



**IRCON VADODARA KIM EXPRESSWAY LIMITED**  
(A Wholly Owned Subsidiary of Ircon International Limited)  
CIN: U74999DL2018GOI334028

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Date: 08.12.2021

**Interview schedule for the post of Company Secretary on contract basis vide Advt. No. IrconVKEL/C01/2021**

In response to the applications received for the contract post of Company Secretary/IrconVKEL, advertised vide Advertisement No.IrconVKEL/C01/2021, interview has been scheduled for **Company Secretary on 20.12.2021 & 23.12.2021 from 10.30 AM onwards** at the registered office of the company situated at C-4, District Centre, Saket, New Delhi-110017 of the following Provisionally Eligible candidates as shortlisted subject to their fulfilling the eligibility criteria as per advertisement:

S.No.	Name of the Applicant	DOB (dd-mm-yy)	Date of Interview	Remarks
1	Ronika Bharara	11-03-1992	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
2	Kailash Tyagi	03-02-1992	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
3	Neha Aggarwal	09-05-1991	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
4	Disha Gullaiya	28-01-1993	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
5	Pradeep Kumar	08-03-1990	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
6	Himani Dhawan	05-09-1991	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
7	Ashish Kumar Sonwani	20-08-1993	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
8	Surabhi Saxena	18-12-1986	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
9	Sanju Sahni Alias Sanju Patel	08-05-1988	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.

S.No.	Name of the Applicant	DOB (dd-mm-yy)	Date of Interview	Remarks
10	Munmun Ghosh	05-11-1987	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
11	Isha Goel	13-05-1994	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
12	Jaya Jain	03-06-1991	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
13	Muazzam Hasan	12-09-1992	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
14	Astha Chaturvedi	11-09-1988	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
15	Sneh Chauhan	08-11-1989	20.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
16	Anuradha Joshi	14-06-1994	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
17	Barkha Agarwal	21-10-1990	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
18	Supriya Moni	01-01-1988	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
19	Radha Sharma	14-10-1992	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
20	Amrita Sharma	19-08-1995	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
21	Ayushi Vijay	08-01-1996	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
22	Heena Banga Sharma	23-06-1992	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
23	Arpita Basu Roy	03-10-1987	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
24	Sweta Bharti	01-02-1993	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
25	Meenakshi Mittal	20-01-1995	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.

S.No.	Name of the Applicant	DOB (dd-mm-yy)	Date of Interview	Remarks
26	Varun Jain	20-04-1988	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
27	Urvashi Dhakad	21-06-1991	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
28	Vishal Srivastava	14-01-1994	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
29	Archana Das	22-01-1991	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
30	Shruti Tiwari	10-03-1991	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
31	Deepika Sharma	28-09-1990	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.
32	Gurpreet Kaur	25-11-1985	23.12.2021	Provisionally Eligible subject to verification of documents & fulfilling eligibility criteria as per advt.

Shortlisted candidates for the posts of Company Secretary/IrconVKEL as per table above are directed to reach the venue for Interview atleast 30 min before the allotted time with following documents in original:

- (a) 10<sup>th</sup> & 12<sup>th</sup> Marksheet/passing certificate (for age proof);
- (b) Mark sheets of ICSI (foundation, Executive, Professional)
- (c) Professional Pass Certificate of ICSI
- (d) Membership Certificate (Associate Membership (ACS)/ Fellow Membership (FCS) of the Institute of Company Secretaries of India (ICSI) as the case may be.
- (e) Certificate of Practice, if applicable
- (f) Certificates of other professional qualifications if any
- (g) Original Appointment letter/offer letter/office order(s), Experience letter, relieving letter, as applicable of all organization clearly indicating the length and line of experience as per eligibility conditions/criteria;
- (h) Duly Self-signed Curriculum Vitae, if any.
- (i) Valid ID proof (PAN/Driving License/Voter id card/Aadhar).

**Note- Candidature of shortlisted candidates for interview is purely provisional subject to subsequent verification of all original documents for assessment of final eligibility of selected candidates as per eligibility criteria mentioned in the advertisement for the above said post.**

**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) IrconVKEL 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 IrconVKEL 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 IrconVKEL, in this regard.
- (iii) The applicants are required to submit relevant documents in relation to duration of experience i.e. clearly specifying the date of joining and date of relieving from the respective Organization and the relevant documents in relation to Salary Particulars or CTC, wherever applicable, as per the Advertisement.
- (iv) IrconVKEL will not entertain any request for change of date and time schedule of document verification/ interview.
- (v) You will be required to produce your original experience certificate in the relevant fields as notified in the advertisement. Only those candidates who will be meeting the minimum educational and experience eligibility criteria as per aforesaid advertisement will be allowed to appear in the interview.
- (vi) The candidate shall ascertain themselves before proceeding for the document verification/ interview that they are meeting all the eligibility criteria/conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
- (vii) If any of the particulars stated by candidate in the application on verification is found to be incomplete or incorrect, or if you are found to have willfully suppressed any material fact/information relevant to the Consideration of your case without prejudice to any other action that may be taken in consequence thereof, your candidature will be summarily rejected and you will not be interviewed.
- (viii) IrconVKEL reserves the right of postponing or deferring the date(s) of document verification/ interview for which necessary intimation will be sent to you in this case.
- (ix) Canvassing in any form by or on behalf of a candidate will be disqualification to the stated post.
- (x) **The candidates are advised to read the detailed instructions carefully before appearing for the interview. No further intimation/ correspondence will be made with the candidates in this regard.**

**No further correspondence will be entertained from Ineligible candidates.**

In case of Doubt/ Query/ Clarification, please mail us at [csirconvkel@gmail.com](mailto:csirconvkel@gmail.com)

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