

**Recruitment of SHE Director and CSR Managers on Contract basis**  
**(Advt. No. C 10/ 2018)**

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 3800 crores in the year 2017-18. 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 and Sri Lanka.

The company invites application for the recruitment of the following posts **on Contract basis for Ircon’s Projects/Offices in Mumbai/Delhi for 01 year at a fixed all-inclusive salary. The eligibility criteria and other details are tabulated below:**

Post	Place of posting	Fixed Pay	Qualification (As on 01.11.2018)	Born not before*	Total Post Qualification Experience (In Years) (As on 01.11.2018)
Safety, Health and Environment (SHE) Director  Total Posts- 01 (UR)  Post code : 2-003	Ircon’s Dedicated Freight Corridor Project CTP-12, Mumbai-Surat	Rs 1.20 Lakhs / Month	SHE Director shall have qualified in any of the following degree/ diploma: (i) Govt. recognized PG Degree/PG Diploma/ Degree in Environmental Engineering /Science. (ii) Post Graduate Diploma in Industrial Safety & Environmental Management (PGDISEM) from National Institute of Industrial Engineering, Hyderabad. (iii) M.E.in Industrial Safety from NIT, Trichy Tamil Nadu. (iv) M.E. in Industrial Safety from Mapco Schleck Engineering College, Savakis, Tamil Nadu. (v) B.E. in Fire & Safety Engg. from Cochin University of Science and Engg. Cochin, Kerala (vi) B.E. with advanced Safety Management Diploma from Hyderabad /Chennai/Kolkata and Kanpur. (vii) B.E./B.Arch., with one-year Full Time advanced safety diploma from NICMAR, Hyderabad (viii) B.E./ B.Tech with any other equivalent State and Central Govt. recognized full time Degree/ Diploma in Safety (ix) International qualifications like CSP (Certified Safety Professional), NEBOSH, MIOSH, MSISO etc.	01.11.1961	Post Qualifications Experience of Minimum 15 years for SHE Director is mandatory in which 5 years’ experience in similar works and 3 years’ experience in a higher level posts such as Chief Manager SHE, Chief Accident Prevention Officer (CAPO) or SHE Director or similar position in major transportation, infrastructure projects.

Post	Place of posting	Fixed Pay	Qualification (As on 01.11.2018)	Born not before*	Total Post Qualification Experience (In Years) (As on 01.11.2018)
CSR Manager Total Posts: 02 (UR) Post code: 12-001	One each at Ircon Corporate Office, Delhi & Dedicated Freight Corridor Project Office at Mumbai	Rs 30,000/- per month	Full Time Master's Degree in Social Works with minimum 60% marks	01.11.1985	Minimum one-year experience in CSR activities in a PSU, Private Organization or a NGO  <b>Nature of Experience:</b>  Must have dealt with CSR and allied welfare and development schemes/projects.  Understanding of the CSR landscape, key CSR issues and best practices, along with knowledge of the roles of private, nonprofit & public sectors.  <i>*Employee posted at DFC office shall be responsible for CSR activities at Maharashtra &amp; Southern Region</i>

\* Age relaxations subject to fulfillment of the requisite criteria on qualification, experience etc. will be as per Government of India guidelines.

**Medical Standards:** Candidates should be in sound health. No relaxation in health standards will be allowed.

- 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 a period of one year, extendable further as per the requirements of the company, if the services of the candidates are found to be satisfactory.
- 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 which can be availed during the contract period. Leave can be carried forward and accumulated but no leave encashment for unavailed 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 holidays when the project / offices remains closed would be available.
- B-5** TA/DA would also be admissible if deputed on outstation duty.
- B-6** No other perks or benefits would be admissible except the above.
- B-7** Working hours will be the same as for the project.
- B-8** The ex- contractual employees of Ircon, whose services were terminated due to closure of projects, can also apply for this post 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. The person 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. Selection Process:** Selection will be through Walk-in-Interviews.

1. The details regarding Walk-in- Interviews are as under:

<u>Posts</u>	<u>Date &amp; Time for Walk-in-Interview</u>	<u>Address for Walk-in -Interview</u>
CSR Manager	Monday, 19.11.2018 09:00 a.m to 04:00 p.m	Ircon Corporate Office C-4 District Centre Saket, New Delhi-110017
Safety Health Environmental (SHE)Director	Tuesday, 20.11.2018 09:00 a.m to 04:00 p.m	

2. Interested candidates must carry their applications typed on an A-4 size paper in the prescribed format given at the end of the advertisement, duly enclosed with the self-attested photocopies of the following documents:
- Matriculation Certificate (for age proof)
  - Certificate of Degree/Diploma and other qualifications as mentioned and as per eligibility conditions.
  - Certificates of other professional qualifications, if any
  - Certificates in proof of experience, clearly indicating the length and line of experience as per eligibility conditions
  - Community certificate (SC, ST, OBC etc.), if applicable. Please note that candidates belonging to OBC category have to submit the latest financial year OBC (non creamy layer) certificate in centre format to be produced by OBC applying for appointment to posts under Govt.of India.
3. Candidates must bring their originals and complete set of self-attested photocopies of all the above mentioned certificate.
4. 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 age, community, educational qualifications and experience while coming for the interview failing which the interview of the candidate will not be conducted.**
5. Incomplete or vague applications or applications without 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.
6. Applicants working in Govt./PSUs may note that they have to produce NOC at the time of interview and resign from their parent organization on their selection.
7. The envelope for application should be super scribed – **“Application for the post of ..... Advt. No. C 10/ 2018 ”**

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Application Format for the post of .....Vide Advt. No. C10/ 2018

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  
Passport size  
Photograph

(Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
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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	P E R I O D			Name of the Engg. project(s) on which worked and nature of Experience.
		From	To	Total Duration (in Yrs. & Months)	

My total post qualification work experience is .....years and.....months as on 01.11.2018

**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.