

IFCI INFRASTRUCTURE DEVELOPMENT LIMITED

IFCI Tower, 61 Nehru Place, New Delhi – 110019

Tel: +91-11-41732000, Fax: +91-11-26487059

Website: www.iidlindia.com

CIN: U45400DL2007GOI169232

Applications are invited for the following on contract basis, as per the details given below:

S.No	Post	Eligibility	Age	Experience	CTC (per month)	Location	Category
1	Company Secretary	Member of ICSI	Maximum Age- 35 years	Minimum 3 years relevant post qualification work experience	Rs. 44,000/- per month	New Delhi	UR

Interested and eligible candidates can submit their resume at careers@iidlindia.com and send the hard copy along with Demand draft of Rs. 500/- (if applicable) towards cost of application at the address mentioned below latest by **June 30, 2017 (till 2:00 pm)**.

Head-Human Resources
IFCI Infrastructure Development Ltd
6th Floor, IFCI Tower, 61 Nehru Place,
New Delhi – 110019

Note:

1. Contract period is two years and may be extended if required on mutual terms.
2. The cost of application of Rs.500/- is to be paid by the candidates belonging to General and OBC Category (NCL) by Demand Draft (DD) drawn on a scheduled commercial bank in favor of "IFCI Infrastructure Development Limited" payable at New Delhi. DD is to be submitted along with the hard copy of application form. SC, ST and PWD candidates are exempted from application fee. Payment once made will not be refunded under any circumstances.
3. Relaxation will be considered in case of SC/ST (5 years) and OBC (NCL-for 3 years).
4. Age Relaxation will be considered in case of deserving candidates.
5. Appointment of any candidate on contract basis will not confer any right of absorption in the regular establishment of the company at any point of time.
6. Also, candidates are required to bring all original certificates (class 10th onwards) with self-attested photocopies on date of interview.
7. Caste Certificate for reserve category candidate (s) should be in prescribed format meant for employment in PSUs. Latest non-creamy layer certificate in respect of OBC candidates should be produced.
8. The selected candidates will not be given any accommodation and transport facility at the place of their posting.
9. IIDL reserves the right to cancel this advertisement and selection procedure without assigning any reason.

Roles & Responsibilities:

- a) Convening board meetings/committee meetings.
- b) Organizing, preparing Notices, Agendas & taking Minutes of Board/General/ Committee meetings.
- c) Maintenance of records related to meetings.
- d) Compliance w.r.t to Company's Act and other applicable laws.
- e) Other jobs as may be assigned from time to time.