



**IRCON INTERNATIONAL LIMITED**  
(A Public Sector Undertaking under the Ministry of Railways)  
Regd. Office: C-4, District Centre, Saket, New Delhi-110 017 (Indi  
Tel.: +91-11-29565666, Fax: +91-11-26854000,26522000  
(CIN – U45203DL1976GOI008171)



Web: [www.ircon.org](http://www.ircon.org)

### **Revised Advt. No – C 13/2017**

IRCON INTERNATIONAL LIMITED is a premier Schedule “A” infrastructure government company under the Ministry of Railways engaged in the construction of turnkey infrastructure projects in Railways, Highways, Buildings, Power sector, etc. The Company has recorded a turnover of more than 3000 crores in the year 2014-15. 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, etc., and recently in Sri Lanka.

The Company invites applications for the post of Supervisor- Company Affairs and Company Secretary on contract basis for **IRCON and for its subsidiary -IRCON DHHL respectively for 01 year (further extendable as per requirement & if the services of the candidate are found satisfactory) at a fixed all inclusive salary for which eligibility criteria is tabulated below:**

Posts	Essential Qualifications (Full time only)	Age ( as on 30.06.2017 )	Post Qualification Experience ( as on 30.06.2017 )
<b>Company Secretary for IRCON DHHL</b>  <b>No of Posts – 01(UR)</b> Fixed Salary: Rs. 35,000	Associate Member of the Institute of Company Secretaries of India.	Not more than 30 years ie. Not born before – 30.06.1987	Two years of Co. Secretarial work experience Preferably in Company Secretary Department of any Listed Government Company / reputed Listed Company / Government Company.
<b>Supervisor – Company Affairs for Ircon</b>  <b>No of Posts –01 Post</b> Fixed Salary: Rs. 35,000	Associate Member of the Institute of Company Secretaries of India.	Not more than 30 years ie. Not born before – 30.06.1987	Two years of Co. Secretarial work experience Preferably in Company Secretary Department of any Listed Government Company / reputed Listed Company / Government Company.

**\*Age relaxations as per Govt. of India guidelines subject to fulfillment of the requisite qualification, pay & 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. Please note In case the contract is extended further the candidate will be posted subsequently as per the requirement of the company / respective subsidiary

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

#### **Selection Process: Walk IN Interview**

**A** The above posts are specifically for IrconDHHL/ Ircon Project & Offices and not for the regular establishment of Ircon. 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. However, the appointment is co-terminus with the project and will not confer any right to claim absorption in regular establishment of the company or for appointment in other projects 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 Ircon. 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 holiday when the project 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 project/ Office .

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

**B-8** The ex-employees of Ircon, whose services were terminated due to closure of projects, can also apply for these posts 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 and shall be co-terminus with the project. The persons 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:**

- I. Application typed on A-4 size paper in the format given at the end of the advertisement should be addressed and sent to GM/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 copy of Certificate of professional/academic Degree/Diploma. **Also, necessary documents specifying the equivalence or CGPA conversion documents, wherever applicable.**
    - **In case where conversion into percentage is not provided by university/institutes:** "if university/institute do not have the provision for conversion of CGPA/OGPA/CPI/DGPA or letter grade into percentage than minimum 6 on 10 point scale will be considered as 60%. On any scale different from 10 point scale the score will be prorated accordingly.
    - **In case where conversion into percentage is provided by university/institutes:** Wherever CGPA/OGPA/CPI/DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by concerned university/institute. A certificate to this effect may be obtained by the candidate from the university/institute, which shall be required to be submitted along with application.
  - c) Self-Attested copy of Certificate of Professional Degree including membership (ACS) of the Institute of Company Secretaries of India and 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) Duly Self Signed Curriculum Vitae
  - f) **If the candidate belongs to OBC**, a caste certificate issued in the current financial year only by a competent authority as applicable for appointment to the services in Govt. of India. Please note, that an OBC certificate issued in the current financial year only can be accepted as a current proof of your not belonging to "creamy layer" in the OBC.
- II. Applicants may send their application in advance or Applicants who consider themselves as eligible should straightway report for the interview as per the following schedule. No interview call letters will be issued as this is a walk-in-interview

SN	Post	Address for sending Advance applications & walk in Interview	Last Date for receipt of Advance Applications at this office	Date and time for walk in interview
1	<b>Company Secretary for IRCON DHHL</b> No of Posts – 01(UR) Post Code: 11-002	GM/HRM Ircon International Ltd., C-4, District Centre, Saket New Delhi- 110 017	20.07.2017	21.07.2017 from 10:00 AM to 4:00 PM  Reporting Time for the candidates :9:30 AM
2	<b>Supervisor – Company Affairs for IRCON</b> No of Posts –01 Post Post Code: 11-003			

III. The number of posts indicated above may vary based on further assessment of requirement.

IV. 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

- V. 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 educational qualifications, Professional certificates and experience while coming for the interview failing which the interview of the candidate will not be conducted.
- VI. Incomplete or vague applications or applications not accompanied with 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.
- VII. The envelope for application should be super scribed –“Application for the post of Supervisor – Company affairs for Ircon / Company Secretary for IRCON DHHL Advt. No.C13 / 2017”

**IRCON INTERNATIONAL LIMITED****Application Format for the post of \_\_\_\_\_ – Advt. No. C13 /2017**

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 a  
Passport size  
Photograph

(Please tick)

Govt. (Central/State)

PSU

Auto. Bodies

Others

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

12. Post Qualification Works Experience: **(POST MEMBERSHIP)**

Post	Name & full address of Employer	PERIOD			Nature of Experience.
		From	To	Total Duration (in Yrs. & Months)	

\_\_\_\_\_  
Signature of the Candidate

**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**

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

This is to certify that Shri/Smt./Kumari son/daughter of village/town in District/Division in the state/Union Territory belongs to the \_\_\_\_\_ community which is recognized 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 8.9.1993\*\*.

District Magistrate Deputy Commissioner etc.

Dated:

Seal

\*- 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.