



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

ICSI House, 22, Institutional Area, Lodi Road, New Delhi –110003
Phone : 011-45341000 email : hr.dept@icsi.edu Website : www.icsi.edu

CAREER OPPORTUNITIES

The Institute of Company Secretaries of India (ICSI) is a statutory body set up by the Parliament under the Company Secretaries Act, 1980 to regulate and develop the profession of Company Secretaries in India. The ICSI invites applications for the post of :-

CIVIL ENGINEER (ON CONTRACTUAL BASIS)

NO. OF POSTS : 04

(The selected candidates may be deputed at New Delhi, Manesar, Kolkata, Hyderabad, Coimbatore, Kochi, Mumbai, Bhopal or any other place/ city in India as per the requirement)

CONSOLIDATED PAYOUT:

The Consolidated payout will be in the range of Rs. 33000 to Rs. 40000 per month

MAXIMUM AGE: (as on 01.02.2022) 40 years

PERIOD OF CONTRACT

The tenure for the position is for 1 (one) year on contractual basis with an option with ICSI for renewal upto a period of further 2 (two) years.

QUALIFICATION

BE/B. Tech (Civil Engineering) from recognized University/Institute /College (Recognized by UGC/AICTE)

EXPERIENCE

Preference shall be given to the candidates having a post qualification experience of one to two years and more than two years. Only in case where there is no candidate found left with of one to two years and more than two years of post-qualification experience, shall candidates having post qualification experience of up to one year be considered.

JOB PROFILE

1. Project Management Services.
2. On-Site Supervision of Construction.
3. Day to day monitoring of Quality and Progress of work.
4. Resolving Technical issues in Co-ordination with Architect/Consultants and the Institute (i.e Dte. of Infrastructure).
5. Maintaining Records such as Cement Register, Steel Register, Cube Register, Site Order Book, Hindrance register etc.

6. Certifying Running Bills after recording Measurements at site .
7. Maintaining Pour Cards for each Concrete/RCC works.
8. Keeping close check on the works being executed at site in accordance with Specifications, Drawings & Terms & Conditions of Contract as well as respective Standard Codes & guidelines.

(**Note** : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

Interested candidates must **apply only through electronic application form (Online)** by clicking on the hyperlink provided at the end of this page.

The link shall be active from **09.02.2022 to 28.02.2022 (28.02.2022 is the last date for applying Online.)**

Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer.

In case you want to take a printout of the application form for your reference, please ensure that your printer is attached to your computer.

Please Note:

- (i) Before applying for the above post(s) the candidates should satisfy themselves regarding eligibility criteria required for the said post(s).
- (ii) **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the above mentioned post is 01.02.2022.**

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 28th February,2022

1	Before applying for the above post(s) the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post. In case it is found at any stage of recruitment that an applicant does not fulfill Eligibility Criteria and/ or that he has furnished any incorrect / false information / certificate(s)/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. Even if any of these shortcomings is/ are detected after appointment his/her services are liable to be terminated. Applicants must fill the online Form very carefully. Applications which are incomplete or vague (i.e. details relating to qualifications / experience etc.) or applications not in the prescribed format will be rejected summarily, hence candidates are advised to ensure that all the relevant fields mentioned in the on-line Resume Form are duly completed in all respects.
2	Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding test /interview. In case, a candidate does not have a valid personal email address, he/she should create his/her new email address before applying Online. "ICSI" reserves the right to communicate with the applicant through e-mail and not by post.
3	All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested not to send the hard copy of their online application Form/ CV's /Certificates to the Institute. The original documents would be required for verification only at the time of Interview. Candidates may take out the print out in token of acceptance of on-line applications & no separate acknowledgement to the effect would be sent.

4	The percentage obtained in various degrees/ diplomas should be rounded off to the lower whole number. For eg. 49.3% or 49.8% should be entered as 49% & not as 50%. In case grades are awarded, they should be converted to numerical equivalent percentages.
5	<p>While Filling the Online Resume Form :-</p> <ol style="list-style-type: none"> 1. Don't enter Special Characters like “ ” ‘ ’ / & etc. 2. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board & School Name / etc. 3. Upload a resume file which does not exceed 100 KB.

GENERAL CONDITIONS

1	Candidates who are working in a Central/State Government/ Autonomous/ Statutory Body/PSU would be required to produce a 'No Objection Certificate' from their present employer for verification at the time of interview failing which they will not be allowed to appear for the interview.
2	All educational qualifications must have been obtained from recognized universities / Institutions in India or abroad. The courses offered by autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU)/UGC/AICTE.
3	Mere submission of application / fulfilment of eligibility conditions will not confer any right on the candidate to be shortlisted / called for written test/ interview. The “ICSI” reserves the right to call for written test/ interview only those candidates who in its opinion are most suitable for the post. The “ICSI” also reserves the right to reject any or all the applications without assigning any reason thereof. The decision of The “ICSI” in all matters regarding Eligibility, shortlisting of candidates, conduct of interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.
4	The “ICSI” reserves the right to fix minimum eligibility standard/bench mark and restrict the number of candidates to be called for interview taking into account various factors like number of vacancies, performance of the candidates etc., and decide to determine the qualifying marks for selecting candidates for interview. The “ICSI” also reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for written test/ interview. The decision of the “ICSI” in this regard shall be final and binding and no correspondence in this regard would be entertained with the candidates.
5	The “ICSI” reserves the right to increase/decrease the number of vacancies for any post, as advertised as per its requirement or not to fill up any posts as per its requirement or even cancel the whole process of recruitment without assigning any reason.
6	The “ICSI” also reserves the right to alter / modify / relax any of the aforesaid eligibility criteria / conditions for deserving candidates.
7	The candidates cannot have any right or preference for posting in any particular State/ city of his choice as the selection and posting is on All India basis. The Institute's decision would be final in all these cases and the candidates are liable to be posted or transferred anywhere in India.
8	Proficiency in Computer Applications is essential for the above post.
9	No Travel Allowance shall be reimbursed for attending the written test / interview.
10	The “ICSI” takes no responsibility for any delay in receipt or loss in postal transit of any applications or communication.

11	Canvassing in any form will straightway disqualify the candidature.
12	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.

[Online Resume submission \(Click Here\)](#)

In case of any query please email at the below mentioned email address :

The HR Directorate
The Institute of Company Secretaries of India
New Delhi
Email : hr.dept@icsi.edu
website : www.icsi.edu.