



IRCON INTERNATIONAL LIMITED
(A Public Sector Undertaking under the Ministry of Railways)
Regd. Office: C-4, District Centre, Saket, New Delhi-110 017 (Indi:
Tel.: +91-11-29565666, Fax: +91-11-26854000,26522000
(CIN – U45203DL1976GOI008171)



Web: www.ircon.org

Advt. No – C14 /2017

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 Recruitment to the posts of Executive Assistants and Personal Assistants on Contract Basis for Ircon Projects/ Offices as per the eligibility criteria and other details as tabulated below:

S N	Post & fixed Pay	Vacancies	Qualification (As on 01.07.2017) Full time Only	Maximum age as on 01.07.2017	Post Qualification Experience as on <u>01.07.2017</u>
1	Executive Assistant Fixed Salary - Rs- 40,000/- p.m Post Code: 12-001	1 Post	Full Time –Graduate with MBA (or its equivalent) in any Discipline with minimum 60% marks	30 years	Minimum 2 years of experience in Govt/ PSU/ Pvt firm as Executive Assistant / Personal Secretary is Mandatory. Nature of experience <ul style="list-style-type: none"> Represents the Company by welcoming visitors, reviewing correspondence; arranging corporate functions; answering questions and meeting requests directed to the Officer. Helps key executives make consistent decisions; serving as liaison between them and the Officer. Works closely with the Officer to keep him well informed of upcoming commitments and responsibilities, Managing internal & external communication on behalf of the Officer Must be able to handle a wide range of Administrative and executive support related tasks independently. Must maintain confidentiality and professionalism while dealing at all levels. Excellent writing/ drafting skills. Excellent calendar management skills. Experience in scheduling travel arrangement. Keeping records of meetings.
	Personal Assistants (PA) Fixed Salary – Rs.25,000/- Post Code: 12-002	4 Posts (UR- 03, OBC- 01)	Graduate in Any discipline with Proficiency in English Typing (40wpm) , English Shorthand(100wpm). Computer Literacy- Proficiency in MS Office, MS, Excel , MS Power Point & other Computer Skills etc is mandatory	30 years	Mandatory Requirement – Proficiency in Computer Skills Nature of experience- desirable <ul style="list-style-type: none"> Managing internal & external communication on behalf of the Officer Must be able to handle a wide range of Administrative and executive support related tasks independently. Must maintain confidentiality and professionalism while dealing at all levels. Excellent writing/ drafting skills. Excellent calendar management skills. Experience in scheduling travel arrangement. Keeping records of meetings.

***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 color blindness. No relaxation in health standards will be allowed.

Selection Process: Walk IN Interview and/ or Skill Test

A The above posts are specifically for Specific Ircon's Projects and not for the regular establishment of Ircon. The appointment will be initially for one year, extendable further as per requirement of the Company if the services of the candidates are found to be satisfactory. However, the appointment is co-terminus with the project and will not confer any right to claim absorption in regular establishment of the company or for appointment in other projects 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 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 One weekly off and other public holiday when the project office remains closed would be available.

B-5 TA/DA would also be admissible if deputed on outstation duty.

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

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

B-8 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 project. The persons so appointed for this project will have no claim for their absorption in regular establishment of the Company or for appointment in other projects of the company.

C How to apply:

- I. Application typed on A-4 size paper in the format given at the end of the advertisement should be addressed and sent to GM/HRM, Ircon International Ltd. as per address given in table below accompanied with the self-attested photocopies of the following documents :
- a) Matriculation Certificate (for age proof);
 - b) Self-Attested copy of Certificate of professional/academic Degree/Diploma. **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) duly self-Signed Curriculum Vitae (CV)
 - g) **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.

- II. Applicants may send their application in advance or Applicants who consider themselves as eligible should straightway report for the interview as per the following schedule. No interview call letters will be issued as this is a walk-in-interview or / Walk- in Skill test

SN	Post	Address for sending Advance applications & walk in Interview/ or skill test	Last Date for receipt of Advance Applications at this office	Date and time for walk in interview / or Skill test
1	Executive Assistant Total Post – 01 Fixed Salary - Rs- 40,000/- p.m Post Code: 12-001	GM/HRM Ircon International Ltd., C-4, District Centre, Saket New Delhi- 110 017	09.08.2017	10.08.2017 from 10:00 AM to 4:00 PM Reporting Time :9:30 AM
2	Personal Assistants (PA) Total Posts- 04 Posts (UR- 03, OBC- 01) Post Code: 12-002 Fixed Salary – Rs.25,000/-	GM/HRM Ircon International Ltd., C-4, District Centre, Saket New Delhi- 110 017	09.08.2017	11.08.2017 from 10:00 AM to 4:00 PM Reporting Time :9:30 AM

- III. 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 educational qualifications, Professional certificates and experience while coming for the interview failing which the interview of the candidate will not be conducted.
- IV. Incomplete or vague applications or applications not accompanied with documents as mentioned above at point (C-1) will be rejected summarily. Applications not in the prescribed format or without a photograph will also not be entertained. Also candidates not accompanied with original documents as per pt.(C-1) will not be allowed to appear for the Interview.
- V. The envelope for application should be super scribed –“Application for the post of Executive Assistants or Personal Assistant (whichever is applicable) Advt. No.C14/2017”

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**IRCON INTERNATIONAL LIMITED****Application Format for the post of _____ for _____ – Advt. No. C14/2017**

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. Last/Present Organization : _____

Affix a
Passport size
Photograph

(Please tick)

Govt. (Central/State)

PSU

Auto. Bodies

Others

8. Correspondence Address : _____

Contact Phone No with STD Code: _____

9. E-Mail Address : _____

10. Qualifications (Academic & Professional):

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

11. Post Qualification Works Experience:

Post	Name & full address of Employer	PERIOD			Name of the Organization on which worked and nature of Experience.
		From	To	Total Duration (in Yrs. & Months)	

Signature of the Candidate**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

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 village/town in District/Division in the state/Union Territory belongs to the _____community which is recognized 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.