

IRCON SHIVPURI GUNA TOLLWAY LIMITED
(a wholly owned subsidiary of 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 – U45400DL2015GOI280017)

Web: www.ircon.org

Recruitment of Accounts Assistant on contract basis
Advt. No – ISGTL C01/2016

Ircon Shivpuri Guna Tollway Limited (ISGTL) a wholly owned subsidiary of Ircon International Limited (a Public Sector Undertaking under the Ministry of Railways) is a 'SPV Company' for execution of 'Four Laning of Shivpuri – Guna Section of NH-3 from km 236.000 to km 332.100 (Stage – 1) in the state of Madhya Pradesh on DBFOT basis, with toll collection rights for 20 years.

Ircon PB Tollway Limited (IPBTL) a wholly owned subsidiary of Ircon International Limited (a Public Sector Undertaking under the Ministry of Railways) is a 'SPV Company' for execution of 'Four Laning of Bikaner-Phalodi Section to Four-lane from km. 4.200 to km. 55.250 and Two-lane with paved shoulder from Km 55.250 to Km 163.500 of NH-15 the State of Rajasthan on DBFOT basis, with toll collection rights for 26 years.

ISGTL invites applications for the post of **Accounts Assistant on contract basis in ISGTL & IPBTL for which eligibility criteria is tabulated as below:**

Post & Scale of Pay	Essential Qualification	Maximum age as on 14.10.2016	Post qualification Experience criteria as on 14.10.2016
Accounts Assistant Total Posts - 2 <i>(one each in ISGTL & IPBTL)</i> Fixed Salary – Rs 21,500/- per month	B.Com (full time) with not less than 60% marks.	30 years (Born on or after 13 th Oct 1986)	2 years experience in any firm of repute in the field of accounting

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

Place of posting: Company's Corporate Office at New Delhi.

Selection Process: Written Exam and/or Interview.

Emoluments

A consolidated monthly lump sum of Rs 21,500/- only.

A. The above posts are specifically on contract basis and not for the regular establishment. Appointment will be initially for **One year**, extendable further as per the requirements of the Company, if the services of the candidates are found satisfactory. However, the appointment is co-terminus with the ISGTL / IPBTL and will not confer any right to claim absorption in regular establishment of the company or for appointment in the company / holding company

B. There are no allowances over and above the fixed pay, except as mentioned below: -

B-1 Reimbursement for only indoor treatment for self at the place of posting would be permissible, equivalent to the entitlement of Assistant in IRCON.

B-2 Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted from the salary and an equal contribution will be made by ISGTL / IPBTL, if applicable, based on extent rules.

B-3 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 un-availed leave is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.

B-4 Weekly off and other public holidays when the office remains closed would be available.

B-5 TA /DA would also be admissible if deputed on outstation duty at par with Assistant in IRCON.

B-6 Working hours will be the same as for the Company.

B-7 No other perks or benefits would be admissible except as mentioned above.

C How to apply :

1. Candidates are advised to submit Application in the format attached filled in Capital Letter, paste a recent self-attested passport size photograph in the space indicated, put her / his signature in the space provided and send the same to **Chief Executive Officer, Ircon Shivpuri Guna Tollway Limited, C-4, District Centre, Saket, New Delhi 110017** accompanied with the copy of following self-attested documents, so as to reach ISGTL office latest by **14.10.2016** :

- a) Matriculation Certificate (for age proof);
- b) Self-Attested copies of Mark Sheets and Degree of Certificate of B. Com.
- c) Certificates in proof of experience, as applicable, clearly showing the requisite experience indicating the span and field of experience as per eligibility conditions/criteria

2. The envelope containing the hard copy of the application should be clearly super scribed "Application for the post of Accounts Assistant on contract basis Advt. No – ISGTL C01/2016".

3. Applicant are advised to dispatch application well in advance to reach the application by 07.10.2016 to the office of ISGTL, any application received after 07.10.2016 shall not be entertained.

4. The candidates are advised to check any notice for written test / interview / amendment in this regard at www.ircon.org only, as there would not be separate communication is this regard with the candidates.

5. **IMPORTANT DATES**

Particulars	Date
Date of Publication of Advertisement in Employment News	01.10.2016
Last date of receipt of Application at ISGTL Office	14.10.2016

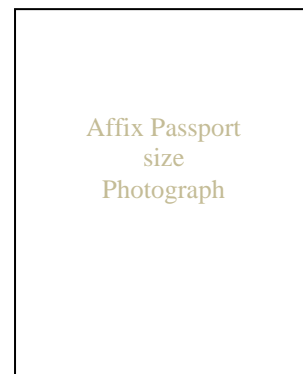
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IRCON SHIVPURI GUNA TOLLWAY LIMITED

Application Format for the post of Accounts Assistant on Contract Basis

1. Name in full (in Block Letters) : _____
2. Father's Name : _____
3. Date of Birth (DD-MM-YY) :

D	D	M	M	Y	Y
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4. Community (SC/ST/OBC/GEN) : _____
5. Correspondence Address : _____
- _____
- _____



Contact No. : _____ Email address: _____

6. Qualification details :

Exam Passed	Year of Passing	Name of University / Institute	Marks Obtain	Max. countable marks	%age of marks

7. Work Experience :

Post	Name and Full address of Employer	PERIOD			Job Profile
		From	To	Total Duration (in Years & Months)	

8. Check list

(Copies of following documents attached)

- a. Class X Certificate as proof for date of birth : Yes / No
- b. Degree and Marks Sheet for B. Com. : Yes / No
- c. Experience Certificates : Yes / No

Verification

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