



Date: 11-02-2026

Recruitment of Company Secretary on Contract Basis for IRPL
(Advt. No. IRPL/ C01/2026)

Ircon Renewable Power Limited (IRPL), a subsidiary of Ircon International Limited (IRCON), was incorporated on 13.01.2022 (CIN : U40106DL2022GOI392384) with an initial authorized share capital of Rs. 5 Crore as a Joint Venture and Special Purpose Vehicle (JV-SPV) Company jointly with IRCON and Ayana Renewable Power Private Limited (Ayana) having equity shareholding of IRCON and Ayana in the ratio of 76:24. **The company has been incorporated to undertake the object of "Setting up of 500 MW Grid Connected Solar Power Plant under the Central Public Sector Undertaking (CPSU) Scheme Phase-II (Government Producer Scheme)" as per the terms and conditions of RFS No: 23016/1/2020-IREDNRfS/5000MW/012021 floated by Indian Renewable Energy Development Authority (IREDA).**

The company invites applications for recruitment to the below mentioned post on **Contract basis for IRPL at a fixed all-inclusive salary, as per the eligibility criteria and other details as tabulated below:**

Post , Fixed Pay and Total Vacancies*	Essential Qualification as on 01.02.2026	Maximum Age As on 01.02.2026	Essential Post Qualification Experience (in years) as on 01.02.2026
Company Secretary on Contract Basis Fixed Consolidated Pay: Rs 55,000 per month (UR-01)	Associate Member of the Institute of Company Secretaries of India	30 Years	(2 years or more) 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 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.
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 IRPL. 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. 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 Office of Director, IRCON Renewable Power Limited, C-4, District Centre, Saket, New Delhi – 110 017 accompanied with documents so as to reach latest by 20.02.2026 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.
 - V. 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 20.02.2026 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
Company Secretary on Contract Basis	Office of Chairman Ircon Renewable Power Ltd., C-4, District Centre, Saket, New Delhi – 110017	20.02.2026

6. Application should be sent in an envelope super scribed – “Application for the post of < name of post > - Advt. No.-IRPL/C01/2026.
7. Once applied, the applicants are advised to keep checking the website as well as their registered e-mail regularly for any updates.
8. Reporting time and venue for interview will be published on www.ircon.org
9. Contact Person: Sh. Abhishek, Finance Officer, Ircon Renewable Power Limited, Ph. No.:011-26545332 ,Email id: solarcell@ircon.org & Irplfinance@gmail.com.

Application Format for the post of Company Secretary in Ircon Renewable Power Limited on contract basis vide - Advt. No. C-01/ 2026

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) : _____
7. Whether any of your Relative is working/worked in Ircon or its group companies- 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 01.02.2026 (From latest to first)

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)	Period			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 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