



Advt. No 09/2019

Recruitment of Manager/ Company Affairs on regular basis

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 4415 crores in the year 2018-19. 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 the post of Manager/Company Affairs for which eligibility criteria and other details are tabulated below:

Post & Scale of Pay	Essential Qualification as on 01.08.2019	Maximum age as on 01.08.2019	Post qualification Experience criteria as on 01.08.2019
<p>Manager/ Company Affairs -E3</p> <p>Scale of Pay - Rs. 60,000- 1,80,000/- +allowances + PRP (IDA)</p> <p>Total Posts: 01 (UR)</p>	<p>Fellow/Associate Member of Institute of Company Secretaries of India (ICSI)</p> <p>Additional Qualification of LLB from a reputed University will be preferred.</p>	<p>37 years</p>	<p><u>If working in PSU/Central/State Govt./Railways Organization then:</u></p> <p>Total Experience- 05 years</p> <p>Presently working in scale of Rs. 24900-50500/- (IDA)(PR)/ 60,000- 1,80,000 (R) /Pay Matrix Level 9 (CDA)</p> <p style="text-align: center;">Or</p> <p>Working from 2 years in scale of Rs. 20600- 46500 (IDA)/ 50,000- 160000 (R)/ Pay Matrix Level 8 (CDA)</p> <p><u>If working in Private Sector Organization:</u></p> <p>Total Experience- 05 years</p> <p>CTC- Presently drawing a total CTC of not less than 13 Lacs PA.</p> <p>Nature of Experience:</p> <p>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.</p> <p>Candidate having experience in Listed Company will be preferred.</p>

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

Compensation Package: Basic Pay, Variable DA (at present 12.4%), HRA (depending on place of posting i.e. 24%, 16% & 8% for X, Y & Z grade cities respectively)/ lease rent, Allowances @30% (2% additional for employees posted at project sites), 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: Anywhere in the Projects/Offices of the Company within India or abroad.

Selection Process: Written Exam and/or 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 written examination/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 posts are required to make **Application fee Payment through Demand Draft (which should be valid for at least 3 months) in favor of 'IRCON INTERNATIONAL LIMITED' payable at 'New Delhi' as per the table below:**

UR/OBC	SC/ST/Ex Serviceman/PWD
Rs 1000/-	NIL

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 **Deputy 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 Qualification (Graduation/Post Graduation/Professional) 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. NOC/Forwarding of application for candidates working in PSUs/Railways/Govt. Departments/ State Govt. /Autonomous Bodies etc.
- v. Community certificate/Ex-Serviceman certificate/J&K certificate (for age relaxation), if any.
- vi. Proof of Pay scale as applicable/CTC proof in case of private sector applicants
- vii. Valid ID proof (PAN/Driving License/Voter id card/Aadhar).
- viii. DD for Rs 1000/- for UR/OBC applicants in original.(Applicant are required to mention his/her name and post applied on reverse of DD.

C-: METHOD FOR SUBMISSION OF APPLICATION FEES (Non-refundable):

1. Application Processing Fee: Non-refundable demand draft of Rs **1000/-** is required to be submitted along with the application. Fee should be paid by DD drawn in favour of **Ircon International Limited payable at New Delhi**. There is no application processing fee for candidates belonging to SC/ST/PwD and Ex-Serviceman categories.

2. Candidates are requested to get the demand draft made before filing in the application as details regarding the demand draft need to be entered while filling the application.

3. After the application is filled duly, candidates may take a printout of the application form along with all the relevant documents as specified above and send it to above mentioned address.

4. The envelope containing duly signed application should be clearly super scribed "**Application for the post of "Manager/Company Affairs"- Advt. No. 09/ 2018 on regular basis"**.

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.	24.08.2019
Last Date of receipt of applications in prescribed format	16.09.2019

Advt. No. 09 / 2019

APPLICATION FORMAT

1. **Post Applied for** (in Block Letters): _____
2. **Name in full** (In Block letters) : _____
3. **Associate Membership No** : _____
4. **Father's Name** : _____
5. **Date of Birth** : _____
6. **Community** : _____

Affix latest passport size
photograph

(SC/ ST/OBC)

7. **Religion** : _____ whether belong to Minority: Yes/No (Please tick)
8. **Name of the Last/Present Organization:** _____

(Please
tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
--------------------------	-----	--------------	--------

9. **Correspondence Address** : _____
(In Block letters) _____

10. **Contact Phone & Fax no.** : _____

E-mail ID

11. **Qualifications (Academic & Professional):**

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

12. Post Qualification Experience

Post held	Scale of Pay/CTC	Name & address of the Employer	P E R I O D			Brief detail of work handled (Attach separate sheet if necessary)
			From date	To date	Total Duration upto 01.08.2019 (in Yrs. & Months)	

My total length of post qualification work experience is ____ years ____ months as on 01.08.2019.

13. **Details of Computer/ERP proficiency:** _____

14. **List of Enclosures:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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