



IRCON INTERNATIONAL LIMITED



(A Public Sector Undertaking under the Ministry of Railways)
Regd. Office: C-4, District Centre, Saket, New Delhi-110 017 (india)

Web: www.ircon.org

RECRUITMENT OF AOS/ACCOUNTS

Advt. No. 12/2010

IRCON INTERNATIONAL LIMITED is a premier Schedule “A” infrastructure Public Sector Enterprise under Ministry of Railways engaged in the construction of turnkey infrastructure projects in Railways, Highways, Buildings, Power sectors, etc. The Company has recorded a turnover of more than Rs. 3145 crores in the year 2009-10. The Company has successfully completed large value Railway and Highway Projects in India and abroad including Malaysia, Bangladesh, Algeria, Iraq, Syria, etc.

The Company invites applications for the following **regular posts of Assistant Office Superintendent** in Accounts discipline:

Post & Scale of Pay	Essential Qualification	Born not before*	Experience as on 31-10-2010#
AOS/ Accounts Scale: Rs. 10700-21400 (IDA) Total Posts: 12 (UR-6, SC-2, ST-1 & OBC-3)	M.Com/MBA in Finance with not less than 60% marks in aggregate.	UR- 01.10.82 SC/ST-1.10.77 & OBC- 01.10.79	Essential 1. Minimum 2 years experience in Finance and Accounts. 2. Computer proficiency in MS office- Excel & Word. Preferable Candidates having working knowledge of Tally/ERP will be preferred

Experience obtained only after M.Com/MBA is applicable.

*Age relaxations:

- Age is relaxable by 10 years for PH applicants and for Ex-servicemen as per Govt. of India's instructions. If adequate nos. of suitable candidates from PH & Ex-servicemen group does not qualify the selection, the posts will be filled up from suitable candidates of other communities and the backlog of PH/Ex-servicemen will be carried forward to the next recruitment.
- Age is relaxable for applicants working in Govt./PSUs to the extent of their length of service in Govt./PSU jobs subject to a maximum of 5 years.

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

Compensation Package: Basic Pay, DA, HRA, Liberal Medical including unlimited indoor medical benefits for self and dependants, 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 on the Projects/Offices 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.

Application processing fees: Non-refundable demand draft of Rs. 300/- as registration amount and examination fee for General and OBC candidates and a demand draft of Rs. 50/- as registration amount for SC/ST/PH/ Ex-Servicemen candidates. SC, ST, PH & Ex-Servicemen candidates are required to submit a self attested copy of Caste/Disability/ Defence Service certificate on prescribed format for Central Government alongwith Demand Draft. Fees should be paid by **DD only with a validity period of 6 months** drawn in favour of IRCON International Limited payable at New Delhi.

-: **INSTRUCTIONS** :-

1. Application neatly typed on A-4 size paper in the prescribed format should be sent to Addl. General Manager/ HRM, IRCON INTERNATIONAL LIMITED, C-4, District Centre, Saket, New Delhi – 110 017 accompanied with the copy of following documents:
 - a) Matriculation Certificate (for age proof);
 - b) Certificate of Degree.
 - c) Certificates of other professional qualifications, if any;
 - d) Certificates in proof of experience, clearly indicating the length and line of experience as per eligibility conditions;
 - e) Community certificate in case the candidate desires to apply against reserved post;
 - f) DD for Rs. 300/- for UR and OBC applicants & Rs. 50/- for SC/ST/PH & Ex-servicemen applicants in original.
2. Candidates working in Govt./ PSUs/Auto. Bodies 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 given in the application will be verified with original documents at the time of interview. If discrepancies are found, candidature will be cancelled.
4. Application is liable to be rejected if it is not in the prescribed format, incomplete, unsigned 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. The envelope containing the application should be clearly superscribed “**Application for the post of AOS/Accounts Advt. No. 12/2010**”.
6. **Last date for receipt of filled in applications in IRCON office:** - 21 Days from the date of publication in Employment News



APPLICATION FORMAT

D.D. No. & Date	Drawn on Bank & Branch	Name of issuing Bank & Branch	Amount
			Rs.

1. **Post Applied** for (in Block Letters) : **AOS/Accounts, Advt. No. 12/2010.**

2. Name in full (In Block letters) : _____

3. Father's Name : _____

4. Date of Birth : _____

5. Community : _____
(SC/ ST/OBC/ Un-Reserved)

Affix
Passport size
photograph

6. Religion : _____ Whether belong to Minority: Yes/No (Please tick)

7. Name of the Last/Present Organisation : _____

(Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
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8. Correspondence Address (In Block letters) : _____

9. Contact Phone & Fax no. _____
E-mail ID _____

10. **Qualifications (Academic & Professional) :**

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

11. **Experience Details (After Degree only)**

Post held with scale of pay or gross emoluments	Name & address of the Employer	PERIOD			Nature of experience. (Attach separate sheet if necessary)
		From date	To date	Total Duration (in Yrs. & Months)	

My total length of work experience is _____ years _____ months from the acquisition of Degree/diploma.

12. Details of Computer/ERP proficiency _____

13. List of Enclosures:

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

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