



Recruitment of Chief General Manager & General Manager in Human Resource Management
Advt. No. 14 / 2019

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 4415 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, etc., and recently in Sri Lanka.

The Company invites applications for regular post of Chief General Manager and General Manager in HR discipline from the candidates **working in CPSE's (Central Public Sector Enterprises)** for which eligibility criteria and other details are as below:

Post and Scale of Pay	Essential Qualification	Maximum age as on 01.12.2019*	Post Qualification Experience and pay scale criteria as on 01.12.2019
Chief General Manager/HRM (E-8) Scale of Pay: Rs 120000-280000/- (IDA) No. of Post: 01 UR	Essential: Two years' full time regular PG Degree/ Diploma with specialization in HR/IR/ Personnel Management/ PM&IR with not less than 60% marks from a recognized Institute/ University. Desirable: Additional Qualification of LLB from recognized University/Institute will be preferred.	52 Years	Total Experience: 20 Years and Officer presently working in scale of Rs 51300-73000 (PR-IDA) / 120000-280000 (IDA)/ Rs. 37400-67000 + GP 10000 (PR-CDA)/ Pay Matrix Level 14 (CDA) OR working for 4 years in scale of Rs 37400-67000+ GP 8900 CDA (PR-CDA) /(Pay Matrix Level 13 A) or 43200-66000(PR-IDA) /100000-260000 (IDA)
General Manager/HRM (E7) Scale of Pay: Rs.100000-260000/- (IDA) No. of Post: 01 UR	Desirable: Additional Qualification of LLB from recognized University/Institute will be preferred.	50 Years	Total Experience: 18 years and Presently working in scale of Rs. 43200-66000(PR-IDA)/ Rs. 100000-260000/-(IDA) /Rs. 37400-67000 + GP 8900 (PR-CDA)/ Pay Matrix Level 13 A (CDA) OR working for 4 years in scale of Rs. 36600-62000 (PR-IDA)/ Rs. 90000-240000/-(IDA) / Rs. 37400-67000 + GP 8700(PR-CDA)/ Pay Matrix Level 13 (CDA)

Nature of Experience: The candidate should be well versed in various areas of Human Resource Management viz. Talent Acquisition, Retention Management, Skill development, Competency and Leadership Development, OD Initiatives, Performance Management, Employee Relations, Compliance of statutory requirement including labour laws, Manpower planning, Training and Development, Conduct Discipline & Appeal Rules etc.

The candidate should be proficient in computer related skills preferably SAP-ERP

***Age relaxation as per Govt. of India guidelines subject to fulfillment of the requisite qualification, pay and experience criteria etc.**

**** Teaching, Consultancy & Freelancing experience shall not be treated as relevant experience.**

Compensation Package: Basic Pay, Variable DA (at present 14.8%), HRA(depending on place of posting i.e. 24%, 16% & 8% for X, Y & Z grade cities respectively)/ lease rent, Allowances @34% for CGM and 30% for GM, Performance Related Pay (Variable-based on performance rating), Leave Encashment, Mobile phone expenses, Liberal Medical including indoor medical benefits for self and dependents, Employer's contribution towards EPF & Pension scheme, Gratuity, Welfare schemes and other Fringe benefits as per rules of the Company. Selected candidate for CGM may be provided Company Accommodation in case available.

Probation Period: The selected candidate shall be on probation for a period of two years.

Place of posting: Ircon's Corporate Office, New Delhi. However, the selected officers are liable to be posted anywhere in India/abroad as per Company's requirement from time to time.

Selection Process: Suitable Candidates (after initial screening) will be shortlisted for interview/Power Point presentation to the Selection Committee to gauge and assess their vision, leadership ability, HR skills and strategies for taking company forward. Psychometric Assessment may also be included in the selection process.

Surety Bond: Candidate selected for the post of GM/HRM will have to execute a bond of Rupees 3 lakhs to serve the company for at least three years. However, there is no condition of signing bond for candidate selected for the post of CGM/HRM

Travelling Allowance: Travelling expenses would be reimbursed to candidates who would be shortlisted to attend the Interview/Presentation from their present place of posting to Delhi on submission of train/air tickets on actuals restricted to the 1st AC Fare by Mail/Express train.

A -:GENERAL INSTRUCTIONS:-

1. In case of dual specializations, one of the fields of specialization should be in the field prescribed. In case of major/ minor specializations, major specialization should be in Personnel/HR Management.
2. The candidates working in PSU/Central/State Govt./Autonomous bodies should inform their employers in writing before applying for posts in Ircon. The candidates will have to produce NOC from their employers at the time of interview.
3. **However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of interview that they will not claim any service transfer benefits / protection of pay the event of their selection. Such candidate/candidates will be selected on Minimum of the pay scale.**
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. The company reserves the right to increase, decrease, cancel, restrict & modify the requirement at any point of time without assigning any reason therefor.
6. A candidate can apply for one post only i.e. either CGM or GM. In case any candidate applies for both posts, the application for higher level post will be considered.
7. Candidates not in a position to join within a period of 3 months from the date of release of letter of posting need not apply.

B-: INSTRUCTIONS FOR APPLYING:-

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.
2. Eligible candidates **have to apply through online mode only**. It is advisable that the candidates have a valid e-mail id while applying for the job through online mode in order to facilitate faster communication.
3. Candidates will have to correctly declare their Name and Date of Birth as mentioned in their Birth certificate or matric certificate. Candidates will have to declare their category correctly. Candidates must correctly enter the qualification details including date of acquiring qualification as mentioned in their certificates.
4. Candidates are advised to keep a scanned copy of **latest passport size colored photograph and signature in JPG format of 100 kb each along with a PDF(100 kb each and 300 kb for experience certificates)** of following documents which will be required to be uploaded during online application:
 - a. Experience Certificate in chronological order (for Present as well as Previous employment indicating start date, end date, designation, pay scale/ emoluments & area of experience). Do not include trainee level / teaching/ pre -qualification experience.

- b. Duly certified pay slip/ pay certificate in support of experience in relevant pay scale/ emoluments/equivalent level for the duration concerned.
- c. Date of Birth/ class X passing certificate as proof of DOB.
- d. Caste certificate/PwD Certificate/Age relaxation Certificate.
- e. Qualification Certificate and Mark sheets for calculation of percentage in qualifying degree/diploma.

C:- METHOD FOR SUBMISSION OF APPLICATION:

1. Candidates may visit the ‘**HR & Career**’ section (& further ‘**Regular Employment**’ section) of Ircon’s corporate website www.ircon.org.
2. Click on ‘Apply Online’ link available against the recruitment advertisement for the said posts. A screen containing the active vacancies will be visible.
3. Further click on the ‘apply online’ link against the vacancy for which candidate is willing to apply.
4. Candidates should ensure the following while filling up the online registration form:
 - Qualification, address, community pay scale and experience details are complete.
 - Complete Details of experience are mentioned separately for each organization along with pay details.
 - Details of more than one posts held within the same organization are mentioned separately along with the pay scales and area of experience.
5. After completing the above said details in application form and submitting the same, an e mail regarding successful registration will be received in the e mail account of applicant. The candidate may then click on the link available in the received mail and a screen for uploading of documents will be opened.
6. Candidate has to enter the name of vacancy, application number and date of birth and to proceed ahead, click on “**Upload documents**” section. Further the documents as required are to be uploaded as mentioned there. The photograph and signature must be in JPG format of size of not more than 100 KB each. The other relevant documents related to age, qualification, experience, pay scales etc. are to be uploaded in the PDF format of size of not more than 100 KB each(300 kb for experience certificates).
7. After uploading click on “**upload the documents**” button, your documents will be uploaded. Further click on “**Return Back**” button to go back to previous window.
8. Click on “**View and Final Submission button**” after entering the name of vacancy, application number and date of birth for final submission of your application. After checking the details carefully, click on Final submission button and your application be submitted successfully. An e mail regarding final submission of application will also be received in candidate’s mail account.
9. In case candidate realizes after final submission of application that he/she has inadvertently entered any wrong information in the application submitted, a fresh application may be submitted with a different e mail id and same process may be followed as explained above.
10. Candidates may take a printout of finally submitted application and may keep it with them for future reference. Candidates should submit only single application and application once submitted cannot be altered. A valid e-mail ID is essential for submission of the online application. IRCON will not be responsible for bouncing of any e-mail or delivery of any e-mail to junk mail folder of candidates.
11. Candidates are advised to make a note of their e-mail ID as entered in the application form and Application Number generated in the Application. These would be required for accessing information during the later stage of the recruitment process.
12. Candidates are **not required** to forward the hard copies of their applications to IRCON
13. Once applied, the applicants are advised to check the web site as well as their registered e-mail regularly for any updates.
14. **Any Corrigendum/Addendum pertaining to the advertisement and further correspondence will be published on IRCON’s official website only.**

Important Dates:

Date of publication in Employment News	14.12.2019
Start date of online application	14.12.2019
Last date of online application	27.12.2019