



Corrigendum to Advt. No - 18/2017
Recruitment of Company Secretary

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 3200 crores in the year 2016-17. 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 **01 regular post of Co. Secretary for which revised eligibility criteria and other details are tabulated below:**

Post & Scale of Pay	Essential Qualification (as on 01.09.2017)	Maximum age (as on 01.09.2017*)	Post qualification Experience criteria (as on 01.09.2017)
Co. Secretary Scale of Pay - For AGM- E7 Rs. 43200-66000/- + allowances + PRP (IDA) For JGM- E6 Rs. 36600-62000/- + allowances + PRP (IDA) Total Posts: 01 UR	Fellow/Associate Member of Institute of Company Secretaries of India (ICSI) Additional Qualification of LLB from a reputed University will be preferred.	50 years	<p>(1) <u>If working in PSU/Central/State Govt. Organization :</u></p> <p><u>For AGM -E7</u> Total Experience- 18 years Presently working in scale of Rs. 43200-66000 (IDA) / Rs. 37400-67000 + GP 8900 (CDA) or 03 years in scale of Rs. 36600-62000/- (IDA) / Rs. 37400-67000 + GP 8700 (CDA)</p> <p><u>For JGM-E6</u> Total Experience- 16 years Presently working in scale of Rs. 36600-62000 (IDA) /Rs. 37400-67000 + GP 8700 (CDA) or 03 years in scale of Rs. 32900-58000 (IDA) /Rs. 15600-39100 + GP 7600 (CDA)</p> <p>(2) <u>If working in Private organization:</u></p> <p><u>For AGM -E7</u> Total Experience - 20 years</p> <p><u>For JGM-E6</u> Total Experience- 18 years</p> <p><u>Job Requirements (AGM/JGM):</u> Excellent knowledge of Company Law and its application including Secretarial Standards, good grasp of applicable laws to a Company so as to report to BoD periodically, very good communication capability especially in drafting with power to grasp and express the content succinctly, up-to-date on new developments in the areas of work of a CS. Qualities expected are keenness in learning, readiness to meet work exigencies without hesitation, commitment to work, professionalism in approach, with capability to handle all the work independently expected of a Co. Secretary.</p>

*Age relaxation (including PWD candidates) subject to fulfillment of the requisite criteria on qualification, pay scale, experience etc. will be as per Govt. of India guidelines.

The remaining terms and conditions of the earlier advt no. 18/2017 remain unchanged, already available on our website www.ircon.org. The extended last date of receipt of applications at Ircon office is **13.10.2017**. Eligible candidates as per the revised criteria who have already submitted their application need not send their application again.