



**IRCON INTERNATIONAL LIMITED
NAVRATNA COMPANY**



(A Public Sector Undertaking under the Ministry of Railways)
Regd. Office: C-4, District Centre, Saket, New Delhi – 110 017 (India)

CIN-L45203DL1976GOI008171

Web: www.ircon.org

Date:06.11.2024

Recruitment of Finance Assistant on Contract Basis
(Advt. No. C-20/2024)

IRCON INTERNATIONAL LIMITED is a Navratna CPSE 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 2023-2024. 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, Sri Lanka etc.**

The company invites applications for recruitment of **Finance Assistant on Contract basis for IRCON Jharkhand projects at a fixed all-inclusive salary, as per the eligibility criteria and other details as tabulated below:**

Post, Fixed Pay & Total Vacancies *	Essential Qualification as on 01.11.2024	Maximum Age As on 01.11.2024 **	Essential Post Qualification Experience As on 01.11.2024
Finance Assistant On Contract Fixed consolidated Pay: Rs. 45,000/- per month. Total Vacancies 02 (OBC-01, ST-01)	B. Com (Full time with not less than 55% marks) OR M. Com (Full time with not less than 55% marks) OR CA(Inter)/ CMA(Inter)	35 Years	Minimum four years' experience in field of Accounting, Finance, Taxation, Filing of return and Handling of Audit in any Company/LLP of repute. Preference will be given to candidates with working experience in Railway/Other PSUs.

Note: Teaching/training/consultancy/Freelancing experience shall not be treated as relevant experience.

*In addition to above emoluments, the candidates would also be provided annual increment of Rs 2000/- after each completed year of service.

****Age Relaxations** as per Government of India's guidelines subject to fulfillment of the requisite qualification & experience.

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

A. GENERAL CONDITIONS:

1. Through **walk-in interviews** as per schedule given at para-B-5 below.
2. There are no allowances over and above the fixed pay.
3. The above posts are specifically for IRCON **Jharkhand Projects mentioned above**, and not for the regular establishment of IRCON. The appointment will be initially for a period of one year subject to satisfactory performance of the selected candidate. The contract may be further extended after one year as per the requirements of the company, if the services of the candidates are found to be satisfactory. However, the appointment is co-terminus with the project for which candidate is selected and will not confer any right to claim absorption in regular establishment of the company or for appointment in other projects of the company.

4. For Medical Coverage, the Medical Health Insurance Policy of Rs Three Lakhs for self with the ceiling of premium of Rs 4000/- per annum shall be taken by the Contract Employees themselves covering Covid-19 and other diseases. The premium amount shall be reimbursed to the contract employees subject to submission of copy of health insurance policy and original receipt of premium paid.
5. Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted from the salary and a matching contribution will be made by IRCON. The accumulations will be paid at the time of cessation of contract.
6. One leave for each calendar month of service can be availed during the contract period. Leave can be carried forward and accumulated but no leave encashment for unavailed leave is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.
7. One weekly off and other public holidays when the project office remains closed would be available.
8. Working hours/days and off will be the same as for the Project.
9. TA/DA would also be admissible if deputed on outstation duty.
10. No other perks or benefits would be admissible except the above.
11. 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.
12. The ex-contract employees of IRCON, whose services were terminated due to closure of projects, can also apply for these posts if they fulfill the required qualifications and experience. A copy of the termination letter should be sent along with the application. Appointment against this advertisement shall be treated as fresh appointment without any linkage to previous employment in IRCON.
13. Candidates either working or not working as on cutoff date can apply if they possess essential qualification and post qualification experience as mentioned above.
14. The no. 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 thereof.

B. INSTRUCTIONS FOR WALK-IN-INTERVIEW: -

1. Before reporting for Walk-in-Interview, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.
2. Applicants who consider themselves as eligible should register themselves as per the schedule mentioned below and bring along **with them one set photocopy along with Originals** as mentioned below
 - i. Application typed on A-4 size paper in the format attached herein
 - ii. Experience Certificate in chronological order. In case of Present Employment, offer letter alone will not be considered as proof of experience, the candidate should also submit **last Two Months' salary slip** of present employer for proof of experience.
 - iii. Date of Birth/ class X passing certificate as proof of DOB.
 - iv. Caste certificate/EWS Certificate/Age relaxation. Certificate issued should be in prescribed format as per Government of India's guidelines.
 - v. Qualification Degree/Diploma and All semester/year Mark sheets for calculation of percentage in qualifying degree.
3. If the candidate belongs to OBC, a caste certificate issued by a competent authority as **applicable for appointment to the services in Govt. of India** in proper format as per Annexure-A will be accepted. 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 category.

4. Candidates should mention percentage in the fields where percentage is required without rounding off. Percentage obtained in Essential Qualification as mentioned in consolidated mark sheet issued by University/Institution will be considered. However, in case consolidated mark sheet is not being issued by University/Institute, final percentage will be calculated by taking average of all semesters/years.
5. In case CGPA/OGPA/DGPA is mentioned in mark sheets, following criteria may be applied:
 - i. **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.
 - ii. **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 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
6. The schedule of Interview is as mentioned below:

Project/Office Name & Address	Post Name	Time and Date for Walk-In interview
IRCON INTERNATIONAL LIMITED COAL RAIL CONNECTIVITY & PMGSY PROJECT 121/C, MANDIR MARG, ASHOK NAGAR, RANCHI – 834 002 JHARKHAND	Finance Assistant	06.12.2024, 10:00 AM Onwards

7. Only such applicants will be interviewed who are eligible as per the eligibility criteria. Applicants are, therefore, advised to check their eligibility thoroughly while reporting for walk-in-interview so as to avoid disappointment at a later stage. **The applicants must bring the original certificates in proof of age, community, educational qualifications and experience while coming for the interview failing which the interview of the candidate will not be held.**
8. **Please note that the Registration for Walk-in-interview shall start at 09:30 am at the location mentioned above. The candidate may register themselves upto 1:00 pm only on the above mentioned date and location.**
9. **No request for change of date, time and location for Walk-In-Interview would be entertained.**
10. **Please note that the above exercise may take more than one day of duration depending on the no. of candidates appearing for Walk-In-Interview. Thus, the candidates are advised to plan their travel accordingly.**
11. Any communication/corrigendum/notification related to any post of this advertisement will be uploaded on IRCON's website only.
12. In case of Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org



Application Format for the post of Finance Assistant on contract basis vide - Advt. No. C-20/ 2024

- 1. Name in full (In Block letters) : _____
- 2. Father's Name : _____
- 3. Date of Birth (DD-MM-YY) : _____
- 4. Community (SC/ST/OBC/EWS/Gen): _____
- 5. Religion : _____
- 6. Marital Status -Married/Unmarried
(If Married, mention Spouse Name): _____

Affix self-attested
Passport size
Photograph

- 7. Whether any of your Relative is working/worked in Ircon- 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).

- 8. Whether belong to Minority : Yes / No _____

- 9. Last/Present Organization : _____

(Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
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- 10.

Correspondence Address	Permanent Address
_____	_____
_____	_____
_____	_____
State _____ Pin _____	State _____ Pin _____

- 11. Contact Number with STD Code : _____

- 12. E-Mail Address : _____

- 13. Qualifications (Academic & Professional):

Exam Passed	Year of Passing	Name of the Inst./ University	Marks obtained	Max. marks	%age of marks

14. Work Experience as on 01-11-2024 (From latest to first)

Please give the detailed experience. Attach copy of **Experience Certificate(s)** or acceptable **proof of joining & relieving** in support of experience.

Post held with scale of pay or gross emoluments	Name of the Employer (Give the name of Organisation/ Company)	P E R I O D			Name of the Project(s) on which worked and nature of experience
		From Date DD/MM/YY	To Date DD/MM/YY	Total Duration (in Yrs. & Months)	

Total Experience = _____ Years _____ Months _____ Days

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.

Place : _____

Date : _____

Signature of the Candidate

OBC CERTIFICATE FORMAT

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

This is to certify that Shri/Smt./Kumari.....son/daughter of
 of Village/Townin 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./Kum.* 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 OM No. 36012/22/93-
 Estt(SCT), dated 8.9.1993 and modified vide Government of India, Department of Personnel and Training
 O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017**.

Date:

**DISTRICT MAGISTRATE /
DY. COMMISSIONER ETC.**

(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 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.