



Advt. No – 17/2022

Date: 06.01.2023

**Recruitment of Executive in Company Affairs (Company Secretary) Department on regular basis**

IRCON INTERNATIONAL LIMITED is a Miniratna Category-I Schedule 'A' 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 7181 crores in the year 2021-22. 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, Sri Lanka etc.**

The Company invites applications for the post of Jt. General Manager or Dy. General Manager in Company Affairs (Company Secretary) Department **for which eligibility criteria and other details are tabulated below:**

Post & Scale of Pay	Essential Qualification as on 31.12.2022	Maximum age as on 31.12.2022*	Post Membership Experience criteria as on 31.12.2022
<b>Joint General Manager/ Company Affairs (E-5)</b> <b>Scale of Pay –</b> Rs. 80000–220000/- + allowances + PRP (IDA)  <b>OR</b>  <b>Deputy General Manager/ Company Affairs (E-4)</b> <b>Scale of Pay –</b> Rs. 70000–200000/- + allowances + PRP (IDA)	Fellow/Associate Member of Institute of Company Secretaries of India (ICSI)  Additional Qualification of LLB from reputed university will be preferred	For JGM- 45 years  For DGM- 41 years	<b>For Joint General Manager</b>
			➤ <b>Total Experience-</b> Minimum 13 years out of which minimum 5 years in a listed company.  ➤ <b>If working in PSU/Central/State Govt./Railways Organization:</b> Presently working in scale of Rs. 80000–220000 (IDA) / Level 12 (CDA)  <b>Or</b> Working for 2 years in scale of Rs. 70000-200000 (IDA) / Level 11 (CDA)  ➤ <b>If working in Private Sector (Public Limited Company only):</b> • 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. 2019-20, 2020-21 & 2021-22. (Kindly attach documentary proof thereof) ➤ Candidate presently working in a listed company will be preferred.
<b>Total Posts: 01 UR</b> <b>(either JGM or DGM)</b>			<b>For Deputy General Manager</b>
			➤ <b>Total Experience-</b> Minimum 9 years out of which minimum 3 years in a listed company  ➤ <b>If working in PSU/Central/State Govt./Railways Organization:</b> Presently working in scale of Rs. 70000-200000 (IDA) / Level 11 (CDA)  <b>Or</b> Working for 2 years in scale of Rs. 60000-180000 (IDA) / Level 9 (CDA)  ➤ <b>If working in Private Sector (Public Limited Company only):</b> • 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. 2019-20, 2020-21 & 2021-22. (Kindly attach documentary proof thereof) ➤ Candidate presently working in a listed company will be preferred.

**Nature of experience (for JGM/DGM): -**

Excellent knowledge of Company Law and its application including Secretarial Standards, various SEBI Regulations applicable to a listed company, DPE Guidelines as applicable to CPSE and other laws as applicable to a company.

- Drafting of Notice, Agendas and Minutes for the Board, Committee, Shareholder and other Meetings of the Company & its subsidiaries. Passing Resolutions through Postal Ballot for Listed Companies as per Companies Act, 2013 and the Rules made there under.
- Drafting of Annual Report which includes Notice of Annual General Meeting, Directors Report, Corporate Governance Report as per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, finalization, printing, mailing etc.
- Preparation and Filing of e-forms, returns and applications with Registrar of Companies (ROC) through portal of MCA. Preparing and Maintaining Secretarial Records of Company viz; Statutory Books and Registers.
- Matters related to payment of Dividend, unpaid/ unclaimed dividend and its transfer to IEPF.
- Updation on new developments in various laws and regulations in the area of work of a CS.

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

**\*\* Teaching/ Consultancy/ Freelancing experience or experience in a firm/private limited company shall not be treated as relevant experience.**

**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, Variable DA (presently @34.8%), 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:** Corporate Office, New Delhi. However, the employee may be posted in the Projects/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. 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**' 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.

**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 Qualification (Graduation/Post Graduation/Professional/Membership certificate) 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 (for age/fee relaxation), if applicable.
  - vi. Proof of paid up share capital/turnover, if applicable as mentioned in eligibility criteria.
  - vii. Proof of Pay scale in their present organization, if applicable
  - viii. Valid ID proof (PAN/Driving License/Voter id card/Aadhar).
  - viii. Demand draft for the application fee if applicable as per clause A-5 above.
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 Jt. General Manager /Company Affairs or Deputy General Manager/Co. Affairs vide Advt. No. 17/ 2022.**

**Note: Any application received without copy of complete documents/signature/photograph/DD (as applicable) will be rejected.**

5. **Candidates should mention percentage in the fields where percentage is required. In case CGPA/OGPA/DGPA is mentioned in mark sheets, 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.
6. **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.
7. In the application format, 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.
8. Before submitting the filled in application candidates should ensure that all the entries are properly filled and are correct. Only duly signed applications will be considered.
9. Any communication/corrigendum/notification related to any post of this advertisement will be uploaded on IRCON’s website only.

<b>Date of publication of advertisement in Employment News</b>	<b>07.01.2023</b>
<b>Last date of receipt of hard copy of applications in IRCON’s Office</b>	<b>30.01.2023</b>

**Advt. No. 17/ 2022**

**APPLICATION FORMAT**



1. **Post Applied for** (in Block Letters): \_\_\_\_\_
2. **Name in full** (In Block letters) : \_\_\_\_\_
3. **Father's Name** : \_\_\_\_\_
4. **Date of Birth** : \_\_\_\_\_
5. **Community** : \_\_\_\_\_  
(SC/ ST/OBC/EWS/ESM)
6. **Religion** : \_\_\_\_\_ whether Physically Challenged: Yes/No (Please tick)
7. **Name of the Last/Present Organization:** \_\_\_\_\_

(Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
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8. **Correspondence Address** : \_\_\_\_\_  
(In Block letters) \_\_\_\_\_  
\_\_\_\_\_
9. **Contact Phone & Fax no.** : \_\_\_\_\_  
**E-mail ID** : \_\_\_\_\_
10. **ICSI Membership No.** : \_\_\_\_\_ Fellow / Associate (please tick)

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

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

**Advt. No. 17/ 2022**

**12. Post Membership 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 31.12.2022 (in Yrs. & Months)	

My total length of post membership work experience is \_\_\_\_ years \_\_\_\_ months and my current pay scale/CTC is \_\_\_\_\_ since \_\_\_\_\_ as on 31.12.2022.

13. Details of Computer/ERP proficiency: \_\_\_\_\_

14. List of Enclosures:

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

**Signature of the Candidate  
(Name of 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  
(Name of candidate)**