



# IRCON INTERNATIONAL LIMITED



(A Public Sector Undertaking under the Ministry of Railways)

Regd. Office: C-4, District Centre, Saket, New-Delhi-110 017 (India)

## RECRUITMENT OF FINANCE PERSONNEL- Advt No. 03/2008

IRCON International Limited is a premier construction PSU of the Ministry of Railways engaged in the construction of turnkey infrastructure projects in Railways, Highways, Buildings, Power sectors, etc. The Company had a turnover of more than Rs. 2000 Crores in the year 2007-08. The company has successfully completed large value Railway Projects in India and abroad including Malaysia, Bangladesh, Algeria, Iraq, Syria, etc.

The company invites Online/Postal applications for the following regular posts in **Finance discipline** for posting in any of its Projects/ Offices.

Post & Scale	Born not before	Qualification	Post Qualification Experience as on 01-03-2008
<b>General Manager/ Finance</b>  <u>Scale</u> Rs.20500-500-26500(IDA)  <u>Total Posts – 2</u>	01-03-1953	Graduate with CA or ICWA  (Preference will be given to those who possess MBA/Finance degree as an additional qualification)	<b>A) For Applicants working in PSUs/Govt. Bodies:</b> i) Must have been working in one step below for minimum period of 5 years on the date of advertisement. The IDA scale of Rs. 18500-23900 or IDA scale of Rs. 19500-24900 (or equivalent CDA scale of Rs. 16400-20900) will be considered as one step below provided that the next higher IDA scale in the applicant's organization is Rs. 20500-500-26500 (or equivalent CDA scale of Rs. 18400-22400).  <b>OR</b> <b>B) For Applicants working in Private Sector:</b> i) Should have minimum 25 years post qualification experience in the Finance and Accounts department of construction organization and should be drawing present monthly emoluments not less than Rs. 55,000/- pm (salary drawn details shall be verified from the copy of ITR at the time of interview).  <b>AND</b> <b>Essential Other eligibility criteria:</b> Experience must be related to working in Finance, Accounts, Audit, Internal Audit, Taxation, Compilation, Corporate Finance etc.  <b>Desirable:</b> Experience of 3 years working hands-on an IT environment in Construction industry dealing with Railways and Highways would be desirable.

**Compensation Package:** Basic Pay, DA, Liberal Leased Accommodation, Liberal Medical including unlimited indoor medical benefits for self and dependants, Transport Assistance, LTC, Gratuity, EPF, Subsidized Loans, Productivity-Linked Incentives (PLI), Welfare Schemes and other Fringe Benefits as per rules of the Company. Leased accommodation can be availed any where in India irrespective of the place of posting.

**Selection Process:** By interview at New Delhi only.

**Cost to company:** Approx 9 lakhs per annum at A-1 class cities at minimum of pay scales.

**DD Requirement:** Rs 300/-only Payable in favour of IRCON International Ltd at New Delhi (validity period of 6 months)

### **Important Instructions**

#### **(A) ONLINE:**

1. Please go through IRCON disclaimer policy before you apply online.
2. Please read the important instructions and the user manual before filling in the application. To see user manual please click on the user manual option given on the top right hand side of the screen
- 3 With the click on Apply button login screen will appear. This login screen has the option of registration for the new users i.e. Create login. User can register by entering e-mail id, password and answering to the selected security question. The registration process is complete with the press on submit button.
4. After registration applicant can access Ircon online application with the same login and password.
5. This application will have number of tabs to capture applicant information. First tab contains important instruction for applicants filling in the application, Second tab is for capturing personal information, third tab is for capturing applicants address (current and permanent), fourth tab is for capturing DD details, fifth tab is for capturing work educational details, sixth tab is for capturing work experience details, seventh tab is for uploading photograph and last tab is for preview, submit and print.
6. Submit the online application using submit button and take the printout of the same and send it to HRM Department, Ircon International, C-4, District Centre, Saket, New Delhi-110017 along with the DD attached. Make sure that you signed the printout.
7. No document other print out obtained from website and demand draft of Rs 300/- (with application number) need to be sent to IRCON. 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.
8. Candidates working in Govt./ PSUs/Auto. Bodies should take prior approval before applying online against this advertisement.
9. Last date for ONLINE/Postal receipt of applications: 27 JUNE, 2008

## **B For Postal Application:**

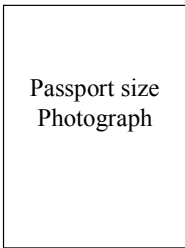
1. Application neatly typed on A-4 size paper in the prescribed format should be sent to General Manager/ HRM, IRCON International Limited, C-4, District Centre, Saket, New Delhi – 110 017 accompanied with the attested copy of the following documents:
  - a) Matriculation certificate (for age proof)
  - b) Graduation, CA/ICWA certificate
  - c) certificate(s) of experience clearly indicating the length and line of experience
  - d) applicants working in Govt./PSUs/Auto. Bodies should enclose copy of their appointment/promotion order indicating the scale of pay presently held by them and salary drawn certificate.
2. 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.
3. Candidates working in Govt./ PSUs/Auto. Bodies should forward their application through proper channel duly certified next higher scale of applicant in his organisation.
4. Applicants attending interview will have to produce NOC also from their employers at the time of interview.
5. The envelope containing the application should be clearly superscribed “**Application for the post of \_\_\_\_\_ - 2008**”.
6. **Last date for receipt of applications:** 27 June 2008
7. For Application format and other relevant information, please visit our corporate website [www.ircon.org](http://www.ircon.org).



## APPLICATION FORMAT

1. Post Applied for (in Block Letters) : \_\_\_\_\_ Advt. NO. \_\_\_\_\_/08
2. Name in full (In Block letters) : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Community : \_\_\_\_\_  
( SC/ ST/OBC/ Un-Reserved )
6. Religion: : \_\_\_\_\_
7. Whether belong to Minority : \_\_\_\_\_ Yes/ No \_\_\_\_\_
8. Name of the Last/Present Organisation : \_\_\_\_\_
- (Please tick) 

Govt. (Central/State)	PSU	Auto. Bodies	Others
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9. Basic Pay and total emoluments/month \_\_\_\_\_
10. Nature of present employment : \_\_\_\_\_  
Regular/ad-hoc/temporary/contract
11. Correspondence Address : \_\_\_\_\_  
(In Block letters) \_\_\_\_\_
12. Contact Phone & Fax no. (with STD code) Office: \_\_\_\_\_ Resi: \_\_\_\_\_ Mobile: \_\_\_\_\_  
E-mail \_\_\_\_\_



13. Qualifications (Academic & Professional) : 10<sup>th</sup>, Graduation, CA/ICWA, others

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

14. Experience Details

Post held with scale of pay/ gross pay	Name & address of Employer	PERIOD			Nature of experience. (Attach separate sheet if necessary)
		From Date	To date	Total Duration	

15. Details of Computer proficiency \_\_\_\_\_
16. 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