



IRCON INTERNATIONAL LIMITED
(A Public Sector Undertaking under the Ministry of Railways)
Regd. Office: C-4, District Centre, Saket, New Delhi – 110 017 (India)

CIN-L45203DL1976GOI008171

Web: www.ircon.org

Date: 25.07.2023

Recruitment of Company Secretary on Contract Basis
(Advt. No. C- 11 /2023)

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 10261 crores in the year 2022-2023. 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 01.07.2023	Post Qualification Experience (in years) as on 01.07.2023
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 two years of Co. Secretarial work. Experience preferably in Company Secretary (CS) branch/CS department of any reputed company/ Government company/ Listed Government company

Note: 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 of Rs 2000/- 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 and free from color blindness. 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 SPV as above**, in India and not for the regular establishment of IRCON. The appointment will be initially for a period of one year subject to satisfactory performance of the selected candidate. The contract may be further extended after

- one year 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. One weekly off and other public holidays when the project office remains closed would be available.
 9. Working hours/days and off will be the same as for the Project.
 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. Candidates either working or not working as on cutoff date can apply if they possess essential qualification and post qualification experience as mentioned above.
 15. 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 WALK-IN-INTERVIEW: -

1. Before reporting for Walk-in-Interview, 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/Diploma and All semester/year Mark sheets for calculation of percentage in qualifying degree.
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 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	Address for Walk-In interview	Time and Date for Walk-In interview
Company Secretary	Ircon International Limited C-4 District Centre Saket, New Delhi-110017	11 th August, 2023 from 10.00 A.M. onwards

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 reporting for walk-in-interview 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 for Walk-in-interview shall start at 09:30 am at the location mentioned above. The candidate may register themselves upto 1:00 pm only on the above mentioned date and location.**
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

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**Application Format for the post of Company Secretary on contract basis
Advt. No. C-11/ 2023**

1. Name in full (In Block letters) : _____
2. Father's Name : _____
3. Date of Birth (DD-MM-YY) : _____
4. Community (SC/ST/OBC/EWS/Gen): _____
5. Religion : _____
6. Marital Status -Yes/No
(If Yes, mention Spouse Name): _____
7. Whether any of your relative is working/worked in IRCON-Yes/No
If Yes, please provide following details:
Name _____ Designation _____
Place of Posting _____ Nature of Employment (Regular/Contractual)
8. Whether belong to Minority : ___Yes / No_____
9. Last/Present Organization : _____

Affix
Passport size
Photograph

(Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
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10.

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

11. Contact Number with STD Code : _____
12. E-Mail Address : _____

13. Qualifications (Academic & Professional):

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

14. Work Experience as on 01-07-2023

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.

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.

Place : _____
Date : _____

Signature of the Candidate

Details of Work Experience as on 01-07-2023

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/YY	To Date DD/MM/YY	Total Duration (in Yrs. & Months)	

Total Experience = _____ Years _____ Months _____ Days

Signature of the Candidate