria for Minimum Qualification. Within the list of candidates who meet the minimum benchmark of qualification, the shortlisting will be done in the ratio of 1:20 based on higher marks in minimum required qualification as follows:

(a) Higher marks in CMA intermediate level exam (all groups) for CMA Trainees.

OR

(b) Higher marks in Professional program for professional passed CS Trainees.

OR

(c) Higher marks in Executive program for Executive passed CS Trainees.

(d) For CS Trainees, Professional passed candidates will be preferred first in the descending order of marks and in case 1:20 ratio is not achieved Executive passed trainees will be considered in the descending order of marks till 1:20 ratio is achieved.



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In case of candidates scoring the same marks in the interview i.e. if there is a tie in marks, the following criteria will be used to determine the higher merit:

(a) Candidates with higher marks in minimum required qualification i.e. Intermediate level of CMA (CMA Trainee).

OR

Candidates with higher qualification i.e. Professional program passed of CS (CS Trainee).

OR

Candidates with higher marks in minimum required qualification i.e. Executive Passed of CS (CS Trainee).

(b) Candidate's Date of Birth i.e. candidates with earliest Date of Birth will be placed higher in merit.

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

The Company reserves the right to increase/decrease the number of vacancies as per the need of the Corporation 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 will 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.



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(f) The decision of SCILAL 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) Candidates will appear for the interview at their own risk and SCILAL 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 SCILAL 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.
