



**Interview schedule for the post of HR Assistant on Contract Basis**  
**(Advt. No. C-18/2023)**

The interviews for the post of HR Assistant on Contract vide Advt. C-18/2023, are scheduled to be conducted at IRCON, Corporate Office, New Delhi. The details are as under:

**(A) Schedule of Document Verification and Interview:**

Post	No. of eligible/ prov. eligible candidates	Schedule of Document Verification and Interview	Venue
HR Assistant	13	18 January, 2024 (10:00 AM Onwards)	IRCON INTERNATIONAL LTD, C- 4 District Centre, Saket, New Delhi, 110017

In response to the applications received for the post of HR Assistant on Contract basis advertised vide Advertisement No. C-18/2023; interview has been scheduled on the date and venue mentioned above in para (A) for the Provisionally Eligible/Eligible candidates as shortlisted subject to their fulfilling the eligibility criteria on verification of their documents on the date of Interview.

**(B) List of Candidates found Eligible/Provisionally Eligible for Interview to the post HR Assistant on Contract Basis:**

S.No	Applicant Name	Date Of Birth	Category	Final eligibility	Remarks
1	Siddhartha Tripathi	06-07-1993	GEN	Eligible	
2	Sandhya Shakya	01-06-1987	OBC	Eligible	
3	Shashi Kusum Dungdung	10-12-1989	GEN	Provisionally Eligible	Provisionally Eligible subject to submission of diploma & semester marksheets of PGDM and experience certificate.
4	Nayan Pingua	22-06-1994	GEN	Provisionally Eligible	Provisionally Eligible subject to verification of all Original Documents.
5	Arpita Pandey	15-07-1993	GEN	Provisionally Eligible	Provisionally Eligible subject to submission of the following: 1. submission of Specialisation Certificate. 2. submission of certificate of regular degree course of MBA. 3. submission of proper experience documents in case of PHI Consulting Services.

6	Rishita Srivastava	09-03-1999	EWS	Provisionally Eligible	Provisionally Eligible subject to submission of the following: 1. Submission of EWS Certificate. 2. Submission of document showing result declaration date of MBA final semester.
7	Deepshikha	17-08-1993	GEN	Provisionally Eligible	Provisionally Eligible subject to submission of the following: 1. Submission of Specialisation Certificate. 2. Submission of experience certificates from all previous employers
8	Vandana Sahu	17-11-1992	OBC	Provisionally Eligible	Provisionally Eligible subject to submission of the following: 1. Subject to submission of Current Year OBC Certificate. 2. Subject to submission of experience certificate of MP State Elect. Board
9	Abhishek Kumar Singh	14-07-1994	OBC	Provisionally Eligible	Provisionally Eligible subject to submission of the following: 1. Submission of Current Year OBC Certificate. 2. MBA Specialisation Certificate. 3. Submission of valid (fresh) experience certificate from all previous employers. 4. Submission of percentage conversion certificate of MBA.
10	Rakesh Sahu	16-07-1987	OBC	Provisionally Eligible	Provisionally Eligible subject to submission of the following: 1. Subject to submission of MBA Specialisation Certificate. 2. Subject to submission of document showing experience in HR related works as per advt.
11	Ranju Lata Soni	18-09-1987	OBC	Provisionally Eligible	Subject to submission of MBA Specialisation Certificate.
12	Elisha Pattnayak	20-09-1995	GEN	Provisionally Eligible	Provisionally Eligible subject to submission of the following: 1. Subject to submission of MBA Specialisation certificate. 2. Subject to submission of document showing work experience as per Advt.
13	Ankita Pandey	30-01-1991	GEN	Provisionally Eligible	Provisionally Eligible subject to submission of the following: 1. Subject to submission of MBA Specialisation certificate. 2. Subject to submission of CGPA to percentage conversion in MBA. 3. Subject to submission of experience certificate from all previous employers

**(C) The following candidates are found Ineligible as per the criteria laid down in advertisement:**

S.No	Applicant Name	Date Of Birth	Category	Final eligibility	Remarks
1	Avinobh Jana	20-04-1996	GEN	Ineligible	Essential post qualification experience is less than the requirement as per Advt.
2	Amit Kumar	22-06-1990	GEN	Ineligible	Not fulfilling essential qualification Criteria as per Advt.
3	SK Salim Sahajan	13-07-1993	GEN	Ineligible	Not fulfilling essential qualification Criteria as per Advt.
4	Ravi Raj	01-01-1997	GEN	Ineligible	Essential Post qualification experience is less than the requirement as per Advt.
5	Mayur Vijya Kumar Behara	12-06-1994	GEN	Ineligible	Not fulfilling essential qualification Criteria as per Advt.
6	Rohit Sinha	02-03-1989	GEN	Ineligible	Not fulfilling essential qualification Criteria as per Advt.
7	Ruby Singh	21-07-1993	GEN	Ineligible	Not fulfilling essential qualification Criteria as per Advt.
8	Zankhana J.Parmar	23-01-1999	-	Ineligible	Essential post qualification experience is less than the requirement as per Advt.
9	MD Shamshad Alam	10-03-1995	GEN	Ineligible	Essential Post qualification experience is less than the requirement as per Advt.

**(D) Directions for Provisionally Eligible / Eligible Candidates:**

**Candidature of Shortlisted candidates is purely provisional subject to subsequent verification of original documents and also fulfilling the eligibility conditions as advertised.**

**All Eligible/Provisionally Eligible candidates** as per the table specified at para (A) above are requested to bring their following original testimonials, along with a photocopy, for document verification on the day of interview as per the schedule above:

- (i) Matriculation Certificate (for age proof);
- (ii) Degree and Marksheets of all the semester/year of Minimum Education Qualification (MEQ) prescribed in the Advt. **Candidates who have been awarded CGPA/OGPA/DGPA in place of marks in degree, should submit proof of conversion formula as applicable to percentage as prescribed by the University/Institute.**
- (iii) Certificates of other professional qualifications, if any;
- (iv) **Certificates in proof of experience**, as applicable, **clearly projecting the requisite experience indicating the length and nature of experience and work done, as per eligibility conditions/criteria.** Certificate/proof submitted in support of experience should clearly mention the date of joining & relieving. **Offer letter alone will not be considered as proof of experience**, the candidate should submit acceptable proof of joining & relieving.

- (v) Certificate in support of claim of belonging to Schedule Caste, Schedule Tribe, Other Backward Classes, EWS where applicable in prescribed format as per Govt. of India guidelines.
- (vi) **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.
- (vii) One Photo-identity-card like Aadhaar Card, Driving-license, Passport or any other valid document with you for identification
- (viii) **Candidates serving in Central/State Government/ Public Sector Undertaking including Public Sector Banks/Autonomous Bodies etc. Including Departmental candidates are required to produce a “No Objection Certificate” from their present employer at the time of interview in original failing which, he/she will not be allowed to appear in the interview.**
- (ix) Complete set of self-attested photocopies of all the above mentioned certificates.
- (x) Latest passport sized photograph.
- (xi) Failure to adhere to above may lead to cancellation of the candidature. The interview of such candidates may be held at discretion of IRCON Management. No claim whatsoever in case of cancellation of candidature/ non-interview (due to non-adherence as mentioned above) shall be entertained.

#### **General Instructions:**

- (i) The candidates are once again advised to check their eligibility thoroughly before appearing for the interview to avoid disappointment at later stage. If any discrepancies are found at any stage of the recruitment process, the candidature of the candidate will be immediately cancelled.
- (ii) IRCON shall be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the respective post. The decision of IRCON in all matters regarding eligibility of the candidates at all stages of selection and any other matter relating to recruitment shall be final. No correspondence or enquiries shall be entertained by IRCON, in this regard.
- (iii) The candidates are advised to make necessary arrangements for his/her stay/lodging on their own.
- (iv) IRCON will not entertain any request for change of date and time schedule of interview.
- (v) If any of the particulars stated by candidate in the application on verification is found to be incomplete or incorrect or if you are found to have willfully suppressed any material fact/information relevant to the consideration of your case without prejudice to any other action that may be taken in consequence thereof, your candidature will be summarily rejected and you will not be interviewed.
- (vi) IRCON reserves the right of postponing or deferring the date(s) of interview for which necessary intimation will be sent to you in this case. No claims will be entertained against cancellation charges of ticket or otherwise.
- (vii) Canvassing in any form by or on behalf of a candidate will be a disqualification.
- (viii) **The candidates are advised to read the detailed instructions carefully before coming for the interview. No further intimation/ correspondence will be made with the candidates in this regard.**

In case of Doubt/ Query/ Clarification, please mail us at [recruitment@ircon.org](mailto:recruitment@ircon.org)

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