



**Recruitment of Assistant Officer/Finance & Section Officer/Finance on
Regular Basis
Advt. No - 19/2016**

IRCON INTERNATIONAL LIMITED is a premier Schedule "A" infrastructure government company 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 3000 crores in the year 2014-15. 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, etc., and recently in Sri Lanka.

The Company invites applications for **Regular posts of Assistant Officer/Finance and Section Officer/Finance for which eligibility criteria are tabulated below:**

Post & Scale of Pay	Essential Qualification (as on 01.10.2016)	Maximum age as on 01.10.2016 *
Assistant Officer/Finance - E-1 Scale of Pay - Rs. 16400-40500/- + allowances + PRP (IDA) Post Code - 5-001 Total Posts: 03 (UR)	Associate Member of Institute of Chartered Accountants of India/Associate Member of Institute of Cost Accountants of India	30 years
Section Officer/Finance - NE-8 Scale of Pay - Rs. 12300-24600/- + allowances + PRP (IDA) Post Code - 5-002 Total Posts: 06 (UR -4, OBC- 1, ST-1)	CA Inter or ICWA Inter and B.Com (Full Time) with not less than 60% marks from a recognized Indian University.	30 years

* Age relaxations as per Govt. of India guidelines subject to fulfillment of the requisite qualification, pay & experience criteria etc.

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

Compensation Package: Basic Pay, DA, HRA lease rent, Liberal Medical including indoor medical benefits for self and dependents, LTC, Advances, Gratuity, EPF, Performance Related Pay (PRP), Transport Assistance, holiday-homes, Welfare schemes and other Fringe benefits as per rules of the Company.

Place of posting: Anywhere in the Projects/Office's of the Company within India or abroad.

Selection Process: Written Exam and/or Interview.

Surety Bond: Selected candidates 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.
2. If any candidate is presently working with any government department or organization/PSU, he/she should inform their employers in writing before applying for posts in Ircon. Such candidates will have to produce **NOC** from their employers at the time of interview.
3. All information submitted in the application will be verified with original documents at the time of interview. 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. **Application is liable to be rejected if it is not system generated or is without the online application payment details or is unsigned or is without a photograph or received in Ircon after the closing date.** Ircon will not be responsible for loss of application in transit or postal delay. Ircon on discretion reserves the right to reject any application or cancel the candidature without assigning any reason thereof.
5. Candidates belonging to UR/OBC category for the post of AO/Finance are required to make '**Online Application Payment**' of Rs. 500/- and candidates belonging to UR/OBC category for the post of SO/Finance are required to make '**Online Application Payment**' of Rs. 300/- as registration amount & examination fee, as per the steps below:-
 - a) After online submission /registration of application for recruitment, please visit the '**Fee Payment**' link.
 - b) Enter the Application No. & DOB & proceed to '**Make for Payment**'. Before proceeding for payment, please ensure that amount reflected for payment is correct.
 - c) Select the mode of payment & enter your Mobile No. & Email id & proceed for payment.
 - d) After your transaction is completed, please note down your transaction details for future reference.
 - e) Proceed for printing of your application & send the duly signed hardcopy of your application (containing the online fee payment details) to Ircon as per the details in the advertisement. **Before sending the hard copy of application, please ensure once again that the payment & other details in your application are correct.**

Detailed procedure for on line application payment is available at the end of the advt.

Please Note :- No application fee is applicable to candidates belonging to SC/ST, PwD & Ex-Serviceman category and thus such candidates may directly print their application after submission/registration (instead of going to Fee Payment link)

B -: INSTRUCTIONS FOR APPLYING ONLINE:-

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement. **The application will be submitted once and hence candidates should keep their documents ready before filling the online application form.**
2. Eligible candidates **have to apply through online mode only**. Candidates may visit the '**Vacancy**' section (& further '**Regular Employment**' section) of Ircon's corporate website www.ircon.org. It is advisable that the candidates have a valid e-mail id while applying for the job through online mode in order to facilitate faster communication.

The **last date for applying online at Ircon's website is 21.11.2016** i.e. 10 days from the date of publication of advertisement (12.11.2016) in the Employment News.

3. On submitting the application online, a unique Registration ID for each candidate will be generated. Candidates will then have to proceed for 'Online Fee Payment' and after the payment is completed, candidates may take a printout of the submitted application, paste a recent (self-attested) passport size photo in the space indicated, put his/her signatures in the space provided and send the same to **Joint General Manager/ HRM, Ircon International Limited, C-4, District Centre, Saket, New Delhi – 110 017** accompanied with the copy of following self attested documents, so as to reach Ircon office latest by **28.11.2016**:

- a) Matriculation Certificate (for age proof);
- b) Self Attested copy of Membership Certificate for CA/ICWA or Certificate of CA Inter/ICWA Inter and certificate of B.Com (Full Time). **Also, necessary documents specifying the equivalence or CGPA conversion documents, wherever applicable.**
 - **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.
 - **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 submitted along with application.
- c) Certificates of other professional qualifications, if any;
- d) Certificates in proof of experience, if any, as applicable, clearly projecting the requisite experience indicating the length and line of experience as per eligibility conditions/criteria;
- e) Certificate in support of claim of belonging to Schedule Caste, Schedule Tribe and Other Backward Classes, Ex-serviceman, where applicable.
- f) **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.

Please note, hard copy of only system generated applications with online application payment details will be considered. No manual application or applications without fee payment details will be entertained.

Also, the printing option will be available to the candidate till the last aforesaid date for receipt of the hard copy of the system generated application at Ircon's office i.e. 28.11.2016.

4. In the online application format, there is a column for "**Details of ERP/Computer Proficiency**". In this particular column, candidates have to provide the details regarding their knowledge/proficiency in Computers or in ERP with details of any diploma/certifications in the same. Necessary documents regarding the same, if any, may also be attached with the hard copy of the online application to be sent to this office.
5. The envelope containing the hard copy of the system generated application should be clearly superscribed "**Application for the post of "Assistant Officer/Section Officer/Finance - Advt. No. – 19/2016 on regular basis"**".
6. Ircon's online application system at its website www.ircon.org will remain functional from **00.00 hrs of 12.11.2016 to 24.00 hrs of 21.11.2016**. However, candidates should complete the application at the earliest in order to avoid site congestion.
7. Before submitting the filled in application candidates should ensure that all the entries are properly filled and are correct.

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

This is to certify that Shri/Smt./Kumari_____son/daughter of
_____ of village/town _____
in 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./Kumari_____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 O.M. No. 36012/22/93
— Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

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 is
mentioned 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.

STEPS TO PAY APPLICATION FEE ONLINE

Step 1: After online submission/registration of application for recruitment, click on the “Fee Payment” Link.



[Active Vacancies](#)
[Print Application](#)
[Fee Payment](#)

List of Active Vacancies

Advt. No.	Post	Essential Qualification (EQ)	Date of Notification	Post qualification experience in particular Pay Scale Criteria	Experience	Last Date of applying online	Last date for printing/ receiving hardcopy of online application (at IRCON's office)

Step 2: On the screen for online payment, fill in the applicant no (generated by online submission of application) and Date of Birth. Click on “Show Details & Amount” button to see the amount to be paid. If inputs are correct, name and amount to be paid will be displayed. Last date for online payment is same that of last date of printing of application. If amount is 0 (zero), you cannot proceed for payment. Read the terms and conditions mentioned in the bottom (on the Fee Payment screen) before going for online payment.



[Active Vacancies](#)
[Print Application](#)

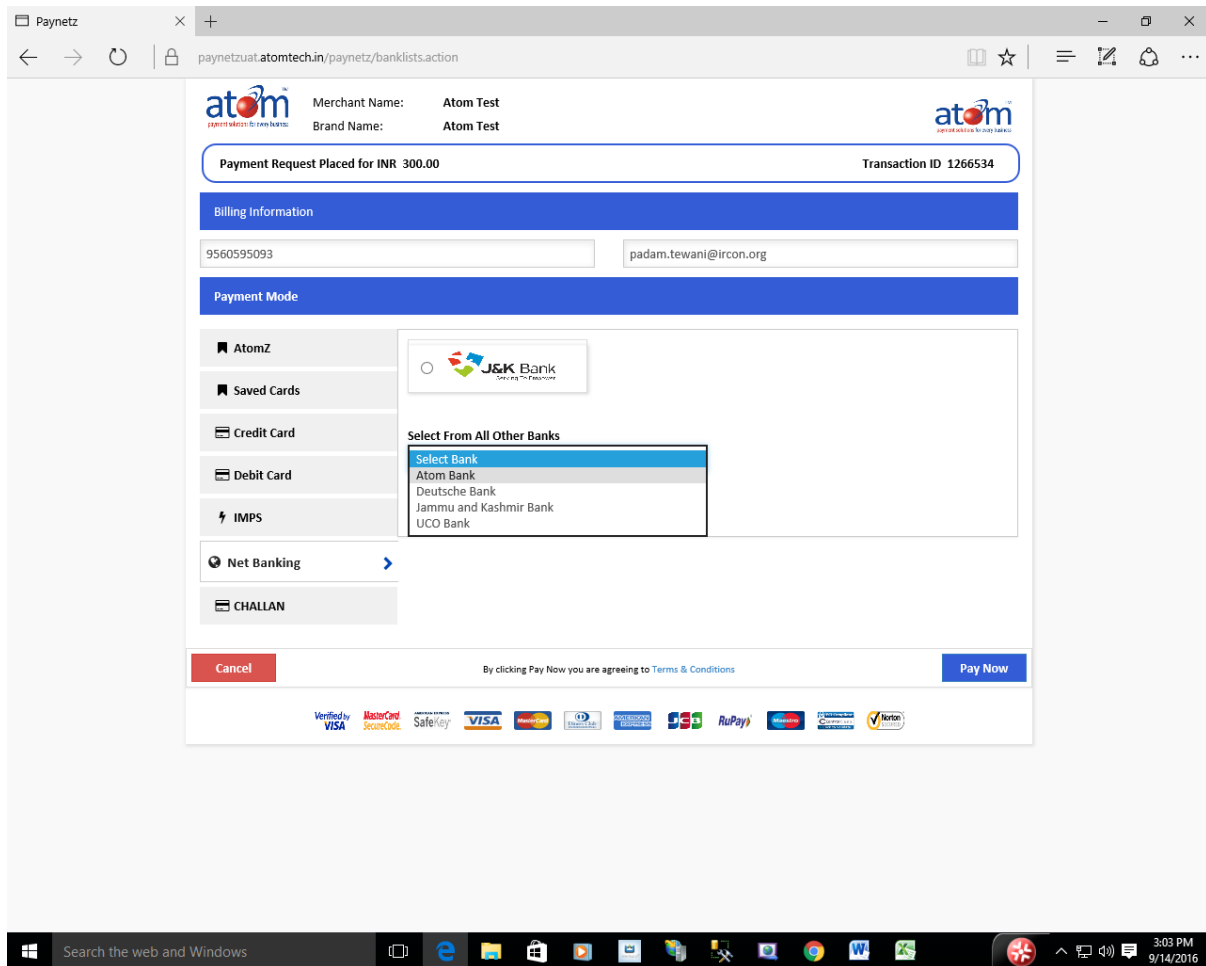
Steps	Online Application Fee Payment
Step 1:	Enter application No. : <input style="width: 80%;" type="text"/>
Step 2:	Enter DOB.: <input style="width: 80%;" type="text"/>
Step 3: Click on button	<input type="button" value="Show Details & Amount"/> ← Click here after filling application no and
	Name: <input style="width: 80%;" type="text"/>
	Fee Amount : <input style="width: 80%; text-align: center;" type="text" value="0"/>
Step 4:	<input type="checkbox"/> I have read the Terms and conditions mentioned below and I agree to it.
Step 5: Click on button	<input type="button" value="Make Payment"/> ← Click here to proceed for online payment.

Terms and Conditions :

Please read the following terms and conditions very carefully as your use of service is subject to your acceptance of and compliance with the following terms and conditions. By subscribing to or using any of our services you agree that you have read, understood and are bound by the Terms, regardless of how you

Read carefully Terms and conditions before payment

Step 3: After clicking on ‘Make Payment’, candidate will be re-directed to the payment site. Select the mode of payment. Enter Mobile no and email id. Select the mode of payment as per available options. Click “Pay Now” button to proceed for payment and fill the details as per options selected for payment.



Step 4: After transaction is completed, system automatically diverts to www.ircon.org with the details of the payment and status. Please note down the details of Transaction outcome. An email with the status and other details will be sent to the email id entered at the time of payment.

[Active Vacancies](#)
[Print Application](#)
[Fee Payment](#)

Application Fee Payment Status	
Application No. :	2016141001
Amount :	300.00
Payment Status :	Success
Bank Ref. No. :	188612951
Payment Mode:	NB

Step 5: Print the Application Form and check the payment details in application. Sign it and send the hardcopy to IRCON at the address given in the advertisement.