

**Advt No-C 12 /2016****Recruitment of 'Public Relation Officer (PRO) on Contract basis**

IRCON INTERNATIONAL LIMITED is a premier Schedule "A" infrastructure Public Sector Enterprise 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 Rs. 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, Sri Lanka etc.

IRCON invites applications for the following post on contract basis (for one year) at fixed all inclusive salary for posting at its Corporate office, New Delhi extendable further as per company's requirement and performance of the candidate.

SN	Post	Essential Qualification	Maximum Age as on 01.07.2016	Post qualification Experience as on 01.07.2016
1	<b>Public Relation Officer (PRO)</b>  <b>Total Posts- 01</b>  <b>Fixed Salary- Rs. 30000 -/-</b>	Full time Master's degree of Journalism and Mass Communication/ Public Relations or its equivalent or Post Graduate Diploma in Journalism and Mass Communication/ Public Relations from a Recognized University.  <b>OR</b> Full time - Bachelors degree of Journalism and Mass Communication/ Public Relations or its equivalent from a Recognized University.	<b>Not more than 35 years</b>	Minimum one year experience in Relationship Management, Liasoning with Government bodies and Client Management in a reputed organization.  <b>OR</b> Minimum three years' experience in Relationship Management, Liasoning with Government bodies and Client Management in a reputed organization

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

**Selection Process:** Through Walk-in Interview. The details of the selection process are as per point C (1) below.

**Emoluments:**

A consolidated monthly lump sum Rs.30, 000/- only.

- A1 The above posts are not for the regular establishment of Ircon. The appointment will be initially for one year on contract basis, extendable further as per requirement of the Company if the services of the candidates are found to be satisfactory. The contract appointment will not confer any right to claim absorption in regular establishment of the company.

- B-1 Reimbursement for indoor treatment for self at the place of posting only would be permissible.
- B-2 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.
- B-3 One leave for each calendar month of service which 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.
- B-4 Two weekly off and other public holidays when the Corporate office remains closed would be available.
- B-5 TA/DA would also be admissible if deputed on outstation duty.
- B-7 No other perks or benefits would be admissible except the above.
- B-8 Working hours will be the same as for the Corporate office
- B-9 The ex-employees of Ircon, whose services were terminated due to closure of projects can also apply for these posts if they fulfil the required qualifications and experience. A copy of the termination letter should be sent along with the application. This appointment will be subject to their satisfactory performance and shall be co-terminus with the present assignment. The persons so appointed for this particular assignment will have no claim for their absorption in regular establishment of the Company or for appointment in other projects /offices of the company.

**C How to apply :**

1. Applications typed on A-4 size paper in the Application Format given below should be addressed to JGM/HRM, Ircon International Limited C-4 , District Centre Saket , New Delhi- 110 017 accompanied with self – attested photocopies of the following documents.
  - a. Matriculation Certificate (for age proof);
  - b. Self-Attested copy of Certificates of Essential Qualification (Full Time only)- Degree & Diploma and mark sheets of Degree/Diploma.
  - 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, wherever applicable.
  - f. Please note that the candidates belonging to OBC category have to submit the latest financial year OBC certificate in centre format applicable for appointment for posts under Govt. of India (in the format annexed at the end of this advertisement).
  - g. No Objection Certificate (NOC) from present employer if working with Govt./PSU's/Autonomous Bodies &
  - h. Complete set of self-attested photocopies of all the above mentioned certificates.

2. Applicants who consider themselves as eligible should straightway report for the Walk – in Interview as per the following schedule. No call letters will be issued as this is a walk-in Interview.

SN	Post & Salary	Address for sending applications and for walk in Interview	Last date for receipt of filled in Applications	Date and time for walk in Interview
1	<b>Public Relation Officer (PRO)</b> <b>Total Posts- 01</b> <b><u>Fixed Salary-</u></b> Rs. 30,000/-	Joint General Manager/HRM, Ircon International Limited, C-4, District Centre, Saket , New Delhi-110 017	26.08.2016	29.08.2016 from 9.00 AM to 4.00 PM

3. Only such applicants will be interviewed who are eligible as per the eligibility criteria. Applicants are, therefore, advised to check their eligibility thoroughly while applying 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 candidate will not be allowed to attend the interview.
4. Incomplete or vague applications will be rejected. Applications not in the prescribed format will also not be entertained.
5. Applicants working in Govt / PSU's may note that this is a short duration contract post and even for these posts they have to produce NOC at the time of Interview and resign from their parent organisation on their selection.
6. The envelope containing the application should be clearly superscribed "**Application for the post of Public Relation Officer (PRO) on Contract Basis- Advt No – C12/ 2016** "

**Application Format for the post of Public Relation Officer (PRO) on Contract basis**

1. **Name in full (In Block letters)** : \_\_\_\_\_
2. **Father's Name** : \_\_\_\_\_
3. **Date of Birth ( DD-MM-YY )** : \_\_\_\_\_
4. **Community (SC/ST/OBC/Gen)** : \_\_\_\_\_
5. **Religion** : \_\_\_\_\_
6. **Whether belong to Minority** : \_\_\_\_Yes / No\_\_\_\_
7. **Correspondence Address** : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Contact Phone No with STD Code** : \_\_\_\_\_
- E-Mail Address** : \_\_\_\_\_
8. **Last / Present Organization details:** \_\_\_\_\_

Affix Passport Size  
Photograph

Govt (Central State)	PSU	Auto Bodies	Others
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**9. Professional Qualification details:**

Exam Passed	Year of Passing	Name of the Institute/ University	Marks Obtained	Maximum Marks	Percentage of Marks

**10. Work experience:**

Post held with scale of pay or gross emoluments	Name & full address of Employer	PERIOD			Name of the Organization. Project on which worked and nature of work Experience.
		From	To	Total Duration (in Yrs. & Months)	

My total Work Experience is \_\_\_\_\_ Years \_\_\_\_\_ months from the acquisition of Degree/ Diploma

**11. Details of ERP / Computer Proficiency :** \_\_\_\_\_

**12. List of Enclosures**

- 1.
- 2.
- 3.

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 Applicant**