

JHARKHAND CENTRAL RAILWAY LIMITED
Recruitment on Contract Basis

(Advt No. - JCRL/01/2026)

The Joint Venture Company (JV) namely "Jharkhand Central Railway Limited" has been formed between Central Coalfields Limited (CCL) (64%), IRCON International Limited (IRCON) (26%) and Government of Jharkhand (10%) to develop, finance and implement the identified Coal Rail Connectivity projects (CRCP). Shivpur-Kathautia rail line (49 Kms length approx.) has been identified to be implemented through JCRL with approximate cost of Rs. 2564 Cr.

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

Name of Post & No. of Vacancy	Qualification	Total Post Qualification Experience (In Year)**	Fixed Pay	Age Limit as on 06.05.2026
Company Secretary	Associate Member of the Institute of Company Secretaries in India (ICSI)	Post Qualification Experience of three years of company secretarial works Experience preferably in Company Secretary (CS) branch/CS department of any reputed company	Rs. 60,000/- per month with increment of Rs. 6000/- after each completed year	Not more than 35 years

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

Medical Standards: Candidates should be of sound health.

Selection Process: Suitable candidates (after initial screening) will be shortlisted for the Interview. Management reserves the rights to cancel the candidature of any/all 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 on the basis of length of relevant experience and percentage of marks secured in prescribed Minimum Educational Qualification. Initially, the shortlisting would be done on the basis of length of experience. In case the candidates having the same length of experience, priority would be given to the candidate having higher percentage of marks secured in prescribed educational qualification.

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. 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 JCRL.

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 Gazetted holidays when the office remains closed would be available.

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

C-6 No other perks or benefits would be admissible except as mentioned above.


D. How to Apply

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.

Application neatly filled/typed on A-4 size paper in the prescribed format attached as Annexure-I should be sent to "Chief Executive Officer, Jharkhand Central Railway Limited, , CCL CAMPUS, DARBHANGA HOUSE, RANCHI 834001 accompanied with the copy of following self-attested documents so as to reach latest by **31.05.2026**:

- a) Matriculation Certificate (for age proof);
- b) Self-attested copies of Certificates of Academic Degree/Diploma.
- c) Self-attested copies of Certificates of other professional degree including Associate Member (ACS) of the Institute of Company Secretaries in 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 of relevant 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).

1. 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 in the interview.



2. The envelope containing the hard copy of the application should be clearly super scribed "Application for the post of Company Secretary on Contract Basis Advt. No-JCRL/01/2026"
3. Incomplete or Vague Applications not accompanied with documents as mentioned above will be rejected summarily.

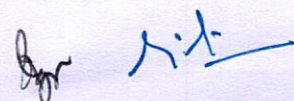
[Handwritten signature]

ANNEXURE-I

Application format for the post of " _____ "

**In Jharkhand Central Railway Limited on contract basis vide Advt. No.
JCRL/01/2026.**

1.	Name in Full (In Block Letter):		PHOTO		
2.	Father's Name				
3.	Date of Birth (DD-MM-YYYY):				
4.	Community (SC/ST/OBC/GEN):				
5.	Correspondence Address:				
6.	Contact No.:				
7.	Email Address:				
8.	Qualification Details:				
Exam Passed	Year of Passing	Name of University/Institute	Marks Obtained	Max. Countable Marks	% of Marks



9. Professional Work Experience:					
Post	Name and Full Address of Employer	Period			Job Profile
		From	To	Total Duration (In Years & Month)	
8.	Total Work Experience is _____Year(s) _____Month(s).				

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 Candidate

[Handwritten Signature]