



IRCON SHIVPURI GUNA TOLLWAY LIMITED ('IrconSGTL')



A Wholly-owned Subsidiary of Ircon International Limited

(A Govt of India Undertaking)

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(CIN – U45400DL2015GOI280017)

Date: 04.07.2023

Web: www.ircon.org

Recruitment of Accounts Assistant on Contract Basis

Advt. No. – IrconSGTL C01/2023

IrconSGTL, is a wholly-owned subsidiary of **IRCON INTERNATIONAL LIMITED (Ircon)** incorporated for execution of Shivpuri-Guna Highway Project of "Four laning of Shivpuri to Guna from Km 236.00 to Km 332.100 of NH-46 on Build, Operate, and Transfer (BOT) (Toll) basis in the State of Madhya Pradesh." Shivpuri-Guna Highway Project has now entered into Operation & Maintenance Phase and has started its Commercial Tolling Operations.

The Company hereby invites applications for appointment to the following post **on Contract Basis with an initial term of one year renewable on year to year basis for which eligibility criteria is tabulated as below:**

Name of Post & No. of Vacancies	Essential Qualification	Maximum Age (As on 30.06.2023)	Post Qualification Experience (As on 30.06.2023)
1. <u>Accounts Assistant</u> Total Posts – 01 (UR) Fixed Pay Rs. 36,000/- per month	CA/ICWA Intermediate	35 Years	Minimum Three years experience in handling accounts and SAP

* **Age relaxations as per Govt. of India guidelines subject to fulfillment of the requisite qualification, & experience criteria etc.**

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

A. General Conditions:

1. Selection Mode: Through walk-in-interview to be conducted via Physical Mode at IrconSGTL Project Office Address: Purankhedi Toll Plaza, NH-46 (Shivpuri-Guna Highway), Village-Purankhedi, Post/Teh. - Kolaras, District- Shivpuri, Madhya Pradesh - 473770. The Candidates are required to be available on 19.07.2023 at 9:00am at IrconSGTL project office along with the documents as mentioned in para B.
2. Only such applicants will be interviewed who are eligible as per eligibility criteria. Applicants are, therefore, advised to check their eligibility thoroughly while applying so as to avoid disappointment at a later stage. The applicants should bring the requisite documents in original as well as in photocopy with self-attested.
3. The Candidate who got selected for this post but not in a position to join IrconSGTL within a period of One month from the date of receipt of Offer Letter need not apply.
4. The above posts are specifically on **Contract basis** and not for the regular establishment of the Company. 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 satisfactory. However, the appointment is co-terminus with the project for which is candidate is selected and will not confer any right to claim absorption in regular establishment of the company or for appointment in other projects of the company.

5. There are no allowances over and above the fixed pay, except as mentioned below: -
6. For Medical Coverage, the Medical Health Insurance Policy of Rs Three Lakhs for self with the ceiling of premium of Rs 4000/- per annum shall be taken by the Contract Employees themselves covering Covid-19 and other diseases. The premium amount shall be reimbursed to the contract employees subject to submission of copy of health insurance policy and original receipt of premium paid.
7. Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted from the salary and a matching contribution will be made by IrconSGTL. The accumulations will be paid at the time of cessation of contract.
8. One leave for each calendar month of service can be availed during the contract period. Leave can be carried forward and accumulated but no leave encashment for un-availed leave is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.
9. Weekly off and other public holidays when the office remains closed would be available.
10. TA/DA would also be admissible if deputed on outstation duty.
11. Working hours will be the same as for the Holding Company – Ircon International Limited.
12. No other perks or benefits would be admissible except as mentioned above.
13. 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.
14. Place of posting – For Shivpuri-Guna Highway Section in the State of Madhya Pradesh, However, Company reserves the right to transfer to other place/ project as per company's requirement. The decision of company in this regard will be final.

B. Instructions for applying:

Candidates are advised to be available at scheduled date and time along with the **Application for the advertised post in the format attached as Annexure-I**, to paste a recent self-attested passport size photograph in the space indicated, put her /his signature in the space provided and submit the application accompanied with the copy of following self-attested documents:

- (a) Matriculation Certificate (for age proof).
- (b) Self-Attested copies of Mark Sheets and Degree of Certificate of CA/ICWA Intermediate.
- (c) Certificates in proof of professional experience, as applicable, clearly indicating the length and line of experience as per eligibility conditions/criteria. In case of Present Employment, offer letter alone will not be considered as proof of experience, the candidate should also submit last Two Months' salary slip of present employer for proof of experience.
- (d) Certificates of other professional qualifications, if any.
- (e) Duly self-signed Curriculum Vitae, if any.
- (f) In case CGPA/OGPA/DGPA is mentioned in marksheets, following criteria may be applied:
 - i. 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.
 - ii. 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.

1. Candidates must bring the **original and complete set of self-attested photocopies** of all the above-mentioned Mark Sheets and Certificates at the time of **Interview**, failing which they will not be allowed to appear for the interview.
2. Candidates are required to be available along with requisite documents (original & self-attested photocopy) as per Para-B at the Office of '**Chief Executive Officer, Ircon Shivpuri Guna Tollway Limited, Purankhedhi Toll Plaza, NH-46 (Shivpuri-Guna Highway), Village- Purankhedhi, Post/Teh. - Kolaras, District- Shivpuri, Madhya Pradesh - 473770**' on **19th July'2023 at 09:00 am** for document verification & interview.
3. All the eligible candidates who will appear for interview, are advised to keep checking the web site as well as their registered e-mail regularly for any further update.
4. All modifications/amendments shall be displayed on IRCON official web-site only at www.ircon.org in HR & Career section, Therefore, candidates are requested to keep checking the web-site for modifications /amendments, if any.
5. In case of any Query/ Clarification, please mail us at suresh.p@ircon.org

**Application Format for the post of “ _____ ”
in Ircan Shivpuri Guna Tollway Limited on Contract Basis vide Advt. No. IrcanSGTL C01/2023**

1. Name in full (in Block Letters) : _____
2. Father's Name : _____
3. Date of Birth (DD-MM-YY) : DDMMYY

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4. Community (SC/ST/OBC/GEN/EWS) : _____
5. Correspondence Address : _____

- Contact No.: _____
- Email address: _____

**6. Qualification details:**

Exam Passed	Year of Passing	Name of University / Institute	Marks Obtained	Max. countable marks	%age of marks

7. Professional Work Experience:

Post	Name and Full address of Employer	PERIOD			Job Profile
		From	To	Total Duration (in Years & Months)	

8. Total Work Experience is _____ years _____ months.

9. Check list

(Copies of following documents attached)

- a. Class X Certificate as proof for date of birth : Yes / No
- b. Pass Certificates and Marks Sheet : Yes / No
- c. Experience Certificates : Yes / No

Declaration

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

