

प्रगति की ओर अग्रसर  
Urge to stay Ahead



इरकॉन इंटरनेशनल लिमिटेड

सिविल, मेकैनिक्ल, इलैक्ट्रिकल, कम्यूनिकेशन्स और टर्नकी कां-ट्रैक्टर्स  
(भारत सरकार का उपक्रम)



**IRCON INTERNATIONAL LIMITED**

Civil, Mechanical, Electrical, Communications and Turnkey Contractors  
(A Govt. of India Undertaking)

No. IRCON/HRM/PA Cadre/Deput./99653/29/

Dated: 16.11.2017

To,

The Director/D, Railway Board, Department of Personnel and Training, All the Ministries/Departments/Organizations of the Govt. of India/ State Govts./ Union Territories/ Universities/High Courts/Supreme Court/ Autonomous/ Statutory Bodies as per list.

Subject: Filling up of posts on deputation basis.

Ircon invites applications for filling up of various posts as mentioned below on deputation basis. The details of the posts along with eligibility criteria, age/experience etc. required for each category of the posts, together with the period of deputation are enclosed as Annexure I.

S.No.	Name of posts	No. of posts	Pay matrix Level (CDA)
1.	Principal Private Secretary	01	09 (Pre-revised pay scale Rs.9300-34800 + GP 5400)
2.	Private Secretary	02	08 (Pre-revised pay scale Rs.9300-34800 + GP 4800)
3.	Sr. Personal Assistant	01	07 (Pre-revised pay scale Rs.9300-34800 + GP 4600)
4.	Personal Assistant	02	06 (Pre-revised pay scale Rs.9300-34800 + GP 4200)

2. Applicants must be employees of Central or State Government, Governments Companies or autonomous bodies or Regulatory Authorities or Universities or Academic or Research or Judicial Institutions etc. of Central/ State Governments.

3. The appointment on deputation basis in IRCON will be governed by the instructions issued by the Department of Personnel and Training vide O.M. No.6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. The maximum age limit for appointment on deputation basis shall not exceed 55 years. IRCON reserves the right not to fill up any or all the above vacancies.

4. Apart from basic pay, the post carries DA, HRA and Transport Allowance etc. as per the rates applicable to the Central Government employees from time to time alongwith Deputation Allowance as per the mentioned instruction of DOPT. Also Medical Facilities, Accommodation etc. are admissible as per the IRCON service rules.

5. The application in the prescribed pro-forma (Annexure-II), complete in all respects may reach at Ircon's office at the below address, through proper channel latest by **15.01.2018 :-**

रजि. कार्यालय : सी-4, डिस्ट्रिक्ट सेंटर, साकेत, नई दिल्ली- 110017, भारत  
Regd. Office : C-4, District Centre, Saket, New Delhi-110017, INDIA  
Tel.: +91-11-29565666 Fax: +91-11-26854000, 26522000  
E-mail : info@ircon.org Web : www.ircon.org  
CIN - U45203DL1976GOI008171



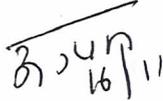
Smt. Anupam Ban, General Manager/HRM, IRCON INTERNATIONAL LIMITED, C-4,  
District Centre, Saket, New Delhi-110017.

6. **How to Apply :**

- a. Candidates satisfying the conditions of eligibility may submit their applications through proper channel in the prescribed format given in **Annexure-II** of the vacancy notice.
- b. The application should be accompanied with self -attested copies of certificates in support of age, experience etc.
- c. Applications of officers will be considered only if they are **duly forwarded by the competent authority or accompanying with a NOC from the competent authority to apply for the above posts.**
- d. Application should mention the status of D&AR/Vigilance clearance of the applicant. In case D&AR/ Vigilance clearance is not conveyed it will deemed to be considered as No D&AR/Vigilance case is pending/ contemplated against the employee and to that extent Individual will have to give an undertaking.
- e. Attested copies of Annual Performance Appraisal Reports (APAR) for the last 03 years should be enclosed by the forwarding authority with the application.
- f. The application duly signed and complete in all respects should be superscribed as **"Application for the post of (name of post) on deputation basis"** and may reach the undersigned latest by **15.01.2018.**

**PS: An advertisement for the above requirement of Ircon will be published in Times of India (Ascent) (All India) on 22.11.2017.**

7. This may kindly be given wide publicity.

  
( Anupam Ban )  
General Manager/HRM  
IRPS

Encl: As above.

To,

1. The Director/Deputation, Ministry of Railways, Rail Bhawan, New Delhi-110001.
2. The Establishment Officer & Additional Secretary, Department of Personnel and Training, North Block, New Delhi-110001 with the request to kindly get request placed on website for under publicity.
3. All the Ministries/Departments/Organizations of the Govt. of India/ State Govts./ Union Territories/ Universities/ High Courts/ Supreme Court/ Autonomous/ Statutory Bodies as per list.

## Annexure-I

## Eligibility Criteria for Deputation to below posts in IRCON.

Sl. No.	Name of Post	No. of Posts/ (Period of Deputation)	Maximum age on 01.11.17	Experience as on 01.11.2017
1	2	3	4	5
1	Principal Private Secretary	No. of post - 01 05 years deputation period	55 years	Officers holding the post of PPS/Private Secretary under the Central government or State Government of Public Sector Undertaking or Autonomous Organization or Regulatory Body and holding analogous posts on regular basis in the parent cadre or department in Pay matrix Level 09(CDA) or above.
2	Private Secretary	No. of post - 02 05 years deputation period	55 years	Officers holding the post of Private Secretary under the Central government or State Government of Public Sector Undertaking or Autonomous Organization or Regulatory Body and holding analogous posts on regular basis in the parent cadre or department in Pay matrix Level 8 (CDA); or Personal Assistant in the Pay matrix Level 7 (CDA) with Five years regular service in the grade.
3	Sr. Personal Assistant	No. of post - 01 05 years deputation period	55 years	Officers holding the post of Private Secretary under the Central government or State Government of Public Sector Undertaking or Autonomous Organization or Regulatory Body and holding analogous posts on regular basis in the parent cadre or department in Pay matrix Level 6 & 7 (CDA); Stenographers with Pay matrix Level 4 (CDA) with Eight years regular service in the grade.
4	Personal Assistant	No. of post - 02 05 years deputation period	55 years	Employee holding the post of Sr Steno under the Central government or State Government of Public Sector Undertaking or Autonomous Organization or Regulatory Body and holding analogous posts on regular basis in the parent cadre or department in Pay matrix Level 6 (CDA); Stenographers with Pay matrix Level 4 (CDA) with Four years regular service in the grade.

2  
16/11

FORMAT OF APPLICATION FOR DEPUTATION IN IRCON

Attested copy of  
passport  
photograph to be  
pasted

1.	Post Applied for (Separate applications are to be sent for different posts)			
2.	Name in Full (In Block letters)			
3.	Date of Birth (DD/MM/YYYY)			
4.	Date of Superannuation (DD/MM/YYYY)			
5.	Service to which you belong			
6.	Present Organization address with Telephone No.			
7.	Residential address with Telephone No.			
8.	Present post held, along with present Basic Pay with Pay Scale/Pay Band and Grade Pay of the post held			
9.	Whether belongs to SC/ST/OBC			
10.	Educational Qualification (Matric onwards):			
	Exam Passed	Name of University/ Institute/ Board	Year of Passing	Percentage of Marks (Mention Distinction, if any)

11.	Details of employment in chronological order (If needed, enclose a separate sheet duly authenticated by your signature in the format given below):						
	Name of Office/ Instt./ Organizations	Post Held (Designation)	Period of Service		Nature of Appointment (Regular/ Adhoc/ Deputation)	Scale of Pay/ Pay Band and Grade Pay #	Nature to Duties
			From	To			
12.	Nature of present employment i.e. (Permanent / Adhoc/ Temporary/Deputation)						
13	In case the present employment is held on deputation, please state: a) The date of initial appointment.  b) Period of appointment with address  c) Name of the parent office/ organization						
14	Details of training undergone:						
15	Details of proficiency in computer:						
16	Any other information, applicant wants to furnish:						
17.	Please state briefly how you find yourself best suitable for the post applied for:						

# Applications not holding the post in the Pay Band / Grade Pay pertaining to Central Government should indicated the equivalence of the pay scale viz-a-viz the Central Government's pay matrix.

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

(Signature)

Name: \_\_\_\_\_

Place:

Date:

**FORWARDING/ CERTIFICATION BY EMPLOYER**

Certified that the information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-

- (i) That there is no vigilance / disciplinary case or criminal case pending or contemplated against Shri / Smt. / Ms. \_\_\_\_\_.
- (ii) That his / her integrity is certified.
- (iii) That his / her CR / APAR dossier in original is enclosed / photocopies of the ACRs/ APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) That no major / minor penalty has been imposed on him / her during that last ten years is enclosed (as the case may be).
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Office Seal

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.