



Advt. No – 22 /2023

Recruitment of Company Secretary on regular basis

IRCON INTERNATIONAL LIMITED is a Navratna Listed 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 10261 crores in the year 2022-23. 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, Srilanka etc.

The Company invites application for **01 (UR)** post of **Company Secretary either on General Manager (E-7) level or Additional General Manager (E-6) level** for which eligibility criteria and other details are tabulated below:

Post & Scale of Pay	Essential Qualification as on 01.11.2023	Maximum age as on 01.11.2023*	Post qualification Experience criteria as on 01.11.2023**
For General Manager (E-7) level in scale of Rs. 100000 - 260000			
<p>Company Secretary at General Manager (E-7) level.</p> <p>Scale of Pay – Rs. 100000–260000/- + allowances + PRP (IDA)</p>	<p>Fellow/Associate member of Institute of Company Secretaries of India (ICSI) and CS with not less than 50% marks.</p>	<p style="text-align: center;">50 years</p>	<p>➤ If working in Govt. organization/PSUs Total Experience- 18 Years and</p> <p style="padding-left: 20px;">Presently working in scale of Rs. 100000-260000(IDA)/Level 13 A(CDA).</p> <p style="text-align: center;">Or</p> <p style="padding-left: 20px;">Presently working for 4 Years in Pay Matrix Level 13(CDA) /90000-240000 (IDA).</p> <p>➤ If working in Public Sector Bank/Other Government organization where CDA/IDA pay scale is not followed:</p> <p style="padding-left: 20px;">Total Experience: 18 Years and CTC: Presently drawing CTC of not less than 30 Lacs per annum supported by Form 16/Earning Card/Salary Slip/Appraisal letter or any other suitable document.</p> <p>➤ If working in Private Organization: Total Experience- 20 years and</p> <p style="padding-left: 20px;">a. Presently working not more than 3 position below the top position heading organization in India at the time of applying for the post</p> <p style="padding-left: 20px;">b. Presently working or worked in a private sector company (Public Limited Company only) having paid up share capital of Rs. 10 Crore or more or Turnover of Rs. 500 crores or more in any one of the last three financial years viz. 2020- 21, 2021-22 & 2022-23.</p>

Additional General Manager (E-6) level in scale of Rs. 90000 – 240000/-

<p>Company Secretary at Additional General Manager (E-6) level.</p> <p>Scale of Pay – Rs. 90000–240000/- + allowances + PRP (IDA)</p>	<p>Fellow/Associate member of Institute of Company Secretaries of India (ICSI).</p>	<p align="center">50 years</p>	<ul style="list-style-type: none"> ➤ If working in Govt. Organization/PSUs: Total experience – 18 years and Presently working in scale of Rs. 90000-240000(IDA)/Level 13 (CDA). <p align="center">Or</p> Working for 2 years in scale of Rs. 80000-220000(IDA)/Level 12 (CDA). ➤ If working in Public Sector Bank/Other Government Organization where CDA/IDA pay scale is not followed: Total experience: 18 years and CTC: Presently drawing CTC of not less than 25 Lacs per annum supported by form 16/Earning card/Salary slip/Appraisal letter or any other suitable document. ➤ If working in Private Organization: Total Experience- 18 years and Presently working or worked in a private sector (Public Limited Company only) having paid up share capital of Rs. 10 Crore or more or Turnover of Rs. 500 crores or more in any one of the last three financial years viz. 2020- 21, 2021-22 & 2022-23.
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- **Nature of experience:** 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 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 Company Secretary.
- Candidate should have at least 3 years of experience of working in a listed company.
- Candidates having experience of working in PSU will be preferred.

Only currently working candidates as on cutoff date will be considered for the above said post, if they possess essential qualification and post qualification experience as mentioned above.

*Age relaxations as per Govt. of India guidelines subject to fulfillment of the requisite qualification, pay & experience criteria etc.

** Teaching/ Training/Consultancy/ Freelancing experience shall not be treated as relevant experience.

Medical Standards: Candidates should be in sound health and no relaxation in health standards will be allowed.

Compensation Package: Basic Pay, Variable DA (presently @43.8%), HRA(depending on place of posting i.e. 27%, 18% & 9% for X, Y & Z grade cities respectively)/ lease rent, Allowances @32% for project location and 30% for Corp. Office, Performance Related Pay (Variable-based on performance rating), Leave Encashment, Mobile phone expenses, Liberal Medical including indoor medical benefits for self and dependents, Employer’s contribution towards EPF & Pension scheme, Gratuity, Welfare schemes and other Fringe benefits as per rules of the Company.

Place of posting: IRCON’s Corporate Office New Delhi. However, the selected officer is liable to posted anywhere in the Project/Offices of the Company within India or abroad as per company’s requirement from time to time.

Selection Process: Eligible candidates will be called for selection process comprising of Written Exam and/or Interview.

Surety Bond: Selected candidates will 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. The company reserves the right to increase, decrease, cancel, restrict & modify the requirement at any point of time without assigning any reason therefor.
2. 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.
3. All information submitted in the application will be verified with original documents at the time of interview/Document verification. 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. Candidates not in a position to join within a period of 3 months from the date of release of letter of posting need not apply.
5. Candidates for the above specified posts are required to make 'Application Fee Payment' through Demand Draft as per the table below:

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

Demand Drafts should be drawn in favour of "IRCON INTERNATIONAL LIMITED" payable at NEW DELHI. The name of candidate, post applied for, advertisement no. and date of birth should be clearly written on the back side of demand draft.

6. Marks scored in final examination of CS will be considered for calculation of percentage for assessing the eligibility criteria as mentioned above for General Manager (E-7) level post only.
7. If the candidate belongs to OBC category, a caste certificate issued by a Competent Authority as applicable for appointment to the services in Govt. of India in proper format will be accepted. **Please note that OBC certificate issued in current financial year only will be accepted as a current proof of your not belonging to "creamy layer" in the OBC category.**

B -: INSTRUCTIONS FOR APPLYING: -

1. Before applying, candidates should ensure that they fulfill 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. Matriculation certificate for DOB proof.
 - ii. All certificates and marksheets of Essential Qualification and other qualifications, if any.
 - iii. Experience certificates for previous organization and current organization clearly indicating the length and line of experience and pay scale as per eligibility conditions.
 - iv. Preferably NOC/Forwarding of application through proper channel of the present organization. (Please refer clause A-2 of this Advertisement)
 - v. Community certificate/Ex-Serviceman certificate/J&K certificate/PwD certificate (for age relaxation), if applicable.

- vi. Proof of Pay scale/CTC as applicable in the eligibility criteria.
 - vii. Valid ID proof (PAN/Driving License/Voter id card/Aadhar).
4. Application duly signed by candidate, with passport size photograph affixed & accompanied by copy of above said documents must be sent in a sealed envelope super scribing: **Application for regular post of Company Secretary vide Advt. No. 22/2023.**
Note: Any application received without copy of complete documents/signature/photograph/Demand Draft (If applicable) will be rejected.
5. Before submitting the application, candidates should ensure that all the entries are properly filled and are correct. Only duly signed applications will be considered.

IMPORTANT DATES:

PARTICULARS	DATES
Date of publication of Advt. in Employment News.	02.12.2023
Last Date of receipt of applications along with all requisite documents in Ircon's Corporate Office	22.12.2023



(Application form for the post of Company Secretary on regular basis vide Advt. No. 22/ 2023)

Post applied for: _____

1. **Name in full** (In Block letters) : _____

2. **Father's Name** : _____

3. **Date of Birth** (DD.MM.YYYY) : _____

4. **Gender** (Male/Female/Others) : _____

5. **Community** : _____
(UR /SC/ ST/OBC/EWS)

6. **PwD (Divyang) candidate:** Yes/No (If yes please enclose PwD certificate)

7. **J&K Domicile (between 01/01/1980 to 31.12.1989):** Yes/No

8. **Ex-Serviceman:** Yes/No (If yes please enclose certificate)

9. **Marital Status:** Married/Unmarried (If married, mention Spouse Name): _____

10. **Whether any working/worked employee of IRCON is in relationship/blood relation/nearly relation of applicant** -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).

11. **Religion:** _____

12. **Whether belong to Minority:** Yes / No

12. **Name of Present Organization:** _____

(Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
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13. **Contact No.:** _____

E-mail ID: _____

14. **Correspondence Address:** _____

District: _____ **State:** _____ **Pin code:** _____

Country: _____

Please affix self-attested
passport size photo here.

Advt. No. 22 / 2023

15. Qualifications (Academic & Professional):

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

16. Post Qualification Experience: (From latest to first)

Post held	Scale of Pay/CTC	Name & address of the Employer	PERIOD			Brief detail of work handled (Attach separate sheet if necessary)
			From date	To date	Total Duration upto (in Yrs. & Months)	

My total length of post qualification work experience is _____ years _____ months and my current pay scale/CTC is _____ since _____ as on 01.11.2023.

17. Details of Computer/ERP proficiency: _____

18. List of Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

**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.

Date : _____

Place : _____

Signature of the Candidate:

Name of candidate: