



Web: www.ircon.org

Advertisement No. 11/2018

Recruitment of Asst. Manager/CSR & Manager/ Company Affairs on regular basis

IRCON INTERNATIONAL LIMITED is a premier Schedule “A” infrastructure government company under the Ministry of Railways engaged in the construction of turnkey infrastructure projects in Railways, Highways, Buildings, Power sector, etc. The Company has recorded a turnover of more than 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, etc., and recently in Sri Lanka.

The Company invites applications for following regular posts for which eligibility criteria are tabulated below:

Post & Scale of Pay	Essential Qualification as on 01.11.2018	Maximum age as on 01.11.2018**	Post qualification Experience criteria as on 01.11.2018
Assistant Manager/CSR-E-1 Scale of Pay – Rs. 40,000- 1,40,000/- + allowances + PRP (IDA) Post Code : 12-002 Total Posts: 01 (UR)	2 years regular Masters in Social Work with not less than 60% marks from a UGC recognized university/ institution.	30 years	Minimum 2 yrs post qualification experience in CSR related activities in a CPSE. Nature of experience: Must have dealt with CSR and allied welfare and development schemes/ projects. Undertaking of CSR landscape, key CSR issues and best practices, along with knowledge of the CSR role in a CPSE.
Manager/ Company Affairs –E3 Scale of Pay – Rs. 60,000- 1,80,000/- +allowances + PRP (IDA) Post Code : 13-001 Total Posts: 01 (UR)	Fellow/Associate Member of Institute of Company Secretaries of India (ICSI) Additional Qualification of LLB from a reputed University will be preferred.	37 years	If working in PSU/Central/State Govt./Railways Organization then: Total Experience- 05 years Presently working in scale of Rs. 24900–50500/- (IDA)(PR)/ 60,000- 1,80,000 (R) /Pay Matrix Level 9 (CDA) <p style="text-align: center;">Or</p> Working for 2 years in scale of Rs. 20600- 46500 (IDA)/ 50,000- 160000 (R)/ Pay Matrix Level 8 (CDA) If working in Private Sector Organization: Total Experience- 05 years CTC- Presently drawing a total CTC of not less than 13 Lacs PA. Nature of Experience: Excellent knowledge of Company Law and its application including Secretarial Standards, good grasp of applicable laws to a Company so as to report to BoD periodically, very good communication capability especially in drafting with power to grasp and express the content succinctly, up-to-date on new developments in the areas of work of a CS. Candidate having experience in a Listed Company will be preferred.

**Age relaxation as per Gov. of India guidelines subject to fulfillment of the requisite qualification, pay & experience criteria etc.

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

Compensation Package: Basic Pay, DA, HRA/ Lease, Liberal Medical including indoor medical benefits for self and dependents, 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 in the Projects/Offices of the Company within India or abroad.

Selection Process: Interview.

Surety Bond: Selected candidates have to execute a bond of Rupees 3 lakhs to serve the company for at-least three years.

Suitability: If selection panel finds any candidate suitable/fit for a lower post/ grade, then he/she shall be selected on the lower post (irrespective of the actual post/vacancy to which candidate has applied) subject to the willingness of the candidate.

A -: GENERAL INSTRUCTIONS:-

1. The number of posts indicated above may vary based on further assessment of requirement.
2. If any candidate is presently working with any government department or organization/PSU, he/she 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. **However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of interview that they will not claim any service transfer benefits / protection of pay in case of their selection. Such candidate will be selected on Minimum of the pay scale.**
3. All information submitted in the application will be verified with original documents at the time of interview. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process.
4. Candidates for the above specified posts are required to make 'Payment by Demand Draft' as per the table below:

UR/OBC	SC/ST/Ex Serviceman	PWD
Rs 1000/-	Nil	Nil

B -: INSTRUCTIONS FOR APPLYING:-

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.

2. Eligible candidates **have to apply in prescribed format through off line mode only.**

It is advisable that the candidates have a valid e-mail id in order to facilitate faster communication.

3. Application neatly typed on A-4 size paper in the **prescribed format** should be sent to **Deputy 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) All semester/ year marksheets
- c) Certificate of professional Degree;
- d) Certificates of other professional qualifications, if any;
- e) Certificates in proof of experience, as applicable, clearly indicating the length and line of experience as per eligibility conditions;

- f) Community certificate if any;
 - g) CTC/ Proof of Pay Scale/ Grade
 - h) DD for Rs. 1000/- for UR/ OBC applicants in original. (Applicant are required to mention his/ her name & post applied for on reverse of DD)
4. **Candidates should mention percentage in the columns where percentage is required. In case CGPA/OGPA/DGPA is mentioned in marksheets, following criteria may be applied:**
- a) **In case where conversion into percentage is not provided by university/institutes:** "if university/institute do not have the provision for conversion of CGPA/OGPA/CPI/DGPA or letter grade into percentage than minimum 6 on 10 point scale will be considered as 60%. On any scale different from 10 point scale the score will be prorated accordingly.
 - b) **In case where conversion into percentage is provided by university/institutes:** Wherever CGPA/OGPA/CPI/DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by concerned university/institute. A certificate to this effect may be obtained by the candidate from the university/institute, which shall be required to be produced at the time of verification.
 - c) **The percentage obtained has to be calculated considering marks obtained in all semesters/ years.**

C-: METHOD FOR SUBMISSION OF APPLICATION FEES (Non-refundable):

- 1. Application Processing Fee:** Non-refundable demand draft of **Rs 1000/-** is required to be submitted along with the application. Fee should be paid by DD drawn in favour of **Ircon International Limited payable at New Delhi**. There is no application processing fee for candidates belonging to SC/ST/PwD and Ex-Serviceman categories.
- 2. Candidates are requested to get the demand draft made before filing in the application as details regarding the demand draft need to be entered while filling the application.**
- 3. After the application is filled duly, candidates may take a printout of the application form along with all the relevant documents as specified above and send it to above mentioned address.**
5. The envelope containing duly signed application should be clearly super scribed "**Application for the post of "....."- Advt. No. 11/ 2018 on regular basis"**.
6. Before submitting the application, candidates should ensure that all the entries are properly filled and are correct. Only duly signed applications will be considered.

IMPORTANT DATES:

PARTICULARS	DATES
Date of publication of Advt. in Employment News.	03.11.2018
Last Date of receipt of applications in prescribed format	26.11.2018

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APPLICATION FORMAT

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

1. **Post Applied for** (in Block Letters): _____
2. **Name in full** (In Block letters) : _____
3. **Associate membership Number** : _____
4. **Father's Name** : _____
5. **Date of Birth** : _____
6. **Community** : _____
(SC/ ST/OBC)
7. **Religion** : _____ whether belong to Minority: Yes/No (Please tick)
8. **Name of the Last/Present Organization:** _____



(Please tick)

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

10. **Contact Phone & Fax no.** : _____
E-mail ID _____

11. Qualifications (Academic & Professional):

Exam Passed (class 10 th onwards)	Year of Passing	Name of the Instt./ University/ Board	Max. marks	Marks obtained	%age of marks

12. Post Qualification Experience

Post held with scale of pay or gross emoluments	Name & address of the Employer	P E R I O D			Brief detail of work handled (Attach separate sheet if necessary)
		From date	To date	Total Duration upto 01.11.2018 (in Yrs. & Months)	

My total length of post qualification work experience is ____ years ____ months as on 01.11.2018.

13. Details of Computer/ERP proficiency: _____

14. List of Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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