



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: 07-10-2019

Recruitment of Consultant Public Relation on Contract basis **(Advt. No. C11/2019)**

IRCON INTERNATIONAL LIMITED is a premier schedule "A" infrastructure Public Sector Enterprise under Ministry of Railways engaged in the construction of turnkey infrastructure projects in Railways, Highways, Buildings, Power sectors, etc. The company has recorded a total turnover of more than Rs 4680 crores in the year 2018-19. 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 and Sri Lanka.

The company invites applications for recruitment to the following post **on Contract basis for Ircon's Corporate Office, New Delhi at a fixed all-inclusive salary, as per the eligibility criteria and other details as tabulated below:**

Post & Fixed Pay	Essential Qualification	Maximum Age	Post Qualification Experience (As on 01.10.2019)
Consultant – Public Relations on contract basis. Fixed consolidated Pay: Rs. 90,000/- per month. Total Posts-01 (UR)	Post Graduation Degree/ Diploma in Public Relations/ Corporate Communications/Mass Communication/ Journalism from a recognized University/ Institute.	Not more than 45 years. (i.e. Not borne before 01.10.1974)	Minimum 12 years' job experience in the field of Media/PR. Should have strong communication skills and command over English & Hindi. Preferably having experience in <ul style="list-style-type: none"> • Designing, editing, printing and production of publications. • Preparation of PPT presentations, operate system software like Excel, Ms-Word etc. • Managing print and electronic media, issuing press releases, tracking media etc.

*** Teaching experience, Consultancy, freelancing shall not be treated as experience.**

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

GENERAL CONDITIONS:

- 1 The above post is specifically for **Ircon's Corporate Office, New Delhi** and not for the regular establishment of Ircon. 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 to be satisfactory.
- 2 Reimbursement for indoor treatment for self at the place of posting only would be permissible.
- 3 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.
- 4 One leave for each calendar month of service which can be availed during the contract period. Leave can be carried forward and accumulated but no leave encashment for unavailed leave is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.
- 5 TA/DA would also be admissible if deputed on outstation duty.
- 6 No other perks or benefits would be admissible except the above.
- 7 Working hours/days and off will be the same as for the Corporate Office.

HOW TO APPLY:

1. Application typed on A-4 size paper in the format given at the end of the advertisement should be addressed and sent to **Manager/HRM, Ircon International Ltd.** as per address given in table below accompanied with the self attested photocopies of the following documents:
 - a) Matriculation Certificate (for age proof).
 - b) Certificate of Degree and other qualifications as mentioned and as per eligibility conditions.
 - c) Certificates of other professional qualifications.
 - d) Certificates in proof of experience, clearly indicating the length and line of experience as per eligibility conditions/criteria.
 - e) Community certificate (SC, ST, OBC etc.), if applicable. Please note that candidates belonging to OBC category have to submit the latest financial year OBC (non creamy layer) certificate in centre format to be produced by OBC applying for appointment to posts under Govt. of India.
 - f) NOC from present employer if working in Govt./PSU/autonomous Bodies.
 - g) Complete set of self-attested photocopies of all the above mentioned certificates.
 - h) Duly self-signed Curriculum Vitae (CV).

SELECTION PROCESS:

1. Selection will be through interviews of shortlisted candidates.
2. Applicants will have to send their application typed on A-4 size paper in the format given at the end of the advertisement, so as to reach us by 31-10-2019 as per address given in the table below accompanied with the self-attested photocopies of the above mentioned documents. The list of eligible candidates invited for interview shall be displayed on the website and the interview call letters would be sent by e-mail only. Schedule for sending application is as indicated below.

Post	Address for sending applications & venue for Interview	Last Date for receipt of Applications at this office	Date and time for interview
Consultant – Public Relations on contract basis.	Manager/HRM, Ircon Corporate Office, C-4 District Centre , Saket, New Delhi-110017	31-10-2019	Shall be published on our web-site along with the list of shortlisted candidates for interview

3. Application received after due date or received via e-mail will not be considered. Ircon will not responsible for loss of application in transit or postal delay. Ircon on its discretion reserves the right to reject any application or cancel the candidature without assigning any reason thereof.
4. All information submitted in the application will be verified with original documents at the time of interview. 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.
5. Only such applicants will be interviewed who are eligible as per the eligibility criteria. Applicants are, therefore, advised to check their eligibility thoroughly while applying 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 conducted.**
6. Incomplete or vague applications or applications not accompanied with documents as mentioned above (how to apply) will be rejected summarily. Applications not in the prescribed format or without a photograph will also not be entertained. Also candidates not accompanied with original documents as mention above will not be allowed to appear for the Interview.

7. Applicants working in Govt./PSUs may note that they have to produce NOC at the time of interview and resign from their parent organization on their selection.
8. All modification/amendment shall be displayed on Ircon official web-site only at www.ircon.org under career@HR. Therefore candidates are requested to check the web-site for modifications/amendment, if any, before appearing for interview.
9. Advance copy of application may be sent in an envelope super scribed –“**Application for the post of Consultant Public Relation - Advt. No. C11/ 2019**”

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IRCON INTERNATIONAL LIMITED



Application Format for the post of **Consultant Public Relation** - Advt. No. C11/ 2019

1. Name in full (In Block letters) : _____
2. Father's Name : _____
3. Date of Birth (DD-MM-YY) : _____
4. Community (SC/ST/OBC/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
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8. Correspondence Address : _____

 _____ Pin Code _____

Contact Phone No with STD Code : _____

9. E-Mail Address : _____

10. **Qualifications (Academic & Professional):**

Exam Passed	Year of Passing	Name of the Instt./ University	Marks obtained	Max. countable marks	%age of marks

11. **Post Qualification Experience as on 01-10-2019**

*Please give the detailed experience in attached sheet (Annexure-I). 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

Details of Post Qualification Work Experience as on 01-10-2019

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			Details 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