

**Recruitment of Co Secretary on Contract basis**  
**(Advt. No. C14/ 2018)**

IRCON INTERNATIONAL LIMITED is a premier schedule “A” infrastructure Public Sector Enterprise under Ministry of Railways engaged in the construction of turnkey infrastructure projects in Railways, Highways, Buildings, Power sectors, etc. The company has recorded a turnover of more than Rs 3800 crores in the year 2017-18. The Company has successfully completed large value Railway and Highway Projects over the years in India and abroad including Malaysia, Bangladesh, Algeria, Iraq, Jordan, Saudi Arabia, Indonesia, Turkey, Nepal and Sri Lanka.

The company invites application for the recruitment to the posts of Company Secretary **on Contract basis for Ircon’s SPVs (Special Purpose Vehicles) as detailed below for 01 year at a fixed all-inclusive salary. The eligibility criteria and other details are tabulated below:**

Post	Fixed Pay	Qualification	Born not before*	Total Post Qualification Experience (In Years) (As on 01.12.2018)
<b>Company Secretary</b>  <b>Total Posts: 03 (UR)</b>  <b>One each for</b> <b>1. Ircon Davanagere Haveri Highway Ltd,</b> <b>2. Ircon Soma Tollway Private Ltd &amp;</b> <b>3. Ircon Vadodara Kim Expressway Ltd</b>  Post code: 13-002	Rs 37,000/- per month with increment of Rs. 3000/- after each completed year.	Associate Member of the Institute of Company Secretaries of India	01.12.1988	Post Qualification Experience of two years of Co. Secretarial work.  Experience preferably in Company Secretary (CS) branch/CS department of any reputed company/ Government company/ Listed Government company.

\* Age relaxations subject to fulfillment of the requisite criteria on qualification, experience etc. will be as per Government of India guidelines.

**Please Note:** The contract is for one year with initial posting at Corporate Office Delhi. In case the contract is extended further the candidate will be posted subsequently as per the requirement of respective SPV.

**Job requirements:** Good knowledge of Company law, Good communication skills, keenness in learning, readiness to meet work exigencies without hesitation and up to date on new developments.

**Medical Standards:** Candidates should be in sound health. No relaxation in health standards will be allowed.

**Selection Process:** Selection will be through Walk-in-Interviews.

**A** The above posts are specifically for Ircon’s SPVs as above and not for the regular establishment of Ircon. The appointment will be initially for a period of one year, extendable further as per the requirements of the company, if the services of the candidates are found to be satisfactory.

**B-1** Reimbursement for indoor treatment for self at the place of posting only would be permissible.

**B-2** Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted from the salary and a matching contribution will be made by IRCON. The accumulations will be paid at the time of cessation of contract.

**B-3** One leave for each calendar month of service which can be availed during the contract period. Leave can be carried forward and accumulated but no leave encashment for unavailed leave is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.

**B-4** One weekly off and other public holidays when the project /office remains closed would be available.

- B-5** TA/DA would also be admissible if deputed on outstation duty.
- B-6** No other perks or benefits would be admissible except the above.
- B-7** Working hours will be the same as for the project/Office.
- B-8** The ex- contractual employees of Ircon, whose services were terminated due to closure of projects, can also apply for this post if they fulfil the required qualifications and experience. A copy of the termination letter should be sent along with the application. This appointment will be subject to their satisfactory performance. The person so appointed for this project will have no claim for their absorption in regular establishment of the Company or for appointment in other projects of the company.

**C. How to apply:**

1. Application typed on A-4 size paper in the format given at the end of the advertisement should be addressed and sent to DGM/HRM, Ircon International Ltd. as per address given in table below accompanied with the self attested photocopies of the following documents:
  - a) Matriculation Certificate (for age proof)
  - b) Self attested copies of Certificate of Academic Degree/Diploma
  - c) Self attested copies of Certificate of Professional Degree including associate membership (ACS) of the Institute of Company Secretaries of India.
  - d) Self attested copies of Certificates of other professional qualifications, if any
  - e) Certificates in proof of experience, clearly indicating the length and line of experience as per eligibility conditions.
  - f) Community certificate (SC, ST, OBC etc.), if applicable. Please note that candidates belonging to OBC category have to submit the latest financial year OBC (non creamy layer) certificate in centre format to be produced by OBC applying for appointment to posts under Govt.of India
2. Applicants may send their application in advance or **Applicants who consider themselves as eligible should straightway report for the interview with application** as per the following schedule. **No interview call letters will be issued as this is a walk-in-interview**

<u>Posts</u>	<u>Address for sending advance application &amp; Venue for Walk-in -Interviews</u>	<u>Date &amp; Time for Walk-in- Interview</u>	<u>Last date for receipt of advance applications</u>
Company Secretary 03 (UR) Posts	Dy. General Manager/HRM Ircon International Limited C-4, District Centre Saket New Delhi-110017	15.01.2019 09:00 a.m to 04:00 p.m  Reporting Time: 9.30 AM	10.01.2019

3. All information submitted in the application will be verified with the original documents at the time of interview. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process.
4. Incomplete or vague applications or applications without documents as mentioned above at point (C-1) will be rejected summarily. Applications not in the prescribed format or without a photograph will also not be entertained. Also candidates not accompanied with original documents as per pt.(C-1) will not be allowed to appear for the Interview.
5. Applicants working in Govt./PSUs may note that they have to produce NOC at the time of interview and resign from their parent organization on their selection.
6. Only such applicants will be interviewed who are eligible as per the eligibility criteria. Applicants are, therefore, advised to check their eligibility thoroughly while applying so as to avoid disappointment at a later stage. **The applicants must bring the original certificates in proof of age, community, educational qualifications and experience while coming for the interview failing which the interview of the candidate will not be conducted.**
7. The envelope for application should be super scribed –**“Application for the post of Co Secretary on contract basis vide Advt. No. C14 /2018 ”**



Application Format for the post of Co Secy on contract basis vide **Advt. No. C14/ 2018**

- 1. Name in full (In Block letters) : \_\_\_\_\_
- 2. Father's Name : \_\_\_\_\_
- 3. Date of Birth ( DD-MM-YY ) : \_\_\_\_\_
- 4. Community (SC/ST/OBC/Gen) : \_\_\_\_\_
- 5. Religion : \_\_\_\_\_
- 6. Whether belong to Minority : \_\_\_ Yes / No \_\_\_\_\_
- 7. Last/Present Organization : \_\_\_\_\_

Affix  
Passport size  
Photograph

(Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
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- 8. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_
- Contact Phone No with STD Code: \_\_\_\_\_
- 9. E-Mail Address : \_\_\_\_\_

10. ACS Membership No. \_\_\_\_\_) Date \_\_\_\_\_

11. Qualifications (Academic & Professional):

Exam Passed	Year of Passing	Name of the Instt./ University	Marks obtained	Max. countable marks	%age of marks

11. Post Qualification Works Experience (**Post Membership**)

Post	Name & full address of Employer	P E R I O D			Nature of Experience.
		From	To	Total Duration (in Yrs. & Months)	

My total post qualification work experience is .....years and..... months as on 01.12.2018

**Verification**

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

Signature of the Candidate