

IRCON VADODARA KIM EXPRESSWAY LIMITED
(A Wholly Owned Subsidiary of Ircon International Limited)
CIN: U74999DL2018GOI334028
Regd. Office: C-4, District Centre, Saket, New Delhi-110017, India
Phone No.: - 011-29565666, Fax No.: - 011-26522000
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Recruitment on Contract Basis

Advt. No. – IrconVKEL/C01/2021

IrconVKEL, is a wholly-owned subsidiary of **IRCON INTERNATIONAL LIMITED (IRCON)**, incorporated as a Special Purpose Vehicle on 16th May 2018, pursuant to conditions of award of Vadodara Kim Expressway Project in the State of Gujarat by NHAI. The main object of IrconVKEL is to carry on the business of development, maintenance and management of Eight Lane Vadodara Kim Expressway from Km 323.00 to Km 355.00 (Sanpa to Padra Section of Vadodara Mumbai Expressway) (Phase – IA – Package II) in the State of Gujarat under NHDP Phase – VI on design, build, finance, operate and transfer (the DBOT Annuity or Hybrid Annuity) basis.

The Company hereby invites applications for appointment to the following post **on Contract Basis with a initial term of one year – renewable on year to year basis at a fixed all-inclusive salary; for which eligibility criteria is tabulated as below:**

Name of Post & No. of Vacancies	Qualification	Total Post Qualification Experience (In Years)**	Fixed Pay	Age Limit as on 01.10.2021
Company Secretary Total Posts – 1 (UR)	Associate Member of the Institute of Company Secretaries of India	Post Qualification Experience of two years of Co. Secretarial work. Experience preferably in Company Secretary (CS) branch/CS department of any reputed company/Government company/Listed Government company.	Rs.37,000/- per month with increment of Rs.3000/- after each completed year	Not more than 35 years

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

Please Note: The contract is for one year with initial posting at Corporate Office Delhi. In case the contract is extended further the candidate will be posted subsequently as per requirement of the company.

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

Selection Process: Suitable candidates (after initial screening) will be shortlisted for the Interview. Management reserves the rights to cancel the candidature of any candidate without assigning any reason.

A. The above posts are specifically on **Contract basis** and not for the regular establishment of the Company. The appointment will be initially for a period of **One year**, extendable further as per the requirements of the Company, if the services of the candidates are found satisfactory. The contract can also be terminated by either side without giving any reason with a notice period of one month or pay in lieu thereof.

B. Candidates may be shortlisted in the ratio of 1:7 of advertised vacancies on the basis of length of relevant experience and percentage of marks secured as per Minimum Educational Qualification prescribed. Firstly, the shortlisting would be done on basis of length of experience and then within the same length of experience it would be sorted on the basis of percentage of marks secured in prescribed educational qualification. List of shortlisted candidates shall be published on www.ircon.org

C. There are no allowances over and above the fixed pay, except as mentioned below: -

C-1 For Medical Coverage, the Medical Health Insurance Policy of Rs Three Lakhs for self with the ceiling of premium of Rs 4,000/- per annum shall be taken by the Contract Employees themselves covering Covid-19 and other diseases. The premium amount shall be reimbursed to the contract employees subject to submission of copy of health insurance policy and original receipt of premium paid.

C-2 Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted @ 12% on Rs 15,000/- (currently) i.e. Rs 1,800/- p.m. (subject to number of days) from the salary and a matching contribution will be made by IrconVKEL. The accumulations will be paid at the time of cessation of contract.

C-3 One leave for each calendar month of service 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.

C-4 Weekly off and other public holidays when the office remains closed would be available.

C-5 TA/DA would also be admissible if deputed on outstation duty.

C-6 Working hours will be the same as for the Holding Company – Ircon International Limited.

C-7 No other perks or benefits would be admissible except as mentioned above.

D. How to Apply:

1. Eligible candidates have to apply in prescribed format through off line mode only. It is mandatory for the candidates to have a valid e-mail id in order to facilitate faster communication.

2. Application neatly filled/typed on A-4 size paper in the prescribed format attached as **Annexure-I** should be sent to **Mr. Nitesh G. Asati/CEO, Ircon Vadodara Kim Expressway Limited, C-4, District Centre, Saket, New Delhi – 110017** accompanied with the copy of following self-attested documents so as to reach latest **by 30.11.2021** to the office of IrconVKEL:

- (a) Matriculation Certificate (for age proof);
- (b) Self-attested copies of Certificates of Academic Degree/Diploma
- (c) Self-attested copies of Certificate of Professional Degree including Associate Membership (ACS) of the Institute of Company Secretaries of India (ICSI);
- (d) Self-attested copies of Certificates of other professional qualifications if any
- (e) Certificates in proof of experience, as applicable, clearly indicating the length and line of experience as per eligibility conditions/criteria;
- (f) Duly Self-signed Curriculum Vitae, if any.
- (g) Valid ID proof (PAN/Driving License/Voter id card/Aadhar).

3. Candidates must bring the **original** of all the above mentioned Mark Sheets and Certificates at the time of **Interview**, failing which they will not be allowed to appear for the interview.

4. The envelope containing the hard copy of the application should be clearly superscribed **“Application for the post of Company Secretary on Contract Basis Advt. No-IrconVKEL/C01/2021”**.

5. The candidates are advised to check any notice/communication for interview or amendment in this regard at www.ircon.org only.

6. Incomplete or Vague Applications not accompanied with documents as mentioned above point at D-2 will be rejected summarily.

7. Reporting time and venue for interview will be published on www.ircon.org

8. **Contact Person: Pooja Rastogi**, Ircon Vadodara Kim Expressway Limited, Ph.No.:011-26545786
email id: csirconvkel@gmail.com

ANNEXURE I

**Application Format for the post of “ _____ ”
in Ircon Vadodara Kim Expressway Limited on Contract Basis vide Advt. No. IrconVKEL/
C01/2021**

1. Name in full (in Block Letters) : _____

2. Father's Name : _____

3. Date of Birth (DD-MM-YY) : DDMMYY

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4. Community (SC/ST/OBC/GEN) : _____

5. Correspondence Address : _____

Affix Recent Passport
Size Photograph &
Sign Across

Contact No.: _____

Email address: _____

6. Qualification details:

Exam Passed	Year of Passing	Name of University / Institute	Marks Obtained	Max. countable marks	%age of marks

7. Professional Work Experience:

Post	Name and Full address of Employer	PERIOD			Job Profile
		From	To	Total Duration (in Years & Months)	

**If the provide space is not sufficient, separate sheet may be attached.*

8. Total Work Experience is _____ year(s) _____ month(s).

9. Check list

(Copies of following documents attached)

- a. Class X Certificate as proof for date of birth : Yes / No
 b. Pass Certificates and Marks Sheet : Yes / No
 c. Experience Certificates : Yes / No

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.

Place :

Date :

Signature of the Candidate