



Advt. No - 18/2017

Recruitment of Company Secretary

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 3200 crores in the year 2016-17. 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 **01 regular post of Co. Secretary for which eligibility criteria and other details are tabulated below:**

Post & Scale of Pay	Essential Qualification (as on 01.09.2017)	Maximum age (as on 01.09.2017*)	Post qualification Experience criteria (as on 01.09.2017)
Co. Secretary- E7 Scale of Pay – Rs. 43200-66000/- + allowances + PRP (IDA) Post Code – 11-003 Total Posts: 01 UR	Fellow/Associate Member of Institute of Company Secretaries of India (ICSI) Additional Qualification of LLB from a reputed University will be preferred.	50 years	1. If working in PSU/Central/State Govt. Organization then: Total Experience- 18 years and Presently working in scale of Rs. 43200-66000 (IDA) / Rs. 37400-67000 + GP 8900 (CDA) or 03 years in scale of Rs. 36600–62000/- (IDA) / Rs. 37400-67000 + GP 8700 (CDA) OR 2. If working in Private organization : Total Experience – 20 years Job Requirements : Excellent knowledge of Company Law and its application including Secretarial Standards, good grasp of applicable laws to a Company so as to report to BoD periodically, very good communication capability especially in drafting with power to grasp and express the content succinctly, up-to-date on new developments in the areas of work of a CS. Qualities expected are keenness in learning, readiness to meet work exigencies without hesitation, commitment to work, professionalism in approach, with capability to handle all the work independently expected of a Co. Secretary.

*Age relaxation (including PwD candidates) subject to fulfillment of the requisite criteria on qualification , pay scale, experience etc. will be as per Govt. of India guidelines .

Medical Standards: Candidates should be in sound health and free from color blindness. No relaxation in health standards will be allowed.

Compensation Package: Basic Pay, DA, HRA lease rent, Liberal Medical including indoor medical benefits for self and dependents, LTC, Advances, Gratuity, EPF, Performance Related Pay (PRP), Transport Assistance, holiday- homes, Welfare schemes and other Fringe benefits as per rules of the Company.

Place of posting: Corporate Office, New Delhi

Selection Process: Interview.

Surety Bond: Selected candidates have to execute a bond of Rupees 3 lakhs to serve the company for at-least three years.

A -: GENERAL INSTRUCTIONS:-

1. The number of posts indicated above may vary based on further assessment of requirement.
2. If any candidate is presently working with any government department or organization/PSU, he/she should inform their employers in writing before applying for posts in Ircon. Such candidates will have to produce NOC from their employers at the time of interview. **However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of Interview that they will not claim any service transfer benefits / protection of pay in case of their selection. Such candidate/candidates will be selected on Minimum of the pay scale.**
3. All information submitted in the application will be verified with original documents at the time of interview. 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.
4. **Suitability:** If selection panel finds any candidate suitable/fit for a lower post which is advertised in this advertisement, then he/she shall be selected on the lower post (irrespective of the actual post/vacancy to which candidate has applied) subject to the willingness of the candidate.
5. Candidates for the above specified post are required to pay application fee in form of **Demand Draft only with a validity period of 3 months** in favour of **"IRCON INTERNATIONAL LIMITED"** payable at **'NEW DELHI'** as per the table below:

UR/OBC	SC/ST/Ex Serviceman	PWD
Rs 1000/-	Rs. 250/-	Nil

SC, ST & Ex-Servicemen candidates are required to submit a self attested copy of Caste/Disability/ Defence Service certificate on prescribed format for Central Government alongwith Demand Draft.

B -: INSTRUCTIONS FOR APPLYING:-

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement. **The application should be submitted only once.**
2. Application **neatly typed** on A-4 size paper in the **prescribed format** should be sent to **Joint General Manager/HRM, IRCON INTERNATIONAL LIMITED, C-4, District Centre, Saket, New Delhi - 110 017** accompanied with the copy of following documents:
 - a) Matriculation Certificate (for ageproof);
 - b) Attested copy of certificate of professional degree including LLB and of membership (ACS/FCS) of the Institute of Company Secretaries of India;
 - c) Certificates of other professional qualifications, if any;
 - d) Certificates in proof of experience (clearly indicating the pay scale & no of years served in the pay scale as on the cut off date as mentioned), proof of present CTC (for working in private sector)/ present pay scale (for working in Govt. sector/PSU);
 - e) Community certificate if any;
 - f) DD for Rs. 1000/- for UR and OBC applicants & Rs. 250/- for SC/ST & Ex-servicemen applicants in original. (Applicant are required to mention the name & post applied for on back side of DD)
 - g) A copy of CV (Curriculum Vitae) signed by candidate

3. **Candidates should mention percentage in the fields where percentage is required. In case CGPA/OGPA/DGPA is mentioned in marksheets, following criteria may be applied:**

- **In case where conversion into percentage is not provided by university/institutes:** "if university/institute do not have the provision for conversion of CGPA/OGPA/CPI/DGPA or letter grade into percentage than minimum 6 on 10 point scale will be considered as 60%. On any scale different from 10 point scale the score will be prorated accordingly.
 - **In case where conversion into percentage is provided by university/institutes:** Wherever CGPA/OGPA/CPI/DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by concerned university/institute. A certificate to this effect may be obtained by the candidate from the university/institute, which shall be required to be produced at the time of verification.
4. **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.
5. In the application form, there is a column for **"Details of ERP/Computer Proficiency"**. In this particular column, candidates have to provide the details regarding their knowledge/proficiency in Computers or in ERP with details of any diploma/certifications in the same.
6. Before submitting the filled in application candidates should ensure that all the entries are properly filled and are correct.
7. Application is liable to be rejected if it is not in the prescribed format, incomplete, unsigned or received in IRCON after the closing date. IRCON will not be responsible for loss of application in transit or postal delay. IRCON on discretion reserves the right to reject any application or cancel the candidature without assigning any reason thereof.
8. The envelope containing the application should be clearly super scribed **"Application for the post of Company Secretary on regular basis- Advt. No. - 18/2017"**.

IMPORTANT DATES:-

PARTICULARS	DATES
Date of publication of Advt. in Times Ascent	06.09.2017
Date of publication of Advt. in Employment News.	16.09.2017
Last date of receipt of completed application at Ircon's Office (07 days from the date of publication of advt in Emp. News)	23.09.2017

APPLICATION FORMAT

D.D. No. & Date	Name of issuing Bank & Branch	Amount
		Rs.

1. **Post Applied for** (in Block Letters) : _____ - **Advt. No. 18/ 2017**
2. **Name in full** (In Block letters) :
3. **Father's Name** :
4. **Date of Birth** :
5. **Community** (SC/ ST/OBC) :
6. **Religion** : _____ whether belong to Minority: Yes/No (Please tick)
7. **Name of the Last/Present Organization:** _____ (Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Private	Others
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8. **Correspondence Address** : _____ (In Block letters)

9. **Contact Phone & Fax no.** : _____
E-mail ID : _____

10. Qualifications (Academic & Professional):

ACS Membership No. _____ & Date _____

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

11. Post Qualification Experience

Name & address of the Employer	Type of employer (PSU/Central/State/Govt./Railway/Private/Others (pls specify))	Post held (Designation)	Scale of Pay	Period in Scale of Pay		Brief detail of work handled (Attach separate sheet if necessary)
				Date of appt.	To date	
Present						
Previous						

My total length of post qualification work experience is ____ years ____ months.

12. **Details of Computer/ERP proficiency:** _____
13. **List of Enclosures:**
 - 1.
 - 2.

Signature of the Candidate

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