



IRCON INTERNATIONAL LIMITED
(A Public Sector Undertaking under the Ministry of Railways)
Regd. Office: C-4, District Centre, Saket, New Delhi – 110 017 (India)

CIN-L45203DL1976GOI008171

Web: www.ircon.org

Date: 28.03.2023

Recruitment for HR Assistant and Finance Assistant on Contract Basis
(Advt. No. C- 06 /2023)

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 7181 crores in the year 2021-2022. 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 recruitment to the below mentioned posts **on Contract basis for IRCON / IRCON's SPV at a fixed all-inclusive salary, as per the eligibility criteria and other details as tabulated below:**

Post, Fixed Pay & Total Vacancies	Essential Qualification As on 01.03.2023	Maximum Age As on 01.03.2023	Post Qualification Experience As on 01.03.23	Vacancies specifically for posting at	
				State	Vacancies
Finance Assistant On Contract Fixed consolidated Pay: Rs. 36,000 /- per month. Total Vacancies 05 (UR-04, OBC-01)	CA/CMA Intermediate	35 Years	Minimum three years of experience in the field of accounting, taxation, filing of returns, handling of audit and preparation of financial statements as per IND AS. Experience in SAP is desirable. Note: Teaching/ Article ship training/consultancy/ Freelancing experience shall not be treated as relevant experience.	Punjab	01 (UR-01)
				Uttarakhand	01 (UR-01)
				Gujarat	01 (UR-01)
				Delhi	02 (UR-01, OBC-01)
HR Assistant On Contract Fixed consolidated Pay: Rs. 36,000/- per month. Total Vacancies 02 (UR-02)	2 Years full time post graduate degree / diploma in HR/Personnel/ IR /PM & IR with not less than 60% marks from a recognized university/ institution approved by UGC/AICTE	35 Years	Minimum three years of experience in Recruitments, Training & Development and other HR Related activities Experience in SAP is desirable.	Gujarat	01 (UR-01)
				Delhi-NCR	01 (UR-01)

*In addition to above emoluments, the candidates would also be provided annual increment of Rs 2000/- after each completed year of service.

****Age Relaxations** as per Government of India's guidelines subject to fulfillment of the requisite qualification & experience.

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

A. GENERAL CONDITIONS:

1. Through **walk-in interviews** as per schedule given at Para-B-6 below.
2. There are no allowances over and above the fixed pay.
3. The above posts are specifically for **IRCON / IRCON's SPV in States mentioned above**, in India and not for the regular establishment of IRCON. The appointment will be initially for a period of one year subject to satisfactory performance of the selected candidate. The contract may be further extended after one year as per the requirements of the company, if the services of the candidates are found to be satisfactory. However, the appointment is co-terminus with the project for which candidate is selected and will not confer any right to claim absorption in regular establishment of the company or for appointment in other projects of the company.
4. For Medical Coverage, the Medical Health Insurance Policy of Rs Three Lakhs for self with the ceiling of premium of Rs 4000/- 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.
5. Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted from the salary and a matching contribution will be made by IRCON. The accumulations will be paid at the time of cessation of contract.
6. 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.
7. One weekly off and other public holidays when the project office remains closed would be available.
8. Working hours/days and off will be the same as for the Project.
9. TA/DA would also be admissible if deputed on outstation duty.
10. No other perks or benefits would be admissible except the above.
11. 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.
12. The ex-contract employees of IRCON, whose services were terminated due to closure of projects, can also apply for these posts if they fulfil the required qualifications and experience. A copy of the termination letter should be sent along with the application. Appointment against this advertisement shall be treated as fresh appointment without any linkage to previous employment in IRCON.
13. The no. of posts indicated above may vary based on further assessment of requirement. The company reserves the right to increase, decrease, cancel, restrict & modify the requirement at any point of time without assigning any reason thereof.

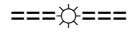
B. INSTRUCTIONS FOR WALK-IN-INTERVIEW: -

1. Before reporting for Walk-in-Interview, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.
2. Applicants who consider themselves as eligible should register themselves as per the schedule mentioned below and bring along **with them one set photocopy along with Originals** as mentioned below
 - i. Application typed on A-4 size paper in the format attached herein
 - ii. Experience Certificate in chronological order. In case of Present Employment, offer letter alone will not be considered as proof of experience, the candidate should also submit **last Two Months' salary slip** of present employer for proof of experience.
 - iii. Date of Birth/ class X passing certificate as proof of DOB.
 - iv. Caste certificate/EWS Certificate/Age relaxation. Certificate issued should be in prescribed format as per Government of India's guidelines.
 - v. Qualification Degree/Diploma and All semester/year Mark sheets for calculation of percentage in qualifying degree.
3. If the candidate belongs to OBC, a caste certificate issued in the **current financial year** only by a competent authority as **applicable for appointment to the services in Govt. of India** in proper format will be accepted. Please note, that an OBC certificate issued in the current financial year only can be accepted as a current proof of your not belonging to "creamy layer" in the OBC.
4. Candidates should mention percentage in the fields where percentage is required without rounding off. Percentage obtained in BE/B Tech as mentioned in consolidated mark sheet issued by University/Institution after considering marks of all semesters/years will be considered. However, in case consolidated mark sheet is not being issued by University/Institute, final percentage will be calculated by taking average of all semesters/years.
5. In case CGPA/OGPA/DGPA is mentioned in mark sheets, following criteria may be applied:
 - i. **In case where conversion into percentage is not provided by university/institutes:**
"if university/institute do not have the provision for conversion of CGPA/OGPA/CPI/DGPA or letter grade into percentage than minimum 6 on 10-point scale will be considered as 60%. On any scale different from 10-point scale the score will be prorated accordingly.
 - ii. **In case where conversion into percentage is provided by university/institutes:**
Wherever CGPA/OGPA/CPI/DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by concerned university/institute. A certificate to this effect may be obtained by the candidate from the university/institute, which shall be required to be produced at the time of verification
6. The schedule of Interview is as mentioned below:

Project/Office Name & Address	Post Name	Time and Date for Walk-In interview
Ircon International Limited C-4 District Centre Saket, New Delhi-110017	Finance Assistant	27 th April, 2023 from 09.30 AM Onwards
	HR Assistant	01 st May, 2023 from 09.30 AM Onwards

7. Only such applicants will be interviewed who are eligible as per the eligibility criteria. Applicants are, therefore, advised to check their eligibility thoroughly while reporting for walk-in-interview so as to avoid disappointment at a later stage. **The applicants must bring the original certificates in proof of age, community, educational qualifications and experience while coming for the interview failing which the interview of the candidate will not be held.**

8. **Please note that the Registration for Walk-in-interview shall start at 09:30 am at the location mentioned above. The candidate may register themselves upto 1:00 pm only on the above mentioned date and location.**
9. **Candidates applying for more than one post have to submit separate application for the post/s.**
10. **No request for change of date, time and location for any post would be entertained.**
11. **Please note that the above exercise may take more than one day of duration depending on the number of candidates appearing for Walk-in-Interview. Thus, the candidates are advised to plan their travel accordingly.**
12. Any communication/corrigendum/notification related to any post of this advertisement will be uploaded on IRCON's website only.
13. In case of Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org





Application Format for the post of on contract basis for posting at Location (State Name) vide - Advt. No. C-06/ 2023

- 1. Name in full (In Block letters) : _____
2. Father's Name : _____
3. Date of Birth (DD-MM-YY) : _____
4. Community (SC/ST/OBC/EWS/Gen) : _____
5. Religion : _____
6. Whether belong to Minority : ___ Yes / No _____
7. Last/Present Organization : _____

Affix
Passport size
Photograph

(Please tick) Govt. (Central/State) PSU Auto. Bodies Others

8. Correspondence Address Permanent Address
State _____ Pin _____ State _____ Pin _____

- 9. Contact Number with STD Code : _____
10. E-Mail Address : _____

11. Qualifications (Academic & Professional):

Table with 6 columns: Exam Passed, Year of Passing, Name of the Inst./ University, Marks obtained, Max. marks, %age of marks

12. Work Experience as on 01-03-2023

Please give the detailed experience in attached sheet (Annexure-1). Attach copy of Experience Certificate(s) or acceptable proof of joining & relieving in support of experience.

Signature of the Candidate

Verification

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

Post held with scale of pay or gross emoluments	Name of the Employer (Give the name of Organisation/ Company)	P E R I O D			Name of the Project(s) on which worked and nature of experience
		From Date DD/MM/YY	To Date DD/MM/YY	Total Duration (in Yrs. & Months)	

Total Experience = _____ Years _____ Months _____ Days

Signature of the Candidate