



## **IRCON PB TOLLWAY LIMITED ('IrconPBTL')**

A Wholly-owned Subsidiary of Ircon International Limited  
A Government of India Undertaking  
Regd. Office: C-4, District Centre, Saket, New Delhi-110 017 (India)  
Tel.: +91-11-29565666, Fax: +91-11-26854000, 26522000  
(CIN – U45400DL2014GOI272220)



### **Recruitment on Contract Basis**

**Advt. No. – IrconPBTL C02/2019**

IrconPBTL, is a wholly-owned subsidiary of **IRCON INTERNATIONAL LIMITED (Ircon)** incorporated for execution of Bikaner-Phalodi Highway Project of “Widening & Strengthening of the existing Bikaner & Phalodi Section to Four lane from km 4.200 to km 55.250 and Two Lane with paved shoulder from Km 55.250 to Km 163.500 of NH-15 on Build, Operate, and Transfer (BOT) (Toll) basis in the State of Rajasthan.” Bikaner-Phalodi Highway Project has now entered into Operation & Maintenance Phase and has started its Commercial Tolling Operations.

The Company hereby invites applications for the recruitment to the posts of Company Secretary **on Contract basis 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 01.10.2019)
<b>Company Secretary</b> <b>Total Posts:</b> <b>01 (UR)</b>	Rs 37,000/-per month with annual increment of Rs. 3000/-.	Associate Member of the Institute of Company Secretaries of India	01.10.1988	Post Qualification Experience of two years of Co. Secretarial work and having good drafting abilities.  Experience preferably in Company Secretary (CS) branch/CS department of any reputed company/ Government company/ Listed Government company.

\* **Age relaxations as per Govt. of India guidelines subject to fulfillment of the requisite qualification, & experience criteria etc.**

**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 the Company.

**Job requirements:** Good knowledge of Company law and having good drafting abilities, 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.

**Place of Posting:** Company's Corporate Office at C-4, District Centre, Saket, New Delhi.

**Selection Process:** Walk in Interview, Scheduled on **11.11.2019**.

**A.** The above posts are specifically on **Contract basis** and not for the regular establishment of the Company. 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 satisfactory.

**B.** There are no allowances over and above the fixed pay, except as mentioned below: -

**B-1** Reimbursement for indoor treatment for self at the place of posting would be permissible, equivalent to the entitlement in Ircon.

**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 IrconPBTL. The accumulations will be paid at the time of cessation of contract.

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

**B-4** Weekly off and other public holidays when the office remains closed would be available.

**B-5** TA/DA would also be admissible if deputed on outstation duty.

**B-6** Working hours will be the same as for the Holding Company – Ircon International Limited.

**B-7** No other perks or benefits would be admissible except as mentioned above.

**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 Chief Executive Officer, Ircon PB Tollway Ltd. as per address given in table below accompanied with the self attested photocopies of the following documents:

- Matriculation Certificate (for age proof);
- Self attested copies of Certificate and Marksheets of Academic Degree/Diploma;
- Self attested copies of Certificate of Professional Degree including associate membership (ACS) of the Institute of Company Secretaries of India
- Certificates in proof of professional experience, as applicable, clearly indicating the length and line of experience as per eligibility conditions/criteria;
- Certificates of other professional qualifications, if any;
- Duly Self-signed Curriculum Vitae, if any.

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**

Posts	Address for sending advance application & Venue for Walk-in - Interviews	Date & Time for Walk-in- Interview	Last date for receipt of advance applications
Company Secretary 01 (UR) Posts	Chief Executive Officer Ircon PB Tollway Limited C-4, District Centre Saket New Delhi-110017	11.11.2019 09:00 a.m to 04:00 p.m  Reporting Time: 9.30 AM	05.11.2019

3. Candidates must bring the **original and complete set of self-attested photocopies** of all the above mentioned Mark Sheets and Certificates at the time of **Walk-in-Interview**, failing which they will not be allowed to appear for the interview.

4. The envelope containing the hard copy of the application should be clearly super scribed **“Application for the post of Company Secretary on Contract Basis Advt. No – IrconPBTL C02/2019”**.

5. The candidates are advised to check any notice for interview amendment in this regard at [www.ircon.org](http://www.ircon.org) only, as there would not be separate communication in this regard with the candidates.

6. Incomplete or Vague Applications not accompanied with documents as mentioned above point at C-1 will be rejected summarily.

7. **Contact Person:** Mr. Bhushan Makkad, Financial Supervisor, Ircon PB Tollway Limited, Tel: 011-26545770, E-mail id: busi.info.irconpbtl@gmail.com.

Application Format for the post of Company Secretary on Contract Basis vide **Advt. No – IrconPBT C02/2019**

1. Name in full (in Block Letters) : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date of Birth (DD-MM-YY) : 

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4. Community (SC/ST/OBC/GEN) : \_\_\_\_\_
5. Religion : \_\_\_\_\_
6. Whether belong to Minority : \_\_\_\_\_ Yes / No \_\_\_\_\_
7. Last/Present Organization : \_\_\_\_\_

Affix Recent Passport  
Size Photograph &  
Sign Across

(Please tick)	Govt. (Central/State)	PSU	Auto. Bodies	Others
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8. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Contact No. with STD Code: \_\_\_\_\_
9. Email address: \_\_\_\_\_
10. ACS Membership No. \_\_\_\_\_ Date \_\_\_\_\_

## 11. Qualification details (Academic &amp; Professional):

Exam Passed	Year of Passing	Name of University / Institute	Marks Obtained	Max. countable marks	%age of marks

## 12. Post Qualification Works Experience (Post Membership):

Post	Name and Full address of Employer	PERIOD			Nature of Experience
		From	To	Total Duration (in Years & Months)	

13. Total Work Experience is \_\_\_\_\_ years \_\_\_\_\_ months as on 01.10.2019.

## 14. Check list

(Copies of following documents attached)

- a. Class X Certificate as proof for date of birth: Yes / No
- b. Pass Certificates and Marks Sheet : Yes / No
- c. Experience Certificates : Yes / No

**Declaration**

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