



**IRCON INTERNATIONAL LIMITED  
NAVRATNA COMPANY**



(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](http://www.ircon.org)

Date: 18.12.2024

**Recruitment of Company Secretary on Contract Basis for IRCON's SPV  
(Advt. No. C-24/2024)**

IRCON INTERNATIONAL LIMITED is a listed Navratna Central Public Sector Undertaking 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 12387 crores in the year 2023-2024. The Company has successfully completed large value Railway and Highway Projects over the years in India and abroad including Malaysia, Bangladesh, Algèria, Iraq, Jordan, Saudi Arabia, Indonesia, Turkey, Nepal, Sri Lanka etc.**

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:**

<b>Post , Fixed Pay and Total Vacancies*</b>	<b>Essential Qualification</b>	<b>Maximum Age As on 01.12.2024</b>	<b>Essential Post Qualification Experience (in years) as on 01.12.2024</b>
Company Secretary on Contract Basis  Fixed Consolidated Pay: Rs 50,000.00 per month  (UR-01)	Associate Member of the Institute of Company Secretaries of India	30 Years	(0 to less than 2 years) Exp.

Note: Teaching/Training/consultancy/Freelancing experience shall not be treated as relevant experience.

\*In addition to above emoluments, the candidates would also be provided annual increment @5% on Fixed Consolidated Pay 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. No relaxation in health standards will be allowed.

**A. GENERAL CONDITIONS:**

1. Selection will be through written Exam and /or interview of shortlisted candidates.
2. 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. However, the appointment is co-terminus with the project for which candidate is selected and will not confer any right to claim absorption in regular establishment of the company or for appointment in other projects of the company.
3. There are no allowances over and above the fixed pay.
4. 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.

5. 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.
6. 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.
7. One weekly off and other public holidays when the project office remains closed would be available.
8. Working hours/days and off will be the same as for the Project.
9. TA/DA would also be admissible if deputed on outstation duty.
10. No other perks or benefits would be admissible except the above.
11. 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.
12. 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.
13. Candidates either working or not working as on cutoff date can apply if they possess essential qualification and post qualification experience as mentioned above.
14. 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.

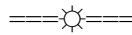
**B. INSTRUCTIONS FOR APPLYING: -**

1. Before applying, candidates should ensure that they fulfil all the eligibility criteria mentioned in the advertisement.
2. Eligible candidates have to apply in prescribed format through off line mode only. It is advisable that the candidates have a valid e-mail id in order to facilitate faster communication.
3. 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:
  - i. 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.
  - ii. Date of Birth/ class X passing certificate as proof of DOB.
  - iii. Caste certificate/EWS Certificate/Age relaxation. Certificate issued should be in prescribed format as per Government of India's guidelines.
  - iv. Qualification Degree/Diploma and All semester/year Mark sheets for calculation of percentage in qualifying degree.  
Candidates, who have been awarded CGPA/OGPA/DGPA in place of marks in degree, should submit proof of conversion factor as applicable to percentage as prescribed by the University/Institute.

4. Candidates should mention percentage in the fields where percentage is required without rounding off. Percentage obtained in Essential 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. **Applicants will have to send their application form alongwith requisite enclosures to reach us by 20.01.2025** as per address given in the table below. The list of shortlisted candidates invited for interview shall be displayed on the website and the interview call letters would be sent by e-mail only. Schedule for sending application is as indicated below:

Posts	Address for sending applications	Last Date for receipt of Application alongwith complete documents at Corporate Office
<p align="center"><b>Company Secretary on Contract Basis</b></p>	<p align="center">JGM/HRM, Ircan International Ltd., C-4, District Centre, Saket, New Delhi - 110017</p>	<p align="center"><b>20.01.2025</b></p>

6. Application should be sent in an envelope super scribed – “Application for the post of < name of post > - Advt. No.-C 24/2024.
7. Once applied, the applicants are advised to keep checking the web site as well as their registered e-mail regularly for any updates.
8. All modifications/amendments shall be displayed on IRCON official web-site only at [www.ircon.org](http://www.ircon.org) under [career@HR](mailto:career@hr). Therefore, candidates are requested to keep checking the web-site for modifications/ amendments, if any.
9. In case of any Doubt/ Query/ Clarification, please mail us at [recruitment@ircon.org](mailto:recruitment@ircon.org).





**Application Format for the post of Company Secretary on contract basis vide - Advt. No. C-24/ 2024**

- 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 -Married/Unmarried  
(If Married, mention Spouse Name): \_\_\_\_\_

Affix self-attested  
Passport size  
Photograph

- 7. Whether any of your Relative is working/worked in Ircon- Yes/No  
If Yes, please provide following details:

Name \_\_\_\_\_ Designation \_\_\_\_\_

Place of Posting \_\_\_\_\_ Relationship \_\_\_\_\_

Nature of Employment: Regular/Contractual/Service Contract/Deputation/Tenure (please tick).

- 8. Whether belong to Minority : Yes / No \_\_\_\_\_

- 9. Last/Present Organization : \_\_\_\_\_

(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 01-12-2024**

Please give the detailed experience. Attach copy of **Experience Certificate(s)** or acceptable **proof of joining & relieving** in support of experience.

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**  
**(Name of Candidate)**

**Declaration**

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**