



Interview schedule for the regular post of Company Secretary
(Advt. No. 22/2023)

In response to the applications received for the regular post of **Company Secretary (At GM/AGM level)**, advertised vide Advertisement No. 22/2023, interview has been scheduled on **05.02.2024** at IRCON's Corporate Office, C-4, District Center, Saket, New Delhi-110017 for the Eligible/Provisionally Eligible candidates as shortlisted subject to their fulfilling the final eligibility on verification of their original documents on the date of Interview:

I. List of Eligible/Provisionally Eligible candidates:

S No.	Name of applicant (Mr./Ms.)	DOB (dd.mm.yyyy)	Post/level Applied for	Eligibility	Remarks
1.	Ranjit Singh Chauhan	01.04.1974	GM (E-7)	Eligible	-
2.	Nitin Mehra	26.08.1978	GM (E-7)	Provisionally Eligible	Subject to submission and verification of CS membership and Date of joining proofs of NTPC.
3.	Ashish Kumar Srivastava	10.12.1977	GM (E-7)	Provisionally Eligible	Subject to submission and verification of: 1. Proofs of work experience in Sun Life & NIIT. 2. Proofs of date of relieving of Competent Automotive company.
4.	Mabagapu Jagadeeshwara Rao	23.08.1977	GM (E-7)	Provisionally Eligible	Subject to submission and verification of: 1. Date of joining proofs of RINL. 2. Date of relieving proofs of AP Aksh Broadband Ltd. 3. Proofs of CS final exemption in 1 subject. 4. Name change certificate of Lanco Global System Limited to LGS Limited and then Ybrant Digital Ltd. and then to Brightcom Group Ltd. 5. Incorporation document of P Murali Consultants alongwith clear proof of work experience from 01.06.2006 to 23.05.2007 as per the advertisement.

5.	Pratibha Aggarwal	01.11.1976	GM (E-7)	Provisionally Eligible	Subject to submission and verification of Proofs of paid up share capital of Rs. 10 crore or more or Turnover of Rs. 500 crores or more.
6.	Sanjeeb Kumar Mishra	20.04.1976	AGM (E-6)	Provisionally Eligible	Subject to submission and verification of: 1. Proofs of listing of Mideast company and also latest salary slip is required. 2. Proofs regarding working not more than 3 position below the top position heading organization in India. 3. Proofs of paid up share capital of Rs. 10 crore or more or turnover of Rs. 500 crores. 4. Proofs of Date of Joining of worl window infra, Odisha Police Housing & Welfare Corporation and North East Small Finance Bank.
7.	Pradeep Kumar Jain	20.03.1976	AGM (E-6)	Eligible	-

II. List of Ineligible Candidates:

The following candidates are not found eligible as per the criteria laid down in advertisement:

S No.	Name of the Applicant(Mr./Ms.)	DOB (dd.mm.yyyy)	Post/level Applied for	Eligibility	Remarks
1.	Sudha Venkata Varadhan	13.02.1973	GM (E-7)	Ineligible	Not fulfilling the age criteria as per the advertisement.
2.	Sumiran Bansal	07.07.1978	AGM (E-6)	Ineligible	Not fulfilling the experience criteria as per the advertisement.
3.	Iti Matta	25.08.1983	GM (E-7)	Ineligible	Not fulfilling the experience criteria as per the advertisement.
4.	Rekha Kejriwal	12.02.1975	Both GM & AGM	Ineligible	Not fulfilling the experience criteria as per the advertisement.
5.	Trushali S Das	16.04.1995	AGM (E-6)	Ineligible	Not fulfilling the education qualification and experience criteria as per the advertisement.
6.	Anmol Sanjaybhai Das	25.04.1997	AGM (E-6)	Ineligible	Not fulfilling the education qualification and experience criteria as per the advertisement.
7.	Anjali Harshbhai Patel	29.12.2005	AGM (E-6)	Ineligible	Not fulfilling the education qualification and experience criteria as per the advertisement.

8.	Sharmila Chhikara	16.12.1979	GM (E-7)	Ineligible	Not fulfilling the experience criteria as per the advertisement.
----	-------------------	------------	----------	------------	--

Shortlisted candidates for the posts of Company Secretary (At GM/AGM level) as per **table I** above are directed to report for the Interview as per the details below:

Post	No. of Candidates	Date of Interview	Time & Venue
Company Secretary (At GM/AGM level)	07	5 th February, 2024	9:00 AM IRCON Corporate Office, C-4, District Center, Saket, New Delhi-110017

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.

DIRECTIONS FOR INTERVIEW:

Candidature of Shortlisted candidates for interview is purely provisional subject to subsequent verification of original documents and also fulfilling the eligibility conditions as advertised.

All Provisionally Shortlisted candidates as per the table I above are requested to bring their following original testimonials, along with a photocopy set, for document verification on the day of interview as per the schedule above:

- (i) Matriculation Certificate (for age proof);
- (ii) Self-Attested copy of Certificate & Marksheets of education qualification and ICSI membership certificate as prescribed in advertisement. Also, **necessary documents specifying the CGPA equivalence or CGPA to percentage conversion documents, wherever applicable.**
- (iii) Certificates of other professional qualifications, if any;
- (iv) **Certificates in proof of experience**, as applicable, **clearly projecting the requisite experience indicating the length and nature of experience and work done, as per eligibility conditions/criteria. The experience certificate should clearly indicate the 'From' and 'To' date i.e. date of joining and date of relieving;**
- (v) **Pay scale proofs, if applicable**
- (vi) Certificate in support of claim of belonging to Schedule Caste, Schedule Tribe and Other Backward Classes, Ex-serviceman, where applicable.
- (vii) **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. 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.
- (viii) One Photo-identity-card bearing address like Aadhar Card, Driving-license, Passport or any other valid document with you for identification
- (ix) **Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish NO OBJECTION CERTIFICATE at the time of interview. However, in the event of difficulty in forwarding the application through proper channel/getting NOC from their parent department, they may submit an undertaking at the time of interview that they will produce proper relieving order from their organization, in case selected; otherwise they will not be allowed to join. In both cases, pay protection will be given.**
- (x) Complete set of self-attested photocopies of all the above mentioned certificates.
- (xi) Latest passport sized photograph.

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) IRCON 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 IRCON 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 IRCON, 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) IRCON 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) IRCON reserves the right of postponing or deferring the date 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 recruitment@ircon.org.
