

Date:10.05.2022

**RECRUITMENT OF SUPERVISOR COMPANY AFFAIRS ON CONTRACT BASIS
Advt. No. IISL C02/2022**

Ircon Infrastructure & Services Limited (A wholly owned subsidiary of Ircon International Limited, A Govt. of India Undertaking, under Ministry of Railways) was incorporated under the Companies Act, 1956 on 30th September, 2009. The main object of the company as enshrined in its Memorandum and articles of association are to undertake infrastructure projects; to carry on any infrastructure construction work on Build-Operate-Transfer (BOT), Build-Own-Operate-Transfer(BOOT), Build-Lease-Transfer (BLT), etc. or otherwise or any other scheme or project found suitable in and related to the field of infrastructure projects and other ancillary fields; planning, designing, development, improvement, commissioning, operation, maintenance, etc. in the field of construction of infrastructure of Multi-functional Complexes (MFCs), etc. to provide facilities and amenities to users of Indian Rail System, and all matters in the field of real estate and allied areas to make use of the opportunities that may arise. This includes providing project management, quality management, safety, health and environment related consultancy services to clients.

The company hereby invites applications for appointment to the following post on contract basis with a initial term of one year – renewable on year to year basis at a fixed all-inclusive salary; for which eligibility criteria is tabulated as below:

Name of Post & No. of Vacancies	Qualification	Total Post Qualification Experience (In Years)*	Fixed Pay	Age Limit as on 01.01.2022**
Supervisor Company Affairs Total Posts – 01 (UR)	Associate Member of the Institute of Company Secretaries of India	Post Qualification Experience of two years of Co. Secretarial work. Experience preferably in Company Secretary (CS) branch / CS department of any reputed company / Government company / Listed Government company.	Rs.37,000/- per month fixed.	32 Years

* Teaching/Articleship Training / Consultancy/Freelancing experience shall not be treated as relevant experience.

** Age relaxation as per Govt. of India's guidelines subject to fulfillment of the requisite qualification & experience.

Medical Standards: Candidates should be in sound health and free from colour blindness. No relaxations in **health** standards will be allowed.

A. GENERAL CONDITIONS:

1. Selection will be through interview of shortlisted candidates.
2. **Candidates shall be shortlisted in the ratio of 1:7 of advertised vacancies on the basis of length of relevant experience and percentage of marks secured in degree as per Minimum Educational Qualification prescribed. Firstly, the shortlisting would be done on basis of length of experience and then within the same length of experience it would be sorted on the basis of percentage of marks secured in prescribed educational qualification. List of shortlisted candidates shall be published on our web-site.**
3. There are no allowances over and above the fixed pay.
4. After the selection process, a panel of selected candidates shall be maintained and candidate so empanelled shall be given an offer of appointment on the basis of merit, as and when there is a requirement at specific project/Office of IrconISL in India during next one year from the date of empanelment.
5. The above post is specially for IrconISL Office/Projects, in India and not for the regular establishment of IrconISL or IRCON. The appointment will be initially for a period of one year subject to satisfactory performance of the selected candidate/s. The contract may be further extended after one year as per the requirement/s of the company, and if the service/s of the candidate/s are found to be satisfactory.
6. 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.
7. Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted from the salary and a matching contribution will be made by IrconISL. The accumulations will be paid at the time of cessation of contract.
8. Gratuity shall be payable to the eligible employee/s as per the prevailing Acts/Rules.
9. 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/s is allowed during the contract or on resignation or termination of contract. No other type of leave/s would be admissible.
10. One weekly off and other public holidays when the office remains closed would be available.
11. Working hours/days and off will be the same as for the corporate office/Project.
12. TA/DA would also be admissible if deputed on outstation duty as per the company (IrconISL) rules.
13. No other perks or benefits would be admissible except the above.
14. 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.

15. The ex-contract employees of IRCON/IrconISL, whose services were terminated due to closure of projects, can also apply for these posts if they fulfill the required qualification and experience. A copy of the termination letter be submitted along with the application. Appointment against this advertisement shall be treated as fresh appointment without any linkage to previous employment in IRCON/IrconISL.
16. 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:

1. Application typed on an A-4 size paper in the prescribed format given at the end of the advertisement should be addressed and send to CEO/IISL, as per address given in table below accompanied with the self-attested photocopies of the following documents:
 - a) Matriculation Certificate (for age proof)
 - b) Certificate of Degree/Diploma and other qualifications as mentioned and as per eligibility conditions.
 - c) Certificates of other professional qualifications, if any.
 - d) Certificates in proof of experience, clearly indicating the length and line of experience as per eligibility conditions.
 - e) Community certificate (SC, ST, OBC etc.), if applicable. Please note that candidates belonging to OBC category have to submit the latest financial year OBC (non creamy layer) certificate in format to be produced by OBC applying for appointment to posts under Govt of India.

Post	Address for sending application & venue for Interview	Last date for receipt of applications	Date & time for Interview
Supervisor Company Affairs Total Posts – 01 (UR)	Ircon Infrastructure & Services Limited, B-40A, Block ‘B’, Sector – 01, Noida, Uttar Pradesh - 201301 (India)	10.06.2022	17.06.2022 10.00 AM to 04.00 PM Reporting Time: 09.30 AM

2. Eligible Candidates shall be called for personal interview and the same shall be communicated to the candidates through E-mail at the E-mail ID provided in the Application Form.
3. Any change in the date of interview (cancellation/postponement), shall be displayed on IrconISL’s official website only at www.irconisl.com. Therefore, candidates are requested to keep checking the web-site.
4. Candidates must bring the originals of all the above mentioned certificates on the date of interview.
5. 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 conducted.

6. Incomplete or vague applications or applications not accompanied with documents as mentioned above at point (B1) will be rejected summarily. Applications not in the prescribed format or without a photograph will also not be entertained. Also candidates not carrying original documents as per point (B-1) will not be allowed to appear for the Interview.
7. Applicants working in Govt./PSUs may note that they have to produce NOC at the time of interview and resign from their parent organization on their selection.
8. The envelope for application should be super scribed –**“Application for the post of for.....vide Advt. No. IrconISL C02/ 2022”**

(A wholly owned subsidiary of Ircon International Limited)

Regd. Office: C-4, District Centre, Saket, New-Delhi-110 017 (India)

Corporate Office: B-40/A, Sector-1, Noida(U.P)-201301

CIN-U45400DL2009GOI194792

Web: www.irconisl.com

Date: 22.06.2022

CORRIGENDUM No. 3

Recruitment of Supervisor (Company Affairs) on Contract Basis

Advt. No.IISL C02/2022

With reference to the above advertisement, following amendments have been made:

S.No.	As per Advt.	Existing	Revised
1	Designation of the post	Recruitment of Supervisor (Company Affairs) on Contract Basis	Recruitment of Company Secretary on Contract Basis
2.	Last date of submission of Application Form	22.06.2022	02.07.2022

Note: The other terms and conditions of the advertisement remain unchanged as already available on our website www.irconisl.com
