IRCON SHIVPURI GUNA TOLLWAY LIMITED
(A Wholly owned subsidiary of Ircon International Limited)
Regd. Office:C-4, District Centre, Saket, New-Delhi-110 017 (India)
Tel : +91-11-29565666 Fax : +91-11-26522000
CIN- U45400DL2015GOI280017
Web: www.ircon.org

Recruitment of Company Secretary on Contract Basis
Advt. No. ISGTL-C01/2015

Ircon Shivpuri Guna Tollway Limited, a wholly owned subsidiary of Ircon International Limited (a Govt. of India Undertaking) incorporated under Companies Act 2014 on 12th May 2015, has been awarded with the work of 'Four Laning of Shivpuri – Guna Section of NH-3 from km 236.000 to km 332.100 (Stage – 1) in the state of Madhya Pradesh on DBFOT basis by National Highway Authority of India (NHAI). The company is undertaking construction of toll road for estimated value of Rs. 872. crore. The construction works may complete in 2 ½ years followed by operation of the road including toll collection for next 20 years.

The Company invites applications for the post of **Company Secretary on contract basis (for one year) at a fixed all inclusive salary for which eligibility criteria is tabulated below :**

SN	Post & Fixed Salary	Born not before *	Qualification (As on 30.11.2015)	Post qualification experience as on 30.11.2015
1	**Company Secretary** **Total Post - 01 (UR)** **Fixed Salary**- Rs. 24,500 /-pm **Post Code**: 8-001	**30.11.1985**	Associate Member of the Institute of Company Secretaries of India.	Preferably two years of Co. Secretarial work experience as an employee 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 qualifications, experience criteria etc.**

Job requirements: Good knowledge of Company law, good communication, 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.

A The above posts are specifically for IrconSGTL and not for the regular establishment . The appointment will be initially for One year, extendable further as per requirement of the Company if the services of the candidates are found to be satisfactory. The contract appointment will not confer any right to claim absorption in regular establishment of the Company.

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 IrconSGTL. 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 One 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 office.

B-7 No other perks or benefits would be admissible except the above.

C **Selection Process:** Written Exam and/or Interview.

D: **GENERAL INSTRUCTIONS** :-

1. Candidates have to apply through Ircon International Ltd. website www.ircon.org and the hard copy of the applications are also to be sent to Ircon International Ltd as per the details mentioned in the points below.

2.Applicants working in Govt./PSUs may note that this is a short duration contract post and even for these posts they have to produce NOC at the time of interview and resign from their parent organization on their selection.

3. All information submitted in the application will be verified with 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. **Applicants have to mandatorily mention their ACS membership number alongwith the membership date. Application is liable to be rejected if it is not system generated or is unsigned or is without ACS membership number & date or is without a photograph or received in Ircon International Ltd. after the closing date**. Ircon International Ltd. will not be responsible for loss of application in transit or postal delay. Ircon International Ltd. on discretion reserves the right to reject any application or cancel the candidature without assigning any reason thereof.

5.Candidates belonging to UR/OBC category (non creamy layer) are required to submit a Demand Draft of Rs 300/- (non-refundable) as registration amount and examination fee. No application fee is applicable to candidates belonging to SC/ST/Ex-Servicemen category.
Fee should be paid by Demand Draft only with a validity period of atleast 3 months drawn in favour of Ircon International Limited , payable at New Delhi.

6. Candidates belonging to OBC category (non creamy layer) will have to submit a latest financial year caste certificate in the centre format applicable for applying for the posts under Govt. of India (in the format annexed at the end of this advertisement) alongwith the Demand Draft and the same should be submitted while sending the hard copy of the online generated application to this office.

E : INSTRUCTIONS FOR APPLYING ONLINE :-

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement. **The application will be submitted once and hence candidates should keep their documents ready before filling the online application form.**

2.Candidates should get their Demand Draft ready before applying online as the details of demand Draft are to be provided in the application format.

3. Eligible candidates **have to apply through online mode through Ircon Internation Ltd. website only**. Candidates may visit the **'Vacancy' section (& further 'Contract Employment' section)** of Ircon International Ltd. corporate website www.ircon.org. It is advisable that the candidates have a valid e-mail id while applying for the job through online mode in order to facilitate faster communication.

The **last date for applying online at Ircon's website is 24.01.2016 i.e. 15 days from the date of opening of online application platform (i.e.10.01.2016)**

4. On submitting the application online, a unique Registration ID for each candidate will be generated. Candidates may take a printout of the submitted application , paste a recent (self-attested) passport size photo in the space indicated , put his/her signatures in the space provided and send the same to **Joint General Manager/ HRM, Ircon International Limited**, **C-4, District Centre, Saket, New Delhi – 110 017** accompanied with the copy of following self attested documents, so as to reach Ircon office latest by **31.01.2016.**

a) Matriculation Certificate (for age proof);
b) Self Attested copy of Certificate of Professional Degree including membership (ACS) of the Institute of Company Secretaries of India
c) Certificates of other professional qualifications, if any;
d) Certificates in proof of experience, if any ,as applicable, clearly projecting the requisite experience indicating the length and line of experience as per eligibility conditions/criteria;
e) Certificate in support of claim of belonging to Schedule Caste, Schedule Tribe and Other Backward Classes, Ex-serviceman, wherever applicable.

Please note that the candidates belonging to OBC category have to submit the latest financial year OBC certificate in centre format applicable for appointment for posts under Govt. of India (in the format annexed at the end of this advertisement).

f) No Objection Certificate(NOC) from present employer if working with Govt./PSU's/Autonomous Bodies &
g) Complete set of self attested photocopies of all the above mentioned certificates.
h) DD of RS. 300/- , in original for candidates belonging to UR and OBC category **(Candidate must mention his application number, name and post applied for on the back side of DD).** (No application fee in case of candidates belonging to SC/ST/Ex-Servicemen category)

Please note, hard copy of only system generated applications will be considered. No manual application will be entertained.

Also, the printing option will be available to the candidate till the last date for receipt of the hard copy of the system generated application i.e. 31.01.2016

5. In the online application format, there is a column for "Details of ERP/Computer Proficiency". In this particular column, candidates have to provide the details regarding their knowledge/proficiency in Computers or in ERP with details of any diploma/certifications in the same. Necessary documents regarding the same, if any, may also be attached with the hard copy of the online application to be sent to this office.

6. The envelope containing hard copy of the system generated application should be clearly super scribed "**Application for the post of "Company Secretary on contract basis - Advt. No. ISGTL-C01/2015"**.

7. Ircon International Ltd's online application system at its website **www.ircon.org** will remain functional **from 00.00 hrs of 10.01.2016 to 24.00 hrs of 24.01.2016.** However, candidates should complete the application at the earliest in order to avoid site congestion.

8. Before submitting the filled in application candidates should ensure that all the entries are properly filled and are correct.

F-: IMPORTANT DATES :-

PARTICULARS	DATES
Date of publication of advt. in Employment News	**09.01.2016**
Start time & date for applying online on Ircon International Ltd's website	**00.00 hrs of 10.01.2016**
Time & last date for applying online on Ircon International Ltd's website (15 days from opening of online application format)	**24.00 hrs of 24.01.2016**
Last date for printing the online submitted application	**31.01.2016**
Last date for receipt of the hard copy of the system generated application at Ircon International Ltd's office	**31.01.2016**

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FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMET OF INDIA

This is to certify that Shri/Smt./Kumari_____son/daughter of _____ of village/town _____ in District/Division_____in the State/Union Territory _____belongs to the _____community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No.____ _____dated_____*. Shri/Smt./Kumari_____and/or his/her family ordinarily reside(s) in the___District/Division of the _____State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 — Estt.(SCT) dated 8.9.l993**.

District Magistrate Deputy Commissioner etc.

Dated:

Seal

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*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.