



**Recruitment of Additional General Manager (AGM)/Joint General Manager (JGM)/Co. Affairs on immediate absorption basis**  
**Advt. No - 08 /2013**

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 Rs 4000 crores in the year 2012-13. 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 Additional General Manager (AGM)/Joint General Manager (JGM)/Co. Affairs on immediate absorption basis for which eligibility criteria are tabulated below:**

Post & Scale of Pay	Essential Qualification	Maximum age as on 31.10.2013 *	Pay Criteria	Post qualification Experience criteria as on 31.10.2013 (The post qualification experience will count from the FCS/ACS membership date)
<b>Additional General Manager (AGM)/Joint General Manager (JGM)/ Co. Affairs</b>  <b>Scale of Pay -</b> <b>For AGM -E-7</b> Rs. 43200-66000/- + allowances + PRP (IDA)  <b>For JGM- E-6</b> Rs. 36600-62000/- + allowances + PRP (IDA)  <b>Total Posts: 01 (UR)</b>	Fellow/Associate Member of Institute of Company Secretaries of India (ICSI)  Additional Qualification of LLB from a reputed University will be preferred.	<b>50 years for AGM post</b>  <b>48 years for JGM post</b>	<b>For AGM-</b> 4 years in scale of Rs. 36600 - 62000 (IDA) Or Officer presently working in scale of Rs. 43200-66000 (IDA)  <b>For JGM-</b> 4 years in scale of Rs. 32900-58000 (IDA) Or Officer presently working in scale of Rs. 36600-62000 (IDA)	Should be presently working in a Government Company (CPSE) with not less than 18 years of experience (for the advertised post of AGM) and not less than 15 years experience (for the advertised post of JGM) respectively in CS Branch/Deptt. of any reputed company out of which at least 10 years' experience should be in a Government Company (CPSE) with experience of handling all matters.

\* Age relaxations subject to fulfillment of the requisite criteria on qualification, capability, experience etc. mentioned:

- by 10 years for Persons with Disability (PwD)
- by 5 years for persons who had ordinarily been domiciled in the state of J&K during the period 01.01.1980 to 31.12.1989

**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, professionalism in approach, with capability to handle all the work independently expected of a Co. Secy.

**Medical Standards:** Candidates should be in sound health and free from colour blindness. No relaxation in health standards will be allowed.

**Compensation Package:** Basic Pay, DA, HRA lease rent for AOs and above, Liberal Medical including indoor medical benefits for self and dependents, LTC, Advances, Gratuity, EPF, Performance Related Pay (PRP), Transport Assistance, holiday-homes, Welfare schemes and other Fringe benefits as per rules of the Company.

**Place of posting:** Corporate Office in New Delhi.

**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. Candidates (as they may be working in a Government Company (CPSE)) 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.
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. **Application is liable to be rejected if it is not system generated or is unsigned or is without a photograph or received in Ircon after the closing date.** Ircon will not be responsible for loss of application in transit or postal delay. Ircon on discretion reserves the right to reject any application or cancel the candidature without assigning any reason thereof.

## **B -: INSTRUCTIONS FOR APPLYING ONLINE :-**

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement. **The application will be submitted once and hence candidates should keep their documents ready before filling the online application form.**
2. Eligible candidates **have to apply through online mode only.** Candidates may visit the 'Vacancy' section (& further 'Regular Employment' section) of Ircon's corporate website [www.ircon.org](http://www.ircon.org). It is advisable that the candidates have a valid e-mail id while applying for the job through online mode in order to facilitate faster communication.  
The **last date for applying online at Ircon's website is 28.12.2013** i.e. 21 days from the date of publication of advertisement (07.12.2013) in the Employment News.
3. On submitting the application online, a unique Registration ID for each candidate will be generated. Candidates may take a printout of the submitted application , paste a recent (self-attested) passport size photo in the space indicated , put his/her signatures in the space provided

and send the same to **Deputy General Manager/ HRM, Ircon International Limited, C-4, District Centre, Saket, New Delhi - 110 017** accompanied with the copy of following self attested documents so as to reach this office **latest by 04.01.2014** :

- a) Matriculation Certificate (for age proof);
- b) Attested copy of Certificate of professional Degree including LL.B and of membership (ACS/FCS) of the Institute of Company Secretaries of India.
- c) Certificates of other professional qualifications, if any;
- d) Certificate of PwD.
- e) Certificates in proof of experience, as applicable, clearly projecting the requisite experience indicating the length and line of experience as per eligibility conditions/criteria;

**Please note, hard copy of only system generated applications will be considered. No manual application will be entertained.**

**Also, the printing option will be available to the candidate till the last date for receipt of the hard copy of the system generated application i.e. 04.01.2014.**

4. The envelope containing the hard copy of the system generated application should be clearly super scribed "**Application for the post of "Additional General Manager (AGM)/Joint General Manager (JGM)/Co. Affairs - Advt. No. - 08/ 2013"**".
5. Ircon's online application system at its website [www.ircon.org](http://www.ircon.org) will remain functional **from 00.00 hrs of 07.12.2013 to 24.00 hrs of 28.12.2013**. However, candidates should complete the application at the earliest in order to avoid site congestion.
6. **Candidates fulfilling the eligibility criteria for both posts i.e. AGM/Co. Affairs & JGM/Co. Affairs can apply for both the posts separately and send the separate system generated application for each post as per the details at Point 3 above.**
7. Before submitting the filled in application candidates should ensure that all the entries are properly filled and are correct.

### **C -: IMPORTANT DATES :-**

<b>PARTICULARS</b>	<b>DATES</b>
Date of publication of advt in Employment News	<b>07.12.2013</b>
Start time & date for applying online	<b>00.00 hrs of 07.12.2013</b>
Last time & date for applying online (21 days from date of publication in the Employment News)	<b>24.00 hrs of 28.12.2013</b>
Last date for printing the online submitted application	<b>04.01.2014</b>
Last date for receipt of the hard copy of the system generated application at Ircon's office	<b>04.01.2014</b>