



Interview schedule for the regular post of Manager/ Company Affairs
vide Advt. No. 07/2025

In response to the applications received for the regular post of Manager/ Company Affairs, advertised vide Advertisement No. 07/2025, interview has been scheduled on **25.08.2025 and 26.08.2025 for Manager/Company Affairs** at IRCON's Corporate Office, C-4, District Center, Saket, New Delhi-110017 for the Eligible/Provisionally Eligible candidates as shortlisted subject to their fulfilling the eligibility on verification of their original documents on the date of Interview:

A. Manager/ Company Affairs: -

I. List of Eligible/Provisionally Eligible candidates:

S No.	Name of Applicant (Mr./Ms.)	DOB (dd.mm.yyyy)	Eligibility	Date of Interview	Remarks
1	Rahul Kumar Tiwari	18.01.1991	Eligible	25.08.2025	-
2	Jeetender Kumar Ram	04.01.1989	Eligible		-
3	Deepali Agarwal	09.11.1993	Eligible		-
4	Prashant Vinay Kaushik	01.03.1991	Eligible		-
5	Divya Sharma	03.10.1990	Provisionally Eligible		Subject to submission of last month's salary slip and CS membership certificate.
6	Shivam Bhatia	17.01.1993	Provisionally Eligible		Subject of submission of all marksheets of professional course of ICSI, CS membership certificate, last month salary slip of current organization, and documents pertaining to date of joining and KRAs of current organization.
7	Sourabh Bansal	29.10.1992	Provisionally Eligible		Subject to submission of CS membership certificate and document regarding turnover of present organization as per Adv. No. 07/2025.
8	Ravi Pareek	13.12.1995	Provisionally Eligible		Subject to submission of all marksheets of professional course of ICSI and documents pertaining to current organization- state PSU scale equivalent to IDA/ CDA scale.
9	Pooja Sharma	28.06.1995	Provisionally Eligible		Subject to submission of all marksheets of professional course ICSI and all work experience documents clearly indicating the date of joining & relieving.

10	Garima Vashist	18.03.1992	Provisionally Eligible	25.07.2025	Subject to submission of all marksheets of professional course of ICSI, work experience documents clearly indicating date of joining & relieving, and salary slip of current organization.
11	Anupriya Dugar	02.12.1988	Provisionally Eligible		Subject to submission of current organization date of joining proof and salary slip.
12	Pooja Rastogi	04.01.1993	Provisionally Eligible		Subject to submission of current organization documents indicating date of joining, salary slip, and T&C of employment contract.
13	Mayank Jain	23.05.1993	Provisionally Eligible		Subject to submission of all marksheets of professional course of ICSI, work experience documents clearly indicating the date of joining & relieving, and current organization salary slip.
14	Sagar Gupta	03.07.1992	Provisionally Eligible		Subject to submission of all marksheets of professional course of ICSI and work experience documents clearly indicating the date of joining & relieving, and current organization salary slip.
15	Juhi Ganguly	31.08.1992	Provisionally Eligible		Subject to submission of current organization document pertaining to pay scale proof.
16	Suchita Kabra	04.07.1995	Provisionally Eligible		Subject to submission of all marksheets of professional courses ICSI, current organization documents indicating date of joining, and CS membership certificate.
17	Divya Saxena	15.11.1991	Provisionally Eligible		Subject to submission of current organization documents indicating the T&C of employment.
18	Prakash Roshanlal Ojha	20.09.1990	Provisionally Eligible	26.08.2025	Subject to submission of all marksheet of professional course of ICSI.
19	Yatendra Singh	10.10.1997	Provisionally Eligible		Subject to submission of documents pertaining to date of joining in current organization, all marksheet of professional course of ICSI & CTC proof as on date.
20	Sakshi Mehta	11.07.1990	Provisionally Eligible		Subject to submission of all marksheet of professional course of ICSI.
21	Pooja Rana	05.09.1991	Provisionally Eligible		Subject to submission of all documents pertaining to work experience in all organization clearly indicating date of joining & relieving, and current organization CTC proof.

22	Mamta Bisht	09.10.1989	Provisionally Eligible	26.08.2025	Subject to submission of documents pertaining to current organization salary slip, CTC proof of current organization, and work experience documents indicating date of joining & relieving, respectively.
23	Shweta Dua	03.09.1991	Provisionally Eligible		Subject to submission of current organization salary slip.
24	Lakshay Prakash	19.06.1990	Provisionally Eligible		Subject to submission of all marksheets of professional course of ICSI, CS membership certificate, date of joining proof of current organization, and proof of paid-up capital/ turnover of current organization.
25	Vinay Singh	05.11.1990	Provisionally Eligible		Subject to submission of CS membership certificate and work experience documents of all organizations clearly indicating the date of joining & relieving.
26	Richi Mahajan	11.01.1992	Provisionally Eligible		Subject to submission of CS membership certificate and work experience documents of all organizations indicating T&C, date of joining & relieving.
27	Prachi Mittal	09.07.1991	Provisionally Eligible		Subject to submission of all documents of work experience indicating relevant dates and criteria as per Advt. no 07/2025
28	Shashi Bhadooala	27.01.1990	Provisionally Eligible		Subject to submission of CS membership certificate and all work experience documents indicating date of joining & relieving.
29	Nishant Agarwal	01.07.1988	Provisionally Eligible		Subject to submission of documents regarding employment in FY 2024-25, including latest salary slip and document of paid-up capital and turnover criteria as per Advt. no. 07/2025.
30	Priya Bhola	23.10.1994	Provisionally Eligible		Subject to submission of all work experience documents indicating the date of joining & relieving.
31	Surya Prakash	18.10.1988	Provisionally Eligible		Subject to submission of all work documents indicating date of joining & relieving, transfer (if any), and T & C of employment.
32	Himanshu Verma	13.11.1992	Provisionally Eligible		Subject to submission of all work experience documents indicating date of joining & relieving, transfer (if any), and T&C of employment.

33	Arjun Sharma	10.12.1991	Provisionally Eligible	28.07.2025	Subject to submission of all work experience documents indicating date of joining & relieving, and CS membership certificate.
34	Priyanka Bisht	26.08.1994	Provisionally Eligible		Subject to submission of all work documents clearly indicating date of joining & relieving, last month's salary slip, CS membership certificate, and documents pertaining to paid-up capital/turnover as per Advt. No. 07/2025.
35	Swati Srivastava	12.04.1989	Provisionally Eligible		Subject to submission of all marksheets of professional course of ICSI, CS membership certificate, and all work experience documents indicating date of joining & relieving, and KRAs of current organization.

II. List of Ineligible Candidates:

The following candidates have not been found eligible as per the criteria laid down in advertisement:

S No.	Name of the Applicant(Mr./Ms.)	DOB (dd.mm.yyyy)	Eligibility	Remarks
1	Saurabh Vijay	10.06.1988	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
2	Pragati Parnika	09.09.1992	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
3	Avinash Kumar Saini	10.12.1992	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
4	Amit Kumar Verma	10.09.1991	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
5	Raju Sahu	06.11.1989	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
6	Sumit Rawat	03.09.1994	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
7	Vinod	31.08.1990	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
8	Amit Rai	16.03.1993	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
9	Sonica Verma	31.10.1990	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
10	Sonam Sharma	07.04.1987	Ineligible	Not fulfilling age criteria as per advt. 07/2025

11	Rani Amod Jha	19.11.1994	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
12	Shweta Chawla	12.03.1992	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
13	Gaurav	26.06.1994	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
14	Aman Gupta	08.09.1993	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
15	Prachi Vijayavargiya	30.01.1990	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
16	Bhumika Chandra	24.06.1994	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
17	Ajay Salitra	22.07.1994	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
18	Ambika Mehrotra	30.09.1993	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
19	Daatar Singh Rathore	30.08.1992	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
20	Divya Rijwani	26.07.1994	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
21	Sarita	27.12.1987	Ineligible	Not fulfilling age criteria as per advt. 07/2025
22	Kailash Tyagi	03.02.1992	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
23	Gulshan Ahuja	24.10.1993	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
24	Shweta Agarwal	06.01.1993	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
25	Riddhi Madan Gaur	22.10.1987	Ineligible	Not fulfilling age criteria as per advt. 07/2025
26	Rakhi Makhloga	25.12.1989	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025
27	Sameer Kumar Mahani	02.09.1988	Ineligible	Not fulfilling post qualification work experience criteria as per advt. 07/2025

Shortlisted candidates for the post of Manager/ Company Affairs per table A(I) above are directed to report for the Interview as per the details below:

Post	No. of candidates	Date of Interview	Time and Venue
Manager/Company Affairs	18	S. No. 01-18: 25 th August,2025 (Monday)	<u>Reporting Time: 9.00 A.M.</u>
	17	S. No. 19-35: 26 th August,2025 (Tuesday)	Venue: IRCON INTERNATIONAL LTD., C-4, District Centre, Saket, New Delhi-110017

Note- Candidature of shortlisted candidates for interview is purely provisional subject to subsequent verification of all original documents for assessment of final eligibility of selected candidates as per eligibility criteria mentioned in the advertisement for the above said post.

DIRECTIONS FOR INTERVIEW:

Candidature of Shortlisted candidates for interview is purely provisional subject to subsequent verification of original documents and also fulfilling the eligibility conditions as advertised.

All Provisionally Shortlisted candidates as per the table A(I) above are requested to bring their following original testimonials, along with a photocopy set, for document verification on the day of interview as per the schedule above:

- (i) Matriculation Certificate (for age proof);
- (ii) Certificate and Marksheets of essential qualification (Professional/academic Degree/diploma) as prescribed in advertisement. Also, **necessary documents specifying the CGPA equivalence or CGPA to percentage conversion documents, wherever applicable.**
- (iii) Certificates of other professional qualifications, if any;
- (iv) **Certificates in proof of experience**, as applicable, **clearly projecting the requisite experience indicating the length and nature of experience and work done, as per eligibility conditions/criteria/The experience certificate should clearly indicate the 'From' and 'To' date i.e. date of joining, date of relieving and document pertaining to proof of turnover / paid-up capital as per advt. 07/2025.**
- (v) **Pay scale proofs, if applicable**
- (vi) Certificate in support of claim of belonging to Schedule Caste, Schedule Tribe and Other Backward Classes, Ex-serviceman, wherever applicable.
- (vii) **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.
- (viii) One Photo-identity-card bearing address like Aadhar Card, Driving-license, Passport or any other valid document with you for identification
- (ix) **Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish NO OBJECTION CERTIFICATE at the time of interview. However, in the event of difficulty in forwarding the application through proper channel/getting NOC from their parent department, they may submit an undertaking at the time of interview that they will produce proper relieving order from their organization, in case selected; otherwise they will not be allowed to join. In both cases, pay protection will be given.**
- (x) Complete set of self-attested photocopies of all the above-mentioned certificates.
- (xi) Latest passport sized photograph.

General Instructions:

- (i) The candidates are once again advised to check their eligibility thoroughly before appearing for the interview to avoid disappointment at later stage. If any discrepancies are found at

any stage of the recruitment process, the candidature of the candidate will be immediately cancelled.

- (ii) IRCON shall be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the respective post. The decision of IRCON in all matters regarding eligibility of the candidates at all stages of selection and any other matter relating to recruitment shall be final. No correspondence or enquiries shall be entertained by IRCON, in this regard.
- (iii) The applicants are required to submit relevant documents in relation to duration of experience i.e. clearly specifying the date of joining and date of relieving from the respective Organization and the relevant documents in relation to Salary Particulars or CTC, wherever applicable, as per the Advertisement.
- (iv) IRCON will not entertain any request for change of date and time schedule of document verification/ interview.
- (v) You will be required to produce your original experience certificate in the relevant fields as notified in the advertisement. Only those candidates who will be meeting the minimum educational and experience eligibility criteria as per aforesaid advertisement will be allowed to appear in the interview.
- (vi) The candidates shall ascertain themselves before proceeding for the document verification/ interview that they are meeting all the eligibility criteria/conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
- (vii) If any of the particulars stated by candidate in the application on verification is found to be incomplete or incorrect, or if you are found to have willfully suppressed any material fact/information relevant to the Consideration of your case without prejudice to any other action that may be taken in consequence thereof, your candidature will be summarily rejected and you will not be interviewed.
- (viii) IRCON reserves the right of postponing or deferring the date of document verification/ interview for which necessary intimation will be sent to you in this case.
- (ix) Canvassing in any form by or on behalf of a candidate will be disqualification to the stated post.
- (x) **The candidates are advised to read the detailed instructions carefully before appearing for the interview. No further intimation/ correspondence will be made with the candidates in this regard.**

No further correspondence will be entertained from Ineligible candidates.

In case of Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org.
