

**Interview schedule for the post of Co. Secy on Regular Basis (Advt. No. 18/2017)**

In view of the applications received for the posts of Co. Secy advertised vide advt. no. 18/2017 (and corrigendum to Advt. no. 18/2017), interviews have been scheduled for the following Provisionally Eligible/ Eligible candidates as shortlisted subject to their fulfilling the eligibility criteria on verification of their documents:

Eligible/ Provisionally Eligible

S No.	Control No.	Name of candidate	DOB	Category (UR/SC/ST/OBC)	Final eligibility	Remarks	Date and Time of Interview
1	3	BIPIN CHANDRA GUPTA	08-07-73	UR	Eligible	-	31.10.2017 AT 9 AM
2	5	RITU ARORA	19-06-76	UR	Eligible	-	
3	2	KAILASH K. DAGAR	25-10-69	SC	Provisionally Eligible	subject to submission of ACS Membership certificate	
4	4	INAITULA BAIG	28-04-68	UR	Provisionally Eligible	subject to submission of ACS membership certificate	
5	7	SUDHIR ANAND	26-01-68	UR	Provisionally Eligible	subject to submission of document related to length of experience	
6	8	AVINASH CHANDRA UPADHYAY	25-07-68	UR	Provisionally Eligible	subject to submission of ACS membership certificate	
7	12	DEEPAK C. SANKUNNI	15-02-75	UR	Provisionally Eligible	Subject to document related to equivalent pay scale	

INELIGIBLE

S No.	Contr ol No.	Name of candidate	DOB	Category (UR/SC/ST/OBC)	Final eligibility	Remarks
1	1	ANIRBAN SEN	08-02-71	UR	Ineligible	Low pay scale and insufficient length of exp.
2	6	RAVI VENKATESAN	25-04-65	UR	Ineligible	Not fulfilling age criteria

3	9	MOHUA DATTA GUPTA	31-03-71	UR	Ineligible	low Payscale and insufficient length of experience
4	10	SUBASH B. K.	02-12-75	UR	Ineligible	Insufficient length of experience
5	11	MERLENE ANNE JOSEPH	08-06-70	UR	Ineligible	Insufficient length of experience
6	13	MEENU PANDEY	16-11-71	UR	Ineligible	Insufficient length of experience
7	14	YOGESH KUMAR GARG	04-02-67	UR	Ineligible	Not fulfilling age criteria
8	15	RAKHI DUA	11-05-78	UR	Ineligible	Insufficient length of experience and experience in different domain i.e. Finance
9	16	JAGDISH CHAND DWIVEDI	04-11-70	UR	Ineligible	Insufficient length of experience
10	17	KANWALJIT SINGH	10-03-88	OBC	Ineligible	Insufficient length of experience
11	18	SHYNI CHATTERJEE	24-02-87	UR	Ineligible	Insufficient length of experience
12	19	RAVI SHANKER VERMA	14-01-65	OBC	Ineligible	Not meeting age criteria and DD not submitted
13	20	PRIYA CHAHAR	12-10-90	UR	Ineligible	Insufficient experience and DD not submitted
14	21	ANURAG SRIVASTAVA	01-02-79	UR	Ineligible	Insufficient experience
15	22	AMIT JAIN	28/9/1969	UR	Ineligible	DD not submitted

A. Directions for Eligible /Provisionally Candidates :

All Eligible/ Provisionally Eligible candidates are requested to bring their original testimonials, along with a photocopy, for document verification as per the schedule above. at Ircon Corporate Office, C-4, District Centre, Saket, New Delhi-110017:

- (i) Matriculation Certificate (for age proof);
- (ii) Self-Attested copy of Certificate of professional/academic Degree/diploma. Also, **necessary documents specifying the equivalence or CGPA conversion documents, wherever applicable.**
- (iii) Certificates of other professional qualifications, if any;

- (iv) **Certificates in proof of experience**, if any, as applicable, **clearly projecting the requisite experience indicating the length and nature of experience and work done, as per eligibility conditions/criteria**;
- (v) Certificate in support of claim of belonging to Schedule Caste, Schedule Tribe and Other Backward Classes, Ex-serviceman, where applicable.
- (vi) **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.
- (vii) One Photo-identity-card like Driving-license, Passport or any other valid document with you for identification &
- (viii) Candidates serving in Central/State Government/ Public Sector Undertaking including Public Sector Banks/Autonomous Bodies etc. Including Departmental candidates are required to produce a “No Objection Certificate” from their employer at the time of interview in original failing which, he/she will not be allowed to appear in the interview. However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of interview that they will not claim any service transfer benefits / protection of pay in case of their selection. Such candidate/candidates will be selected on Minimum of the pay scale.
- (ix) Complete set of self-attested photocopies of all the above mentioned certificates.
- (x) **Latest passport sized photograph.**
- (xi) Attested copy of certificate of professional degree including LLB and of membership (ACS/FCS) of the Institute of Company Secretaries of India;
- (xii) **Provisionally Eligible candidates are required to bring all the above mentioned documents along with the documents as indicated against their names in the Remarks column**

General Instructions:

- (i) The candidates are once again advised to check their eligibility thoroughly before appearing for the interview to avoid disappointment at later stage. If any discrepancies are found at any stage of the recruitment process, the candidature of the candidate will be immediately cancelled.
- (ii) Only SC/ST candidates will be reimbursed to-and-fro 3rd AC class Rail/Bus fare from the nearest Railway Station from your address (as given in application filled up by you) up to the railway station of city of interview on production of inward journey ticket.
- (iii) IRCON shall be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the respective post. The decision of IRCON in all matters regarding eligibility of the candidates at all stages of selection and any other matter relating to recruitment shall be final. No correspondence or enquiries shall be entertained by IRCON, in this behalf.
- (iv) Your candidature for interview is “purely provisional” subject to subsequent verification of original documents and also fulfilling the eligibility conditions as advertised.
- (v) **Also, the instructions as placed above and the detailed instructions in the call letter may be read carefully before coming for the interview.**

No further correspondence will be entertained from ineligible candidates.

Call letters have been mailed to all the eligible/ provisionally eligible candidates. In case, any candidate has not received the call letter, please mail us at recruitment@ircon.org.
