

**IFCI INFRASTRUCTURE DEVELOPMENT LIMITED**

IFCI Tower, 61 Nehru Place, New Delhi – 110019

Website: [www.iidlindia.com](http://www.iidlindia.com)

CIN: U45400DL2007GOI169232

Applications are invited from eligible candidates for appointment to the post of Company Secretary on contractual basis, as per the details given below:

S. No.	Post	Eligibility	Maximum Age	Experience	CTC (per month)	Location
1	Company Secretary	Associate Member/ Fellow of the Institute of Companies Secretaries of India (ICSI) constituted under the Companies Secretaries Act, 1980	40 years	Should have atleast 05 years working experience, post qualification in a reputed organization (preferably in PSU) out of which 02 years should have been as a full-fledged Company Secretary	Between Rs.65,000/- to Rs.70,000/- (Negotiable)	New Delhi

1. The candidates are required to bring all original certificates (class 10th onwards) with self-attested photocopies on the date of interview.
2. The selected candidates will not be given any accommodation and transport facility at the place of their posting.
3. IIDL reserves the right to cancel this advertisement and selection procedure without assigning any reason.

**JOB 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 Companies Act and other applicable laws.
- e) Other jobs as may be assigned from time to time.

**Nature of appointment:**

1. Candidate will be appointed on contractual basis on cost to company basis for a period of 3 years and further extendable based on the performance and requirement of Company.
2. Appointment of any candidate on contract basis will not confer any right of absorption in the regular employment of the company at any point of time. As and when required the appointee may be transferred anywhere at another unit of IIDL.

**Compensation:** CTC will be determined based on the experience, qualifications etc. of the successful/selected candidate and may vary between Rs. 65,000/- to Rs.70,000 /- per month. (Negotiable)

**Experience & Qualification:** Associate Member/Fellow of the Institute of Companies Secretaries of India (ICSI) constituted under the Companies Secretaries Act, 1980 with minimum 05 years of post-qualification of work experience.

**Selection Procedure:**

Selection will be made through interview only. A preliminary screening of the applications will be carried out to short-list eligible candidates to be called for the interview. Merely fulfilling the minimum

requirements laid down for the post would not automatically entitle any candidate for interview. The place and date of interview will be advised to the short-listed candidates in due course. Candidates are required to bring all original certificates (class 10<sup>th</sup> onwards) with self-attested photocopies on the date of interview.

**Age:**

The maximum age is up to 40 years. All Computations of age shall be done considering 31.07.2023 as the cut-off date. Age Relaxation for SC /ST /OBC (NCL) /EWS/ PWD candidates shall be as per Govt. guidelines.

**General Instructions:**

Candidates are advised to read all the instructions carefully before applying and ensure to fulfil stipulated eligibility criteria as on the date of eligibility.

Applications which are incomplete or received after the prescribed date or received without supporting documents in respect of age, educational qualification, caste certificate and experience etc., will not be considered and summarily rejected at the screening of application stage itself. IIDL will not be responsible for not receiving any application through email for technical reasons.

Mode of Selection will be Interview. IIDL reserves the right to modify the selection procedure, if deem fit.

While applying for any post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case, it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.

IIDL will call the candidates for interview based on the details furnished in the application. At the time of the interview, candidate should invariably be in possession of all the requisite certificates, IN ORIGINAL, in support of their claim with regards to their application.

In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Company's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

The number of vacancy indicated in this advertisement may increase / decrease/ be cancelled at the discretion of IIDL, if need so arises, without any further notice and without assigning any reason thereof.

The selected candidates will not be given any accommodation and transport facility at the place of their posting.

Post qualification experience means the applicant should have working experience for the specified period after acquiring the prescribed educational/professional qualifications from appropriate statutory authority.

The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling criteria as prescribed in the advertisement would not bestow on him/her the right to be called for interview/considered for selection process. IIDL at its discretion may also relax/lower qualifying standards /criteria in case suitable candidates are not available.

IIDL will not be responsible for any loss of application/ communication letter/ e-mail sent, due to invalid / wrong e-mail id/ wrong postal address/postal delay etc., in case of, any communication made by IIDL. No request in this regard will be entertained.

The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying. If at any stage it is detected that, any FIR/ criminal case lodged/ pending against the candidate and it was found at a later stage that any information has been concealed by the candidate, even after gaining employment with the Company, His/her candidature/ appointment in the Company will be rendered ineligible/ cease to exist and the same will be treated void ab-initio without prejudice to any other action against him/her by the Company.

E-mail Id/ phone number/present address given in the application should be valid and functional for at least 6 months from the date of submission of application.

The selected panel for advertised post will be valid for 6 months if the selected candidate does not accept the offer of appointment or leave the organization within six months, the next person in order on the panel will be offered appointment.

The short-listed candidates will be called for interview process, which will be carried out at New Delhi and NO TA/DA will be paid for attending the same.

Selected candidate will be required to join the services within 30 days from the date of appointment letter. NO COMPENSATION will be provided for shortfall of notice period, if any, with the current employer.

Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.

Please note that Corrigendum/Addendum, if any, issued on the above advertisement, will be published only on company's website [www.iidlindia.com](http://www.iidlindia.com).

The selected candidates will be governed by the terms and conditions of IIDL.

#### **HOW TO APPLY:**

Candidates who strictly satisfy the eligibility norms are required to apply. The candidates are also required to attach a brief profile (not exceeding 3 pages) regarding qualification, experience etc. along with the application and attach self-attested copies of the relevant certificate/s (in support of age, educational qualification) and appropriate documents. The candidates are required to submit supporting documents in pdf format at [careers@iidlindia.in](mailto:careers@iidlindia.in) with subject as **APPLICATION FOR THE POST OF "COMPANY SECRETARY"**.

IIDL reserves the right to call for additional documents from the candidate to validate their claim regarding eligibility for the post by email/post. Failure to furnish the required documentary proof, within stipulated timelines, shall result in disqualification of the candidature of the candidate.

The following documents should be submitted along with the application, in absence of which, the application will be rejected outrightly.

- a. Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DOB).
- b. Copy of Certificates and Mark sheets in respect of qualifications acquired.
- c. Appropriate document(s) in support of desirable experience.
- d. Relevant certificate for relaxation of age, if claimed.
- e. Applications not in the prescribed format, submitted and /or received after their due dates are liable to be summarily rejected.
- f. The last date and time to reach the application is **04.09.2023**

**For any query, please email at [careers@iidlindia.in](mailto:careers@iidlindia.in)**

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