

**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 – L45203DL1976GOI008171)

Web: [www.ircon.org](http://www.ircon.org)

Date: 09.09.2024

**Advt. No – 18 /2024****Recruitment of Assistant Manager in Confidential discipline**

IRCON INTERNATIONAL LIMITED is a Listed Navratna Central Public Sector Undertaking 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 12387 crores in the year 2023-24. 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, Srilanka etc.

The Company invites applications for following **regular post of Assistant Manager in Confidential discipline** for which eligibility criteria and other details are tabulated below:

Post & Scale of Pay	Essential Qualification as on 01.09.2024	Maximum age as on 01.09.2024*	Post qualification Experience criteria as on 01.09.2024**
<b>Assistant Manager/ Confidential (E-1)</b>  <b>Scale of Pay –</b> Rs. 40000–140000/- + allowances + PRP (IDA)  <b>Total Posts: 01 UR</b>	Graduate in any discipline with minimum 50% marks.  Proficiency in English & Hindi typing (speed - atleast 40 wpm in English & Hindi both) along with Computer proficiency (MS Office, MS Excel, MS Power Point & other Computer Skills) is required.	<b>40 years</b>	<b>Total Experience - 5 years</b> as Personal Assistant/ Personal Secretary/ Executive Assistant to at least E-8 level Officer in CPSEs.  <b>Nature of Experience – Desirable</b> <ul style="list-style-type: none"> <li>● Managing internal &amp; external communication on behalf of the Officer</li> <li>● Must be able to handle a wide range of Administrative and Executive support related tasks independently</li> <li>● Must maintain confidentiality and professionalism while dealing at all levels.</li> <li>● Excellent writing/ drafting skills.</li> <li>● Excellent calendar management skills.</li> <li>● Experience in scheduling travel arrangement.</li> <li>● Keeping records of meetings.</li> </ul>

\*Age relaxations as per Govt. of India guidelines subject to fulfillment of the requisite qualification, pay & experience criteria etc. Age relaxation would also be applicable to IRCON's departmental employees as per extant Recruitment Rules of IRCON.

\*\* Teaching/ Consultancy/Training/Freelancing experience shall not be treated as relevant experience.

**Medical Standards:** Candidates should be in sound health and free from color blindness. No relaxation in health standards will be allowed.

**Compensation Package:** Basic Pay, Variable DA (presently @44.8%), HRA(depending on place of posting i.e. 27%, 18% & 9% for X, Y & Z grade cities respectively)/ lease rent, Allowances @35%, 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.

**Place of posting:** Anywhere in the Projects/Offices of the Company within India or abroad as per company's requirement from time to time.

**Selection Process:** Eligible candidates will be called for selection process comprising of Skill Test and Interview.

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

**A -: GENERAL INSTRUCTIONS: -**

1. The number of posts indicated above may vary based on further assessment of requirement. The company reserves the right to increase, decrease, cancel, restrict & modify the requirement at any point of time without assigning any reason therefor.
2. 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.
3. All information submitted in the application will be verified with original documents at the time of interview/Document verification. 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. 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.
5. Candidates either working or not working as on cutoff date can apply if they full fill the prescribed eligibility criteria.
6. Candidates for the above specified posts are required to make 'Application Fee Payment' through Demand Draft as per the table below:

UR/OBC	SC/ST/EWS/PWD/Ex- Serviceman
Rs 1000/-	Nil

**Demand Drafts should be drawn in favour of "IRCON INTERNATIONAL LIMITED" payable at NEW DELHI.** The name of candidate, post applied for, advertisement no. and date of birth should be clearly written on the back side of demand draft.

7. Candidates should mention percentage in the fields where percentage is required without rounding off. Percentage obtained in Graduation as mentioned in consolidated mark sheet issued by University/Institution will be considered. However, in case consolidated marksheet is not being issued by University/Institute, final percentage will be calculated by taking average of all semesters/years.
8. In case CGPA/OGPA/DGPA is mentioned in marksheets, following criteria may be applied:
  1. **In case 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.
  2. **In case 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 produced at the time of verification.
9. The proficiency in the English and Hindi typing as mentioned in essential qualification criteria above will be tested through skill test.

## **B -: INSTRUCTIONS FOR APPLYING: -**

Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.

1. Eligible candidates **have to apply in prescribed format through off line mode only**. It is advisable that the candidates have a valid e-mail id in order to facilitate faster communication.
2. Application neatly typed on A-4 size paper in the **prescribed format** should be sent to **Joint General Manager/ HRM, IRCON INTERNATIONAL LIMITED, C-4, District Centre, Saket, New Delhi – 110 017** accompanied with the copy of following documents:
  - i. Matriculation certificate for DOB proof.
  - ii. All certificates and marksheets of Essential Qualification and other additional qualifications (if any).
  - iii. Experience certificates for previous organization(s) and current organization clearly indicating the length and line of experience. Also, the experience certificate of working as Personal Assistant/ Personal Secretary/ Executive Assistant to at least E-8 level officer for 5 years in CPSEs as per eligibility conditions mentioned above, is to be mandatorily submitted.
  - iv. Preferably NOC/Forwarding of application through proper channel of the present organization (Please refer clause A-2).
  - v. Community certificate/Ex-Serviceman certificate/J&K certificate/PwD certificate, if applicable.
  - vi. Valid ID proof (PAN/Driving License/Voter id card/Aadhar).
3. Application duly signed by candidate, with passport size photograph affixed & accompanied by copy of above said documents must be sent in a sealed envelope super scribing: **Application for regular post of Assistant Manager/Confidential vide Advt. No. 00/2024**.  
**Note:** Any application received without copy of complete documents/signature/photograph/Demand Draft (If applicable) will be rejected.
5. Before submitting the application, candidates should ensure that all the entries are properly filled and are correct. Only duly signed applications will be considered.

### **IMPORTANT DATES:**

PARTICULARS	DATES
Date of publication of Advt. in Employment News.	<b>21.09.2024</b>
Last Date of receipt of applications along with all requisite documents in Ircon's Corporate Office, New Delhi	<b>11.10.2024</b>



(Application form for the post of Assistant Manager/Confidential on regular basis vide  
Advt. No. 18/ 2024)

1. **Name in full** (In Block letters) : \_\_\_\_\_

2. **Father's Name** : \_\_\_\_\_

3. **Date of Birth (DD.MM.YYYY)** : \_\_\_\_\_

4. **Gender** (Male/Female/Others) : \_\_\_\_\_

5. **Community** : \_\_\_\_\_  
(UR /SC/ ST/OBC/EWS)

6. **PwD (Divyang) candidate:** Yes/No

**J&K Domicile (between 01/01/1980 to 31.12.1989):** Yes/No

**Ex-Serviceman:** Yes/No (If yes please enclose certificate)

9. **Marital Status:** Married/Unmarried (If married, mention Spouse Name): \_\_\_\_\_

10. **Whether any working/worked employee of IRCON is in relationship/blood relation/nearly relation of applicant** -Yes/No (If Yes, please provide following details):

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Place of Posting: \_\_\_\_\_ Relationship: \_\_\_\_\_

Nature of Employment: Regular/Contractual/Service Contract/Deputation/Tenure (please tick).

11. **Religion:** \_\_\_\_\_

12. **Whether belong to Minority:** Yes / No

12. **Name of Present Organization:** \_\_\_\_\_

(Please tick)

Govt. (Central/State)

PSU

Auto. Bodies

Others

13. **Contact No.:** \_\_\_\_\_

**E-mail ID:** \_\_\_\_\_

14. **Correspondence Address:** \_\_\_\_\_

**District:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Pin code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

Please affix self-attested  
passport size photo here.

**Advt. No. 18/ 2024**

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

Exam Passed	Year of Passing	Name of the Instt./ University	Max. marks	Marks obtained	Percentage of marks

**16. Post Qualification Experience: (From latest to first)**

Post held	Scale of Pay/CTC	Name & address of the Employer	PERIOD			Brief detail of work handled  (Attach separate sheet if necessary)
			From date	To date	Total Duration upto (in Yrs. & Months)	

**My total length of post qualification work experience is \_\_\_\_ years \_\_\_\_ months and my current pay scale/CTC is \_\_\_\_\_ since \_\_\_\_\_ as on 01.09.2024.**

**17. Details of Computer/ERP proficiency: \_\_\_\_\_**

**18. List of Enclosures:**

- 1.
- 2.
- 3.
- 4.

**Signature of the Candidate  
(Name of candidate)**

**Declaration**

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.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**Signature of the Candidate:**

**Name of candidate:**