



IRCON INTERNATIONAL LIMITED
(A Public Sector Undertaking under the Ministry of Railways)
Regd. Office: C-4, District Centre, Saket, New Delhi-110 017 (India)
Tel.: +91-11-29565666, Fax: +91-11-26854000, 26522000
(CIN – U45203DL1976GOI008171)



Web: www.ircon.org

Recruitment on various posts in various disciplines on regular basis Advt. No -20/2016

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 3000 crores in the year 2014-15. 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 **the following regular posts:**

| Post & Scale of Pay | Essential Qualification as on 01.08.2016 | Maximum age as on 01.08.2016* | Post qualification Experience criteria as on 01.08.2016 |
|--|---|-----------------------------------|--|
| Co. Affairs | | | |
| Assistant Officer/Co. Affairs – E-1 Scale of Pay – Rs. 16400-40500/- + allowances + PRP (IDA) Post Code – 8-001 Total Posts: 02 (UR – 01, PwD-01) | Member of Institute of Company Secretaries of India (ICSI) | 30 (UR) 40 (PwD) | Minimum 02 years of experience in Company secretary branch/department of any Govt. department/PSU. |
| Legal | | | |
| Assistant Officer/ Legal – E-1 Scale of Pay – Rs. 16400-40500/- + allowances + PRP (IDA) Post Code – 10-01 Total Posts: 03 (PwD-03) | LLB (full time) with minimum 50% marks from a recognized university/institute | 40 (PwD) | - |
| HRM | | | |
| Assistant Officer/ HRM – E-1 Scale of Pay – Rs. 16400 – 40500/- + allowances + PRP (IDA) Post Code – 10-02 Total Posts: 01 (PwD-01) | Full Time regular MBA or full time regular PG Diploma in HR/IR & Personnel Management with minimum 50% marks from a recognized university/institute | 40 (PwD) | - |
| Assistant Office Superintendent/ HRM – NE-7 Scale of Pay – Rs. 10700 – 21400/- + allowances + PRP (IDA) Post Code – 10-03 Total Posts: 01 (PwD-01) | Graduate (Full Time) with not less than 50% marks + 1 year diploma in HR/Personnel Management (Full Time) or equivalent from a recognized university/institute. | 40 (PwD) | 3 years post qualification experience in the field of human resource management is required. |

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

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

Compensation Package: Basic Pay, DA, HRA lease rent, Liberal Medical including indoor medical benefits for self and dependents, LTC, Advances, Gratuity, EPF, Performance Related Pay (PRP), Transport Assistance, holiday-homes, Welfare schemes and other Fringe benefits as per rules of the Company.

Place of posting: Anywhere in the Projects/Offices of the Company within India or abroad.

Selection Process: Written Exam and/or Interview.

Surety Bond: Selected candidates have to execute a bond of Rupees 3 lakhs to serve the company for at-least three years.

Note for PWD candidates:

(1) The degree of disability should be minimum 40% in all cases.

(2) Only following categories of PWD are eligible to apply for these posts:

- i. OH candidates: OA - One arm affected (Right or Left); OL – One leg affected (Right or Left),
- ii. HI candidates: PD - Partially Deaf
- iii. VH candidates: LV- Low Vision

(3) PWD candidates should possess a latest disability certificate issued by an authorized Government of India/ State Government Department/ Hospital. **Format for the Disability Certificate (as approved by DOPT) is available at the end of the advertisement.**

(4) Within the overall notified total vacancies, PWD candidates belonging to any of the three categories of disability will be considered for selection, subject to their suitability, notified for PWD in this advertisement, in order to clear the backlog of PWD vacancies.

A -: GENERAL INSTRUCTIONS :-

1. The number of posts indicated above may vary based on further assessment of requirement.
2. If any candidate is presently working with any government department or organization/PSU, he/she should inform their employers in writing before applying for posts in Ircon. Such candidates will have to produce **NOC** from their employers at the time of interview.
3. 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
4. **Application is liable to be rejected if it is not system generated or is without the online application payment details or is unsigned or is without a photograph or received in Ircon after the closing date.** Ircon will not be responsible for loss of application in transit or postal delay. Ircon on discretion reserves the right to reject any application or cancel the candidature without assigning any reason thereof.
5. Candidates belonging to **UR/OBC category - for non-PwD vacancy for AO/Co. Affairs post** are required to make '**Online Application Payment**' of Rs. 500/- as registration amount & examination fee, as per the steps below:-

- a) After online submission /registration of application for recruitment, please visit the '**Fee Payment**' link.
- b) Enter the Application No. & DOB & proceed to '**Make for Payment**'. Before proceeding for payment, please ensure that amount reflected for payment is correct.
- c) Select the mode of payment & enter your Mobile No. & Email id & proceed for payment.
- d) After your transaction is completed, please note down your transaction details for future reference.
- e) Proceed for printing of your application & send the duly signed hardcopy of your application (containing the online fee payment details) to Ircon as per the details in the advertisement. **Before sending the hard copy of application, please ensure once again that the payment & other details in your application are correct.**

Detailed procedure for on line application payment is available at the end of the advt.

Please Note :- No application fee is applicable to candidates belonging to SC/ST, PwD and Ex-Serviceman category and thus such candidates may directly print their application after submission/registration (instead of going to Fee Payment link)

B -: INSTRUCTIONS FOR APPLYING ONLINE:-

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement. **The application will be submitted once and hence candidates should keep their documents ready before filling the online application form.**
2. Eligible candidates **have to apply through online mode only**. Candidates may visit the '**Vacancy**' section (& further '**Regular Employment**' section) of Ircon's corporate website www.ircon.org. 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.

The **last date for applying online at Ircon's website** is **21.11.2016** i.e. 10 days from the date of publication of advertisement (**12.11.2016**) in the Employment News.

3. On submitting the application online, a unique Registration ID for each candidate will be generated. Candidates (**only non-Pwd Ao/Co. Affairs- UR/OBC candidates**) will then have to proceed for 'Online Fee Payment' and after the payment is completed, candidates may take a printout of the submitted application, paste a recent (self-attested) passport size photo in the space indicated, put his/her signatures in the space provided and send the same to **Joint General Manager/ HRM, Ircon International Limited, C-4, District Centre, Saket, New Delhi - 110 017** accompanied with the copy of following self-attested documents, so as to reach Ircon office latest by **28.11.2016**:

- a) Matriculation Certificate (for age proof);
- b) Self-Attested copy of Certificate of professional/academic Degree/diploma. Also, **necessary documents specifying the equivalence or CGPA conversion documents, wherever applicable.**

● **In cases 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.

● **In cases 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 submitted along with the application."

- c) Self Attested copy of Certificate of Professional Degree including membership (ACS) of the Institute of Company Secretaries of India .
- d) Certificates of other professional qualifications, if any;
- e) Certificates in proof of experience, if any, as applicable, clearly projecting the requisite experience indicating the length and line of experience as per eligibility conditions/criteria;
- f) Certificate in support of claim of belonging to Schedule Caste, Schedule Tribe and Other Backward Classes, Ex-serviceman, Physically Handicapped where applicable.
- g) **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. 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.

Please note, hard copy of only system generated applications (with online fee payment details-for non-Pwd Ao/Co. Affairs-UR/OBC candidates only) will be considered. No manual application or application without online application payment details for non-Pwd Ao/Co. Affairs-UR/OBC candidates only) will be entertained.

Also, the printing option will be available to the candidate till the last aforesaid date for receipt of the hard copy of the system generated application at Ircon’s office i.e. 28.11.2016.

5. In the online application format, there is a column for “**Details of ERP/Computer Proficiency**”. In this particular column, candidates have to provide the details regarding their knowledge/proficiency in Computers or in ERP with details of any diploma/certifications in the same. Necessary documents regarding the same, if any, may also be attached with the hard copy of the online application to be sent to this office.
6. The envelope containing the hard copy of the system generated application should be clearly super scribed “**Application for the post of AO/Co. Affairs or AO/Legal or AO/HRM or AOS/HRM - (Advt. No. - 20/2016) on regular basis**”.
7. Ircon’s online application system at its website www.ircon.org will remain functional from 00.00 hrs of **12.11.2016** to 24.00 hrs of **21.11.2016**. However, candidates should complete the application at the earliest in order to avoid site congestion.
8. Before submitting the filled in application candidates should ensure that all the entries are properly filled and are correct.

C -: IMPORTANT DATES:-

| PARTICULARS | DATES |
|--|--------------------------------|
| Date of publication of advt in Employment News | 12.11.2016 |
| Start time & date for applying online | 00.00 hrs of 12.11.2016 |
| Time & last date for applying online (10 days from date of publication in the Employment News) | 24.00 hrs of 21.11.2016 |
| Last date of Online Application Payment | 28.11.2016 |
| Last date for printing the online submitted application | 28.11.2016 |
| Last date for receipt of the hard copy of the system generated application at Ircon’s office | 28.11.2016 |

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari_____ son/daughter of
_____ of village/town _____
in District/Division_____ in the State/Union Territory
_____ belongs to the
_____ community which is recognised as a backward class under the
Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____
_____ dated_____*: Shri/Smt./Kumari_____ and/or
his/her family ordinarily reside(s) in the_____ District/Division
of the _____ State/Union Territory. This is also to certify that
he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93
— Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*-The authority issuing the certificate may have to mention the details of
Resolution of Government of India, in which the caste of the candidate is
mentioned as OBC.

** As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section
20 of the Representation of the People Act, 1950.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____

Date _____

DISABILITY CERTIFICATE

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.

1. This is certified that Shri/ Smt/ Kum _____ son/wife/daughter of Shri _____ age _____ sex _____ identification mark(s) _____ is suffering from permanent disability of following category.

A. Locomotor or cerebral palsy :

- (i) BL- Both legs affected but not arms.
- (ii) BA- Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA- Both legs and both arms affected
- (iv) OL- One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) OA- One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH- Stiff back and hips (cannot sit or stoop)
- (vii) MW- Muscular weakness and limited physical endurance.

B. Blindness or Low Vision :

- (i) B- Blind
- (ii) PB- Partially Blind

C. Hearing impairment :

- (i) D-Deaf
- (ii) PD- Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ months. *

3. Percentage of disability in his/her case is _____ percent.

4. Sh./Smt./Kum _____ meets the following physical requirements for discharge of his/her duties :-

- | | |
|---|--------|
| (i) F-can perform work by manipulating with fingers | Yes/No |
| (ii) PP-can perform work by pulling and pushing | Yes/No |
| (iii) L-can perform work by lifting | Yes/No |
| (iv) KC-can perform work by kneeling and crouching | Yes/No |
| (v) B-can perform work by bending | Yes/No |
| (vi) S-can perform work by sitting | Yes/No |
| (vii) ST-can perform work by standing | Yes/No |
| (viii) W-can perform work by walking | Yes/No |
| (ix) SE-can perform work by seeing | Yes/No |
| (x) H-can perform work by hearing/speaking | Yes/No |
| (xi) RW-can perform work by reading and writing | Yes/No |

(Dr _____)

Member

Medical Board

(Dr _____)

Member

Medical Board

(Dr _____)

Chairperson


Medical Board

Countersigned by the
Medical Superintendent/CMO/Head of Hospital (with seal)

*Strike out which is not applicable.

STEPS TO PAY APPLICATION FEE ONLINE

Step 1: After online submission/registration of application for recruitment, click on the “Fee Payment” Link.




[Active Vacancies](#)
[Print Application](#)
[Fee Payment](#)

List of Active Vacancies

| Advt. No. | Post | Essential Qualification (EQ) | Date of Notification | Post qualification experience in particular Pay Scale Criteria | Experience | Last Date of applying online | Last date for printing/ receiving hardcopy of online application (at IRCON's office) |
|-----------|------|------------------------------|----------------------|--|------------|------------------------------|--|
| | | | | | | | |

Step 2: On the screen for online payment, fill in the applicant no (generated by online submission of application) and Date of Birth. Click on “Show Details & Amount” button to see the amount to be paid. If inputs are correct, name and amount to be paid will be displayed. Last date for online payment is same that of last date of printing of application. If amount is 0 (zero), you cannot proceed for payment. Read the terms and conditions mentioned in the bottom (on the Fee Payment screen) before going for online payment.



[Active Vacancies](#)
[Print Application](#)

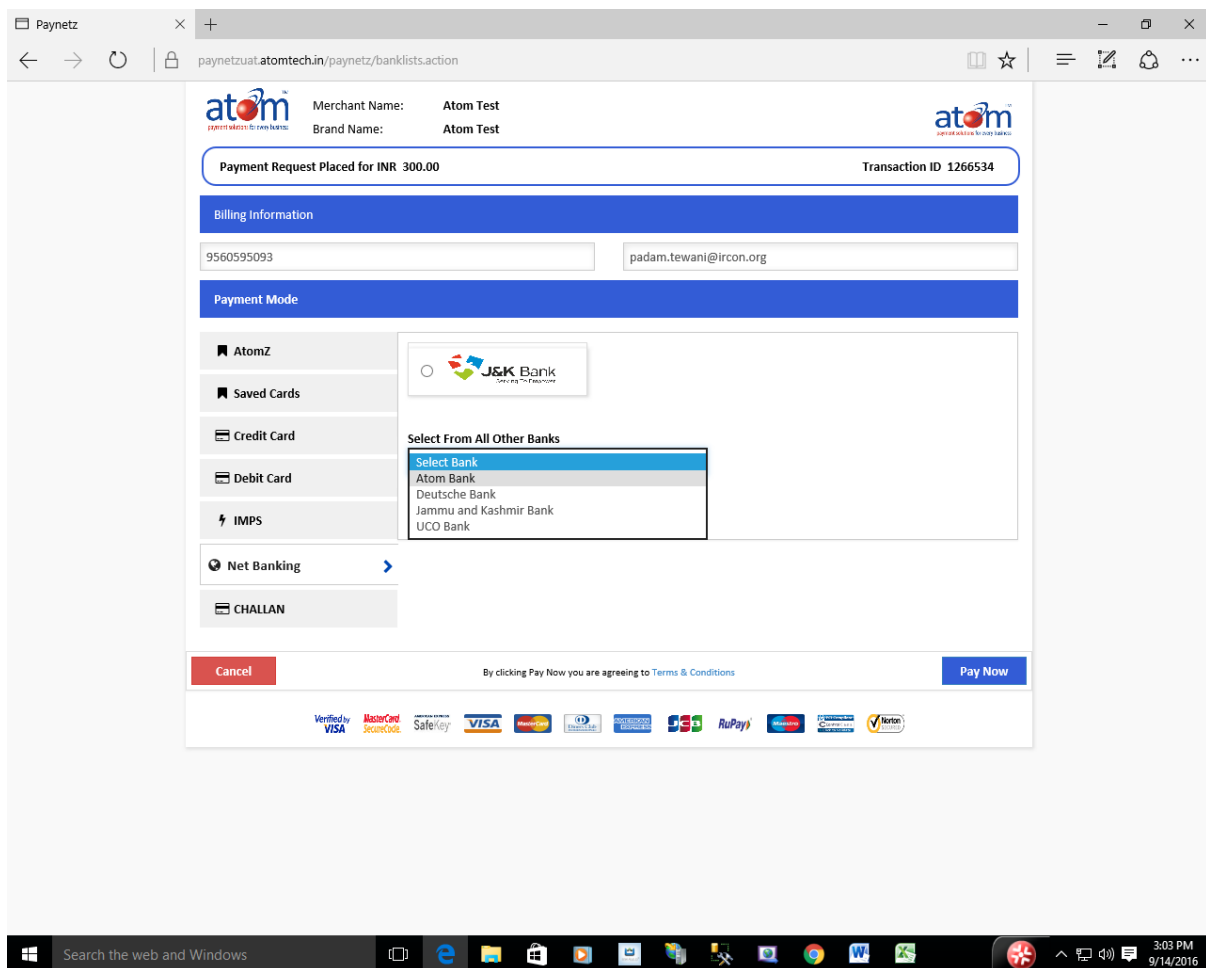
| Steps | Online Application Fee Payment |
|-------------------------|--|
| Step 1: | Enter application No. : <input style="width: 80%;" type="text"/> |
| Step 2: | Enter DOB.: <input style="width: 80%;" type="text"/> |
| Step 3: Click on button | <input type="button" value="Show Details & Amount"/> ← Click here after filling application no and |
| | Name: <input style="width: 80%;" type="text"/> |
| | Fee Amount : <input style="width: 80%; text-align: center;" type="text" value="0"/> |
| Step 4: | <input type="checkbox"/> I have read the Terms and conditions mentioned below and I agree to it. |
| Step 5: Click on button | <input type="button" value="Make Payment"/> ← Click here to proceed for online payment. |

Terms and Conditions :

Please read the following terms and conditions very carefully as your use of service is subject to your acceptance of and compliance with the following terms and conditions. By subscribing to or using any of our services you agree that you have read, understood and are bound by the Terms, regardless of how you

Read carefully Terms and conditions before payment

Step 3: After clicking on ‘Make Payment’, candidate will be re-directed to the payment site. Select the mode of payment. Enter Mobile no and email id. Select the mode of payment as per available options. Click “Pay Now” button to proceed for payment and fill the details as per options selected for payment.



Step 4: After transaction is completed, system automatically diverts to www.ircon.org with the details of the payment and status. Please note down the details of Transaction outcome. An email with the status and other details will be sent to the email id entered at the time of payment.

| Active Vacancies | Print Application | Fee Payment |
|---------------------------------------|-----------------------------------|-----------------------------|
| Application Fee Payment Status | | |
| Application No. : | 2016141001 | |
| Amount : | 300.00 | |
| Payment Status : | Success | |
| Bank Ref. No. : | 188612951 | |
| Payment Mode: | NB | |
| | | |

Step 5: Print the Application Form and check the payment details in application. Sign it and send the hardcopy to IRCON at the address given in the advertisement.