



Navratna Company  
(ISO 9001:2015, ISO 14001:2015  
& ISO 45001:2018 Certified)

## भारतीय नौवहन निगम लिमिटेड

(भारत सरकार का उद्यम)

पंजीकृत कार्यालय: शिपिंग हाउस, 245 मादाम कामा रोड, मुंबई - 400 021.

फोन: 91-22-2202 6666, 2277 2000 फैक्स: 91-22-2202 6905 वेबसाइट: www.shipindia.com

### The Shipping Corporation Of India Ltd.

(A GOVERNMENT OF INDIA ENTERPRISE)

Regd. Office: Shipping House, 245, Madame Cama Road, Mumbai-400 021. Ph: 91-22 2202 6666, 2277 2000

Fax: 91-22 22026905 • Website: www.shipindia.com

सीआईएन/CIN-L63030MH1950G01008033

## **Requirement of Assistant Medical Officers (DOCTORS) On Contract Basis** **(Adv. No: HR 04/2024)**

The Shipping Corporation of India Ltd., 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 requires **Assistant Medical Officers (AMOs)** on contract basis for its Head office at Mumbai and Regional Offices at Kolkata and Chennai as per the number of vacancies enlisted below. Applications are invited from Indian Nationals for the engagement of eligible doctors as Assistant Medical Officers (AMOs) on contract basis. The eligibility criteria, terms & Conditions, details of the posts and remunerations are as follows:

### **The Terms & Conditions, eligibility criteria and details of appointment:**

#### **A. No. of vacancy, Location, Work Timings and Emoluments:**

SR No.	Post	Gender	DG Shipping approval Required	Location	Number of vacancy	Working Hrs. per Day (5 days a week)	Working Timings	Consolidated Salary P.M. (in Rs.)
1	AMO	Any	Yes	MUMBAI Head Office	1	3 hrs.	10:00 hrs to 13:00 hrs OR 14:00 hrs. to 17:00 hrs.	52,240
2	Lady AMO	Female	No		1			45,290
3	AMO	Any	Yes	KOLKATA	1	2 hrs.	Slot to be fixed on mutual convenience in Office hours preferably 14:30 hrs to 16:30 hrs	39,230
4	AMO	Any	Yes	CHENNAI	1			

No other perks/benefits/ allowances shall be applicable. Income Tax will be deducted at source as applicable.



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#### **B. Eligibility Criteria:**

##### **1. Educational Qualification and Experience:**

###### **For Assistant Medical Officer (AMO) at Mumbai, Chennai and Kolkata:**

MBBS Degree from any recognized Indian University / Institute recognized by Medical Council of India (MCI) with minimum 5 years of post-qualification experience. The applicant should have a valid DG Shipping approval at the time of application. In the event of self-practice, the candidate has to provide sufficient documentary evidence in support of their experience

###### **For Lady Assistant Medical Officer (AMO) Mumbai :**

MBBS Degree from any recognized Indian University / Institute recognized by Medical Council of India (MCI) with minimum 5 years of post-qualification experience. In the event of self-practice, the candidate has to provide sufficient documentary evidence in support of their experience

2. **Age:** The age of the applicant should not be more than 60 years as on 01.03.2024.

##### **3. Date of Reckoning Eligibility Criteria :**

The cut-off date for determining eligibility criteria with respect to post qualification inline experience and age shall be 01.03.2024 and will remain unchanged irrespective of any reason whatsoever

#### **C. Other Terms and Conditions:**

##### **1. Period of Contract:**

Two years from the date of joining with a provision for two extensions of three months each at the sole discretion of SCI. This is purely on contract basis and shall not lead to permanent appointment.

##### **2. Leave:**

30 days Leave in a year and on prorata basis for the period of extension. No carry forward of leaves and /or leave encashment is permissible.

##### **3. Medical Benefits:**

The Assistant Medical Officers on contract 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.

##### **4. ACCOMMODATION**

No company accommodation shall be provided.



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#### **5. TERMS OF REFERENCE (JOB DESCRIPTION):**

##### **a). For AMOs at MUMBAI Head Office, CHENNAI Regional Office and KOLKATA Regional Office:**

The job responsibilities of AMOs at Mumbai HO, Chennai RO and Kolkata RO will include but not restricted to the following:

##### **SHORE EMPLOYEES:**

1. Medical examination of shore employees.
2. Checking and certification of all hospital bills and claims.
3. Attending to any other medical issues of shore and PRMS members.
4. Checking doctor's report on sick leave applied by shore employees and approving the same in the SAP system.
5. Any other matters which requires medical attention.

##### **FLEET EMPLOYEES:**

1. Carry out the medical examination as per the guidelines specified in 'Annexure A' of Merchant Shipping (Medical Examination) Rules, 2000 and on completion of Medical examination, shall issue to every seaman satisfying the prescribed standards, a certificate of physical fitness as set out in Annexure E and Annexure F of the Merchant Shipping (Medical Examination) Rules, 2000.
2. Carry out one day medical examination of seafarer's and certify fitness while joining vessel be seafarer with valid medical certificate.
3. In the event of a Master or Seaman as the case may be, failing to satisfy the prescribed standard due to any temporary defect, which in your opinion is likely to be cured after treatment, you shall issue to the master or seaman as the case may be, a certificate which remarks 'Temporarily Unfit' indicating the reasons for such unfitness and with the remarks that the master or seaman should go for re-examination after the case of his temporary unfitness is closed.
4. Maintain a full record of medical examinations conducted with copies of certificates of physical fitness issued and shall also send weekly statement to management.
5. You shall abide by all regulations stipulated in the Indian Medical Council (professional conduct, etiquette and ethics) Regulations, 2002.
6. Responsible for all policy matters and discussions while carrying out the medical examination of seafarers including supernumeraries as per the provisions of Merchant Shipping Medical Rules (as amended) from time to time. Advise SCI Management regarding the latest requirements/rules with regard to Seafarers Medical Examinations including supernumeraries and implementation thereof in consultation and with approval of SCI Management.



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7. Conducting the medical examination of seafarers including supernumeraries in a fair manner and without any prejudice as per the prevailing MS Medical Rules/Standards/Conventions. Performing the pre-joining medical examination of floating staff as per the laid down rules. Appropriate certification of permanently medically unfit cases/ temporary medically unfit cases of floating staff as per the rules laid down by the administration from time to time.
8. Attending to ship's sick personnel, their hospitalization, post hospitalization follow-ups until they are declared fit/unfit for their duties.
9. Certification of disability/severance cases and claims of seafarers as per the rules. Ascertaining and certification of the percentage of incapacitation/disability in case of permanently unfit seafarers.
10. Liaison with Vessels, Agents, Government bodies, Trade Unions, attending to Courts etc. in case of seafarers medical related matters/issues/disputes.
11. Providing Radio Medical Advice to Masters of the vessels in case of medical emergency on board. Monitoring the condition of sick personnel onboard on a continuous basis and advice Master regarding the landing of seafarer ashore for further medical treatment, if required.
12. Scrutiny and certification of all hospitals and diagnostic centers billing of floating staff. Certification of medical leave (sick leave) for floating staff. Certification of all medical related claims of floating staff including medical conveyance, repatriation, accommodation, etc.
13. Continuous tracking/monitoring of agents and SCI empanelled medical officers (retainers) at various ports regarding the medical cases/hospitalization of floating staff personnel and timely advice for effective and efficient medical management to seafarers.
14. Escort the seafarer in India/Abroad wherever medical escort is required by a qualified medical officer of SCI.
15. Conduct Interviews/Selection of floating staff in ranks of Medical Officers/Nurse/Pharmacist etc.
16. Selection of SCI empanelled medical officers for conducting the medical examination of seafarers/clinic/hospitals/diagnostic labs as per the advice of SCI Management.
17. As advised by Management, represent SCI at various forums including Maritime Administration (DG Shipping) for policy decisions regarding the amendment of medical rules from time to time.
18. To provide 24\*7 medical advice/guidance to fleet vessels as and when requested by



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19. Assist in Medicine chest certification for vessels, if required.

20. Any other job assigned by the Management.

#### **b) For Lady Medical officer (AMO) at Mumbai Head Office:**

The job responsibilities of Lady Medical Officer (AMO) at Mumbai Head Office will include but not restricted to the following:

- i. Medical examination and medical administration of shore employees.
- ii. Responsible for admission in hospital and certification of claims under medical rules of shore employees.
- iii. Approving sick-leaves on the basis of certificates submitted by shore employees as per service condition.
- iv. Checking and certification of all hospital claims including PRMS members.
- v. Any other matters which requires medical attention.

#### **6. Termination:**

Contract may be terminated from either side by giving one month's notice or payment 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 contract employee under SCI conduct of Rules.

#### **7. Miscellaneous:**

In case through verification or otherwise, it is found that any material information is concealed or suppressed or withheld or otherwise misrepresented, that would disqualify you to hold appointment / employment would accordingly be treated as cancelled at any time.

#### **D. 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 Assistant Medical Officers on contract (Advt No. HR 04/2024) **AND** send their updated resume via email on [shorerecruitment@sci.co.in](mailto:shorerecruitment@sci.co.in) with subject as "Application for Assistant Medical Officers on Contract (Advt. No. HR 04/2024)".





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Candidates are also required to attach the following documents in pdf format only:

- i. Mark sheets / Degree certificate of qualifying examination.
- ii. DG Shipping Approval.
- iii. Date of Birth proof like Aadhar card / Pan card / Voter ID Card / Birth Certificate etc.
- iv. Address Proof.
- v. Documents validating desired qualification and experience.
- vi. Updated Resume.

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 **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 "Assistant Medical Officers on Contract (Advt. No. HR 04/2024)".

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 SCI will not be responsible.

#### **Last date of application: 16<sup>th</sup> April 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.

Note: Applicants may apply for one or more than one Post / Location as per their eligibility criteria. However, the candidate will have to fill separate forms for each Post/ Location.

#### **E. Selection Process:**

Selection will be based on Personal Interview conducted physically and/or through Video-conferencing which will be scheduled tentatively in the fourth week of April 2024 as per availability of candidates and the Selection Panel at HO Mumbai. The schedule will be notified on the Corporation's website.

Informatively, the currently engaged candidates will also be eligible to apply subject to fulfilment of eligibility requirements and if selected, will be issued joining letter after completion of current contract / tenure.

The candidates will be shortlisted on the basis of eligibility criteria for Educational Qualification, Experience, DG approval, Age etc as mentioned above. In case of receipt of large number of applications, the Company reserves the right to shortlist the number of candidates for Interview out of eligible candidates in the ratio of 1:10 i.e. ten candidates will be interviewed for every single vacancy, based on higher post qualification experience.



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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.

**Date & Time of the Interview:** Will be notified on Corporations 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.

#### **F. GENERAL INFORMATION:**

- a. Indian Nationals only need to apply.
- b. 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.
- 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 fulfilment 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 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.**

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