



**Advt. No – 07/2025**

**Recruitment for various posts in Company Affairs discipline**

IRCON INTERNATIONAL LIMITED is a listed Navratna 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 12387 crores in the year 2023-24. 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 applications for following **regular posts in Company Affairs discipline** for which eligibility criteria and other details are tabulated below:

Post & Scale of Pay	Essential Qualification as on 01.04.2025	Maximum age as on 01.04.2025*	Post qualification Experience** criteria as on 01.04.2025
<p><b>Manager/ Company Affairs (E-3)</b></p> <p><b>Scale of Pay –</b> Rs. 60000–180000/- + allowances + PRP (IDA)</p> <p><b>Total Posts: 01 UR</b></p>	<p>Fellow/Associate Member of Institute of Company Secretaries of India(ICSI)</p> <p>Additional Qualification of LLB from reputed university will be preferred</p>	<p><b>37 years</b></p>	<p><b>Total Experience-</b> 5 years, and</p> <p>➤ <b>If working in PSU/Central Govt./State Govt./Railways:</b></p> <p>Presently working in a scale of Rs. 60000–180000 (IDA) / Level 9 (CDA)</p> <p style="text-align: center;">Or</p> <p>working for 2 years in a scale of Rs. 50000-160000 (IDA) / Level 7 (CDA)</p> <p>➤ <b>If working in Public Sector Bank/Other Government organization where CDA/IDA pay scale is not followed:</b></p> <p><b>CTC:</b> Presently drawing CTC of not less than <b>16 Lacs</b> per annum supported by Form 16/Earning Card/Salary Slip/Appraisal letter or any other suitable document.</p> <p>➤ <b>If working in Private Sector Organization or on consolidated pay in PSU/Govt. Organization:</b></p> <ul style="list-style-type: none"> <li>• 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 of the last three financial years viz. 2021-22, 2022-23 &amp; 2023-24 (Kindly attach documentary proof thereof).</li> </ul> <p>Candidate having experience in a listed company will be preferred.</p> <p><b>Nature of experience:</b></p> <p>a) Excellent knowledge of Company Law and its application including Secretarial Standards, various SEBI Regulations applicable to a listed company, DPE</p>

			<p>Guidelines as applicable to CPSE and other laws as applicable to a company.</p> <p><b>b)</b> Drafting of Notice, Agendas and Minutes for the Board, Committee, Shareholder and other Meetings of the Company &amp; its subsidiaries. Passing Resolutions through Postal Ballot for Listed Companies as per Companies Act, 2013 and the Rules made thereunder.</p> <p><b>c)</b> 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.</p> <p><b>d)</b> 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.</p> <p><b>e)</b> Matters related to payment of Dividend, unpaid/unclaimed dividend and its transfer to IEPF.</p> <p><b>f)</b> Updation on new developments in various laws and regulations in the area of work of a CS.</p> <p>Candidate must be proficient in working in Computer.</p>
<p><b>Assistant Manager/ Company Affairs (E-1)</b></p> <p><b>Scale of Pay –</b> Rs. 40000–140000/- + allowances + PRP (IDA)</p> <p><b>Total Posts: 01 UR</b></p>	<p>Fellow/Associate Member of Institute of Company Secretaries of India(ICSI)</p> <p>Additional Qualification of LLB from reputed university will be preferred</p>	<p><b>30 years</b></p>	<p>Candidate having 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 will be preferred.</p> <p>Candidate having experience in Listed Company will be preferred.</p> <p>Candidate must be proficient in working in Computer.</p>

\*Age relaxations as per Govt. of India guidelines subject to fulfillment of the requisite qualification, pay & experience criteria etc. Further, age relaxation to IRCON's departmental employees would also be applicable as per extant Recruitment Rules of IRCON.

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

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

**Compensation Package:** Basic Pay, Variable DA (presently @49.6%), HRA(depending on place of posting i.e. 27%, 18% & 9% for X, Y & Z grade cities respectively)/ lease rent, Allowances @35%, 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, Saket - 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/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. Only currently working candidates as on the cutoff date will be considered for the post of Manager/Co. Affairs, if they possess essential qualification and post qualification experience (as applicable) as mentioned above.
6. 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 favor 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.

7. Candidates should mention percentage in the fields where percentage is required without rounding off. Percentage obtained in Graduation as mentioned in consolidated mark sheet issued by University/Institution will be considered. However, in case consolidated marksheet is not being issued by University/Institute, final percentage will be calculated by taking average of all semesters/years.
8. 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: -**

Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.

1. 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.
2. 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 – 110017** 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 paid up share capital/turnover, if applicable as mentioned in eligibility criteria.
  - vii. Proof of Pay scale/CTC as applicable in the eligibility criteria.
  - viii. Valid ID proof (PAN/Driving License/Voter id card/Aadhar).
3. 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 <Post name> vide Advt. No. 07/2025.**  
Note: Any application received without copy of complete documents/signature/photograph/Demand Draft (If applicable) will be rejected.
4. 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.	<b>12.04.2025</b>
Last Date of receipt of applications along with all requisite documents in Ircon's Corporate Office, New Delhi	<b>02.05.2025</b>



(Application form for various posts in Co. Affairs discipline on regular basis vide Advt. No. 07/ 2025)

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)

Please affix self-attested  
passport size photo here.

6. **PwD (Divyang) candidate:** Yes/No (Please attach 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

13. **Name of Present Organization:** \_\_\_\_\_

(Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
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14. **Contact No.:** \_\_\_\_\_

**E-mail ID:** \_\_\_\_\_

15. **ICSI Membership No. :** \_\_\_\_\_ Fellow/ Associate (please tick)

16. **Correspondence Address:** \_\_\_\_\_

**District:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Pin code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Advt. No. 07/ 2025**

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

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

**18. 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 01.04.2025.

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

20. List of Enclosures:

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

**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:**