



Interview schedule for the regular post of Joint General Manager/Company Affairs or Deputy General Manager/Company Affairs vide Advt. No. 17/2022

In response to the applications received for the regular post of **Joint General Manager/Company Affairs or Deputy General Manager/ Company Affairs**, advertised vide Advertisement No. 17/2022, interview has been scheduled on **24.04.2023** at IRCON's Corporate Office, C-4, District Center, Saket, New Delhi-110017 for the Eligible/Provisionally Eligible candidates as shortlisted subject to their fulfilling the eligibility on verification of their documents on the date of Interview:

I. List of Eligible/Provisionally Eligible candidates:

S No.	Name of applicant(Mr./ Ms.)	DOB (dd.mm.yyyy)	Post Applied for	Eligibility	Remarks
1	Mamta Rawat	19.05.1988	DGM/Company Affairs	Eligible	–
2	Pooja Gurwala	28.05.1984	JGM/Company Affairs	Provisional Eligible	Subject to verification of complete experience proofs and pay slip of present organization.
3	Priyanka Sharma	04.07.1983	JGM/Company Affairs	Provisional Eligible	Subject to verification of complete experience proofs and pay scale proof as per advertisement.
4	Sharmila Chhikara	16.12.1979	JGM/Company Affairs	Provisional Eligible	Subject to verification of complete experience proofs and pay scale proof as per advertisement.
5	Manish Kumar	13.06.1983	DGM/Company Affairs	Provisional Eligible	Subject to verification of pay scale proof as per advertisement.
6	Manoj Kumar Dhariwal	27.08.1984	DGM/Company Affairs	Provisional Eligible	Subject to verification of clear experience proof of all organizations and CS membership certificate.
7	Rashi Goel	29.07.1987	DGM/Company Affairs	Provisional Eligible	Subject to verification of clear experience proofs of all organizations.
8	S. Kartik	23.06.1981	JGM/Company Affairs	Provisional Eligible	Subject to verification of clear experience proofs of all Organizations.
9	Rahul Gupta	22.05.1981	JGM/Company Affairs	Provisional Eligible	Subject to verification of clear experience proofs of all Organizations.
10	Rashmi Sharma	27.11.1987	DGM/Company Affairs	Eligible	–
11	Prakash Chandra Panda	05.03.1978	JGM/Company Affairs	Provisional Eligible	Subject to verification of clear experience proofs of all organizations and CS membership certificate.
12	Devendra Kumar Sharma	19.04.1984	DGM/Company Affairs	Provisional Eligible	Subject to verification of proof of working in a listed company.

II. List of Ineligible Candidates:

The following candidates are not found eligible as per the criteria laid down in advertisement:

S No.	Name of the Applicant(Mr./Ms.)	DOB (dd.mm.yyyy)	Post Applied for	Eligibility	Remarks
1	Saurabh Mishra	30.06.1982	DGM/Company Affairs	Ineligible	Not possessing 3 years of experience in listed company.
2	Ajay Kumar Mohanty	02.06.1979	JGM/Company Affairs	Ineligible	Not possessing 5 years of experience in a listed company and total experience less than 13 years.
3	Neha Jain	05.09.1989	DGM/Company Affairs	Ineligible	Not possessing 3 years of experience in listed company.
4	Stuti Jha	02.03.1987	DGM/Company Affairs	Ineligible	Total experience is less than 9 years in public limited company.
5	Yukti Arora	12.02.1986	DGM/Company Affairs	Ineligible	Total experience is less than 9 years in public limited company and less than 3 years in listed company.
6	Kavita Tanwar	17.09.1987	DGM/Company Affairs	Ineligible	Total experience is less than 9 years.
7	Ompal	08.02.1989	DGM/Company Affairs	Ineligible	Total experience is less than 9 years in public limited company.
8	Sarita Aggrawal	17.11.1988	DGM/Company Affairs	Ineligible	Total experience is less than 9 years.
9	Nidhi Khandewal	29.10.1983	DGM/Company Affairs	Ineligible	Presently not working in Govt./Private organization as per advertisement.
10	Rachit Tandon	19.08.1988	DGM/Company Affairs	Ineligible	Total experience is less than 9 years.
11	Tabrez Alam	10.03.1988	DGM/Company Affairs	Ineligible	Not possessing relevant qualification and experience as per advertisement.
12	Ena Lalwani	30.05.1989	Not Mentioned in Application .	Ineligible	DD not received towards application fee along with application.

Shortlisted candidates for the posts of Joint General Manager/Company Affairs or Deputy General Manager/Company Affairs as per **table I** above are directed to report for the Interview as per the details below:

Post	No. Of Candidates	Date of Interview	Time & Venue
Joint General Manager/Company Affairs or Deputy General Manager/Company Affairs	12	24 th April, 2023	9:00 AM IRCON Corporate Office, C-4, District Center, Saket, New Delhi-110017

Note- Candidature of shortlisted candidates for interview is purely provisional subject to subsequent verification of all original documents for assessment of final eligibility of selected candidates as per eligibility criteria mentioned in the advertisement for the above said post.

DIRECTIONS FOR INTERVIEW:

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

All Provisionally Shortlisted candidates as per the table I above are requested to bring their following original testimonials, along with a photocopy set, for document verification on the day of interview as per the schedule above:

- (i) Copy of System Generated Application
- (ii) Matriculation Certificate (for age proof);
- (iii) Self-Attested copy of Certificate & Marksheets of professional/academic Degree/diploma and ICSI membership certificate as prescribed in advertisement. Also, **necessary documents specifying the CGPA equivalence or CGPA to percentage conversion documents, wherever applicable.**
- (iv) Certificates of other professional qualifications, if any;
- (v) **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. The experience certificate should clearly indicate the 'From' and 'To' date i.e. date of joining and date of relieving;**
- (vi) **Pay scale proofs, if applicable**
- (vii) Certificate in support of claim of belonging to Schedule Caste, Schedule Tribe and Other Backward Classes, Ex-serviceman, where applicable.
- (viii) **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.
- (ix) One Photo-identity-card bearing address like Aadhar Card, Driving-license, Passport or any other valid document with you for identification
- (x) **Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish NO OBJECTION CERTIFICATE at the time of interview. However, in the event of difficulty in forwarding the application through proper channel/getting NOC from their parent department, they may submit an undertaking at the time of interview that they will produce proper relieving order from their organization, in case selected; otherwise they will not be allowed to join. In both cases, pay protection will be given.**
- (xi) Complete set of self-attested photocopies of all the above mentioned certificates.
- (xii) Latest passport sized photograph.

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 applicants are required to submit relevant documents in relation to duration of experience i.e. clearly specifying the date of joining and date of relieving from the respective Organization and the relevant documents in relation to Salary Particulars or CTC, wherever applicable, as per the Advertisement.
- (iv) IRCON will not entertain any request for change of date and time schedule of document verification/ interview.
- (v) You will be required to produce your original experience certificate in the relevant fields as notified in the advertisement. Only those candidates who will be meeting the minimum educational and experience eligibility criteria as per aforesaid advertisement will be allowed to appear in the interview.
- (vi) The candidate shall ascertain themselves before proceeding for the document verification/ interview that they are meeting all the eligibility criteria/conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
- (vii) 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.
- (viii) IRCON reserves the right of postponing or deferring the date of document verification/ interview for which necessary intimation will be sent to you in this case.
- (ix) Canvassing in any form by or on behalf of a candidate will be disqualification to the stated post.
- (x) **The candidates are advised to read the detailed instructions carefully before appearing for the interview. No further intimation/ correspondence will be made with the candidates in this regard.**

No further correspondence will be entertained from Ineligible candidates.

In case of Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org.
