



CIN-L45203DL1976GOI008171

Web: www.ircon.org

Date: 29-09-2022

Recruitment of Company Secretary on Contract Basis
(Advt. No. C-12/2022)

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 7181 crores in the year 2021-2022. 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 recruitment to the below mentioned post **on Contract basis for IRCON's SPV (formed as wholly owned subsidiaries/joint ventures) at a fixed all-inclusive salary, as per the eligibility criteria and other details as tabulated below:**

Sl. No	Designation and Fixed Pay	Vacancy	Minimum Qualification	Maximum Age As on 01.10.2022	Post Qualification Experience (in years) as on 01.10.2022
1	Company Secretary Fixed Consolidated Pay: Rs 48,000.00 per month	01 (UR-01)	Associate Member of the Institute of Company Secretaries of India	30 Years	Post Qualification Experience of 02 Years of Co. Secretarial work. Experience preferably in Company Secretary (CS) branch/CS department of any reputed company/ Government company/ Listed Government company. *Teaching/Articleship Training/Consultancy/ Freelancing experience shall not be treated as relevant experience.

In addition to above emoluments, the candidates would also be provided annual increment @ Rs 2000.00 on consolidated pay after each completed year of service.

***Age Relaxations** as per Government of India’s guidelines subject to fulfillment of the requisite qualification & experience.

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

A. GENERAL CONDITIONS:

1. Through **walk-in interviews** as per schedule given at para-B-5 below.
2. Job requirements: Good knowledge of Company law, Good communication skills, keenness in learning, readiness to meet work exigencies without hesitation and up to date on new developments.
3. There are no allowances over and above the fixed pay.

4. The above posts are specifically for Ircon's SPVs as above and not for the regular establishment of Ircon. 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 to be satisfactory.
5. For Medical Coverage, the Medical Health Insurance Policy of Rs Three Lakhs for self with the ceiling of premium of Rs 4000/- per annum shall be taken by the Contract Employees themselves covering Covid-19 and other diseases. The premium amount shall be reimbursed to the contract employees subject to submission of copy of health insurance policy and original receipt of premium paid.
6. 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.
7. 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 unavailed leave is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.
8. Weekly off and other public holidays when the office remains closed would be available.
9. Working hours/days and off will be the same as for the Office.
10. TA/DA would also be admissible if deputed on outstation duty.
11. No other perks or benefits would be admissible except the above.
12. 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.
13. The ex-contract 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. Appointment against this advertisement shall be treated as fresh appointment without any linkage to previous employment in IRCON.
14. The no. of posts indicated above may vary based on further assessment of requirement. The company reserves the right to increase, decrease, cancel, restrict & modify the requirement at any point of time without assigning any reason thereof.

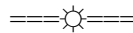
B. INSTRUCTIONS FOR APPLYING: -

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.
2. Applicants who consider themselves as eligible should register themselves as per the schedule mentioned below and bring along **with them one set photocopy along with Originals** as mentioned below
 - i. Application typed on A-4 size paper in the format attached herein
 - ii. Experience Certificate in chronological order. In case of Present Employment, offer letter alone will not be considered as proof of experience, the candidate should also submit **last Two Months' salary slip** of present employer for proof of experience.
 - iii. Date of Birth/ class X passing certificate as proof of DOB.
 - iv. Caste certificate/EWS Certificate/Age relaxation. Certificate issued should be in prescribed format as per Government of India's guidelines.
 - v. Qualification Degree including Associate Membership (CS) of the Institute of Company Secretaries of India.
3. 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** in proper format will be accepted. 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.

4. Candidates should mention percentage in the fields where percentage is required without rounding off. Percentage obtained in Minimum Qualification as mentioned in consolidated mark sheet issued by University/Institution after considering marks of all semesters/years will be considered. However, in case consolidated mark sheet is not being issued by University/Institute, final percentage will be calculated by taking average of all semesters/years.
5. The schedule of Interview is as mentioned below:

Post	Time and Date for Walk-In interview	Address for Walk-In Interviews
Company Secretary	10th October 2022 from 10:00 AM onwards	Ircon International Ltd. C-4 District Centre Saket, New Delhi-110017

6. 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 age, community, educational qualifications and experience while coming for the interview failing which the interview of the candidate will not be held.**
7. **Please note that the Registration shall start at 09:30 am at the location mentioned above. The candidate may register themselves upto 1:00 pm only.**
8. **No request for change of date, time and location for any post would be entertained.**
9. Any communication/corrigendum/notification related to any post of this advertisement will be uploaded on IRCON's website only.
10. In case of Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org or call us on landline no. 011-26545590.



Application Format for the post of Company Secretary **on contract basis**
Advt. No. C-12/ 2022

1. Name in full (In Block letters) : _____
2. Father's Name : _____
3. Date of Birth (DD-MM-YYYY) : _____
4. Community (SC/ST/OBC/EWS/Gen) : _____
5. Religion : _____
6. Whether belong to Minority : ___Yes / No_____
7. Last/Present Organization : _____

Affix
Passport size
Photograph

(Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
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8.

Correspondence Address	Permanent Address
_____	_____
_____	_____
_____	_____
State _____ Pin _____	State _____ Pin _____

9. Contact Number with STD Code : _____
10. E-Mail Address : _____
11. ACS Membership No : _____
12. Qualifications (Academic & Professional):

Exam Passed	Year of Passing	Name of the Inst./ University	Marks obtained	Max. marks	%age of marks

12. Work Experience as on 01-10-2022

*Please give the detailed experience in attached sheet (Annexure-I). Attach copy of **Experience Certificate(s)** or acceptable **proof of joining & relieving** in support of experience.*

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.

Details of Work Experience as on 01-10-2022

Post held with scale of pay or gross emoluments	Name of the Employer (Give the name of Organisation/ company)	P E R I O D			Name of the project(s) on which worked and nature of Experience
		From Date DD/MM/ YYYY	To Date DD/MM/ YYYY	Total Duration (in Yrs. & Months)	

Total Experience = ___ Years ___ Months _____ Days

Signature of the Candidate