

## RECRUITMENT OF SUPERVISOR COMPANY AFFAIRS ON CONTRACT BASIS

Advt. No. IISL C02/2018

Ircon Infrastructure & Services Limited (IrconISL) is a wholly owned subsidiary of Ircon International Limited, which is a government company under the Ministry of Railways engaged in providing project management, quality management, safety, health and environment related consultancy services and other business support and incidental services to clients in India and abroad.

The company invites applications for the post of Supervisor (Company Affairs) on **Contract basis for one year** (further extendable as per the requirement of the company, if the services of the candidate is found satisfactory) at **fixed all inclusive salary**, the eligibility criteria is tabulated below:

Sl.	Posts, Remuneration & Vacancies	Essential Qualification (Full time only)	Post qualification Experience as on 30-09-2018	Not born before*
1	<b>Supervisor Company Affairs</b>  <b>Fixed Monthly Salary Rs. 35,000/- pm</b> Total Post – 1 (UR)	Associate Member of Institute of Company Secretaries of India (ICSI)	Minimum 2 years of experience in company secretary (CS) branch/CS department of any listed government company/ reputed listed company/government company.	01-10-1988 i.e. not more than 30 years.

\* **Age Relaxations:** Age relaxations for reserve categories as per Government of India guidelines subject to fulfillment of the requisite qualification & experience criteria etc.

**Job requirements:** 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. Qualities expected are keenness in learning, readiness to meet work exigencies without hesitation, commitment to work, professionalisms in approach, with capability to handle all the work independently expected of a Company secretary.

**Medical Standards:** Selected candidates will undergo prescribed health examination for the job before they join the post. Candidates should be in sound health. No relaxation in health standards will be allowed.

**Selection Process:** Selection will be through Interview.

### A. General Terms of Appointment:

- A-1. Above appointments are specifically for IrconISL's Corporate Office at New Delhi on contract basis and not for regular establishment of IrconISL. The appointments are purely on contract initially for one year, extendable further as per company's requirements and performance of the candidates. Contract can be terminated by IrconISL by giving one month notice at any time.
- A-2. Reimbursement for indoor treatment for self at the place of posting only would be permissible as per company's rule.
- A-3. Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted from the salary and a matching contribution will be made by the company.
- A-4. One leave for each calendar month of service which can be availed during the contract period. Leave can be carried forward and accumulated but no leave encashment for un-availed leave is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.

- A-5 One weekly off and other public holidays when the Corporate Office remains closed would be available.
- A-6 TA/DA would also be admissible as per the company's rules, if deputed on outstation duty/temporary posting.
- A-7 No other perks/allowances or benefits would be admissible except the above.
- A-8 The ex-contractual 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. This appointment will be subject to their satisfactory performance. The persons so appointed will have no claim for their absorption in regular establishment of the company or for appointment in regular establishment of the Company or for appointment in other projects of the company.

**B. How to apply:**

- B-1. Application **neatly typed on A-4 size paper in the format given below** should be addressed and sent to **Chief Executive Officer, Ircon Infrastructure & Services Limited** as per address given in table (B-2) below accompanied with the self attested photocopies of the following documents:

- 1) Matriculation/Secondary School Certificate (for age proof);
- 2) Certificate of professional Degree(s) with mark sheets & Membership certificate of the Institute of Company Secretaries of India;
- 3) Certificates of other professional qualifications, if any;
- 4) **Experience Certificates** in proof of experience clearly indicating the **length and line of experience** as per eligibility criteria. Offer letter will not be considered as proof of experience, the candidate should submit acceptable proof of joining & relieving;
- 5) Copy of valid Community certificate (SC, ST, OBC etc.) if candidates claiming age relaxation under reserve category. if the candidates belong 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. Please note that an OBC certificate issued in the current financial year only can be accepted as a current proof of not belonging to "creamy layer" in the OBC category.

- B-2. Applications must reach to this office latest by **22-10-2018**. Application received after due date will not be considered. **No interview call letters will be issued.** Applications received via e-mail will not be **considered**.

**The schedule for interview is given in the table below:**

<b>Address for interviews &amp; sending of Applications</b>	<b>Last Date for receipt of filled in Applications</b>	<b>Time and date for interview</b>
<b>Chief Executive Officer, Ircon Infrastructure &amp; Services Limited, C-4 District Centre, Saket, New Delhi – 110 017</b>	14 days from date of publishing in Employment News i.e. on or before 22-10-2018	List of shortlisted candidates alongwith <b>date of interview</b> shall be published on our web-site.

- B-3 Selection process for only those candidates will be conducted who are eligible as per the eligibility criteria. **List of shortlisted candidates for interviews shall be displayed on our web-site. Candidates are requested to check their eligibility before coming for interview.**
- B-4 Applicants are, therefore, advised to check their eligibility thoroughly while applying so as to avoid disappointment at a later stage. The applicants must bring the **original certificates** in proof of age, community, educational qualifications and experience while coming for the interview failing which the interview of the candidate will not be held.

- B-5 Incomplete or vague applications will be rejected summarily. Applications not in the prescribed format, unsigned, without a photograph or without the self-attested photocopies of supporting document viz certificate of degree, marks sheets for proof of percentage, experience certificate for proof of length & line of experience etc. will also not be entertained. IrconISL will not be responsible for loss of application in transit or postal delay. IrconISL on discretion reserves the right to reject any application or cancel the candidature without assigning any reason thereof.
- B-6 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 recruitment.
- B-7 Applicants working in Govt./PSUs may note that this is a short duration contract post and even for these posts they have to produce NOC at the time of interview and resign from their parent organisation on their selection.
- B-8 The envelope containing the application should be clearly superscribed “**Application for the post of Supervisor (Company Affairs) - Advt. IISL C02/2018.**”

**Please Note-** IrconISL reserves the right to amend/cancel the advertisement without assigning reason thereof. All modification/amendment shall be displayed on IrconISL official web-site only at [www.irconisl.com](http://www.irconisl.com). Therefore, candidates are requested to check the web-site for modifications/amendment, if any, before appearing for interview.

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**APPLICATION FORMAT**

1. **Post Applied for** (in Block Letters) : **Supervisor Company Affairs -Advt. No. ISL 02/2018.**

2. **Name in full** (In Block letters) : \_\_\_\_\_

3. **Father's Name** : \_\_\_\_\_

4. **Date of Birth** : \_\_\_\_\_

5. **Community** : \_\_\_\_\_  
(SC/ ST/OBC/ Un-Reserved)

6. **Religion** : \_\_\_\_\_ whether belong to Minority: Yes/No (Please tick)

7. **Name of the Last/Present Organization:** \_\_\_\_\_

(Please tick)

Govt.  
(Central/State)

PSU

Auto. Bodies

Others

8. **Correspondence Address** : \_\_\_\_\_

(In Block letters)

\_\_\_\_\_

\_\_\_\_\_ Pin Code: \_\_\_\_\_

9. **Contact Phone number** : \_\_\_\_\_

**E-mail ID**

\_\_\_\_\_

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

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

11. **Post Qualification Experience as on 30-09-2018 (Post Membership)**

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

12. **Membership No. of ICSI** \_\_\_\_\_ **date** \_\_\_\_\_

13. **List of Enclosures:**

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

\_\_\_\_\_  
**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**

## APPLICATION FORMAT

Annexure-I

**Details of Post Qualification Experience as on 30-09-2018 (Post Membership):**

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			Brief detail of work handled (Attach separate sheet if necessary)
		From Date DD/MM/YY	To Date DD/MM/YY	Total Duration (in Yrs. & Months)	

**Total Experience =        Years        Months        Days**

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**Signature of the Candidate**

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari son/daughter of village/town in District/Division in the state/Union Territory belongs to the \_\_\_\_\_community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. dated\_\_\_\_\_.\*. Shri/Smt./Kumari \_\_\_\_\_and/or his/her family ordinarily reside(s) in the District/Division of the \_\_\_\_\_State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 — Estt.(SCT) dated 8.9. 1993\*\*.

District Magistrate Deputy Commissioner etc.

Dated:

Seal

\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* . As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.