



CIN-L45203DL1976GOI008171

Web: [www.ircon.org](http://www.ircon.org)

Date: 17-02-2021

**Recruitment of Librarian on Contract basis**  
**(Advt. No. C-01/2021)**

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 total turnover of more than Rs 5200 crores in the year 2019-20. 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 applications for recruitment for the following post **on Contract basis for IRCON Corporate Office for 01 year at a fixed all-inclusive salary. The eligibility criteria and other details are tabulated below:**

Post & Fixed Pay	Qualification	Maximum age as on 01.02.2021	Experience
<b>Librarian</b> <b>Total Posts- 01 (UR)</b>  <b>Fixed Pay</b> <b>Rs. 30,000/- per month</b>	1. Full time Graduation with not less than 60 % marks from recognized Institute/University  AND  2. Full time Degree in Library Science with not less than 60% marks from recognized Institute/University (One-year Course after graduation)	30 Years	Preferably having experience in Library of reputed Institute/ Organization

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

**A. GENERAL CONDITIONS:**

1. Selection will be through written Exam and /or interview of shortlisted candidates.
2. The number of posts indicated above may vary based on further assessment of requirement.
3. The above post is contractual post 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.
4. 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 or before joining.
5. 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 covering Covid-19 and other disease. 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.
6. 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.

7. 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.
8. One weekly off and other public holidays when the project office remains closed would be available.
9. Working hours/days and off will be the same as for the Corporate Office.
10. TA/DA would also be admissible if deputed on outstation duty.
11. No other perks or benefits would be admissible except the above.
12. 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.
13. The ex-contractual employees of Ircon, whose services were terminated due to closure of projects, can also apply for these posts 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 subjected to their satisfactory performance and shall be co-terminus with the project. The person so appointed for these projects will have no claim for their absorption in regular establishment of the Company or for appointment in other projects of the company.
14. Ircon reserves the right to cancel, restrict, enlarge the requirement without assigning any reason.
15. All modification/amendment shall be displayed in IRCON website only at [www.ircon.org](http://www.ircon.org) under career@HR. Therefore, candidates are requested to check the website for modification/amendment, if any, before appearing for interview.

**B How to apply:**

1. Application typed on A-4 size paper in the format given at the end of the advertisement should be addressed and sent to **DGM/HRM, Ircon International Ltd.** as per address given in table below accompanied with the self-attested photocopies of the following documents:
  - a) Matriculation Certificate (for age proof).
  - b) Certificate of Degree/Diploma and other qualifications as mentioned and as per eligibility conditions. Candidates, who have been awarded CGPA/OGPA/DGPA in place of marks in degree, should submit proof of conversion factor as applicable to percentage as prescribed by the University/Institute.
  - c) Certificates of other professional qualifications, if any.
  - d) Certificates in proof of experience, clearly indicating the length and line of experience as per eligibility conditions. Certificate/proof submitted in support of experience should clearly mention the date of joining & relieving. **Offer letter alone will not be considered as proof of experience**, the candidate should submit acceptable proof of joining & relieving.
  - e) Community certificate (SC, ST, OBC & EWS 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 Government format to be produced by OBC applying for appointment to posts under Govt. of India.
  - f) NOC from present employer if working in Govt./PSU/autonomous Bodies.
  - g) Complete set of self-attested photocopies of all the above-mentioned certificates.

2. Candidates should mention percentage in the fields where percentage is required. In case CGPA/OGPA/DGPA is mentioned in marksheets, following criteria may be applied:
- 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.
  - 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 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.
3. Applicants will have to send their application typed on A-4 size paper in the format given at the end of the advertisement, to reach us by 22-03-2021 as per address given in the table below. The list of shortlisted candidates invited for interview shall be displayed on the website and the interview call letters would be sent by e-mail only. Schedule for sending application is as indicated below:

Posts	Address for sending applications	Last Date for receipt of Applications at this Office
Librarian	DGM/HRM, Ircon International Ltd., C-4, District Centre, Saket, New Delhi - 110017	22-03-2021

4. Application received after due date or received via e-mail will not be considered. Ircon will not responsible for loss of application in transit or postal delay. Ircon on its discretion reserves the right to reject any application or cancel the candidature without assigning any reason thereof.
5. 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.
6. Only such applicants will be considered for selection process who are eligible as per the eligibility criteria. Applicants are, therefore, advised to check their eligibility thoroughly while applying to avoid disappointment at a later stage.
7. Incomplete or vague applications or applications not accompanied with documents as mentioned above (how to apply) 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 mention above will not be allowed to appear for the Interview.
8. Application may be sent in an envelope super scribed – "**Application for the post of Librarian on contract basis - Advt. No. C-01/ 2021**".
9. In case of Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org or call us landline no 011-26545569

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Application Format for the post of Librarian on contract basis - Advt. No. C-01/ 2021

- 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 : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Pin Code \_\_\_\_\_

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. Work Experience as on 01-02-2021

*Please give the detailed experience in attached sheet (Annexure-1). Attach copy of **Experience Certificate(s)** or acceptable **proof of joining & relieving** in support of experience.*

\_\_\_\_\_  
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

## Details of Work Experience as on 01-02-2021

Post held with scale of pay or gross emoluments	Name of the Employer (Give the name of Organisation/ company)	P E R I O D			Name of the project(s) on which worked and nature of Experience
		From Date DD/MM/ YY	To Date DD/MM/ YY	Total Duration (in Yrs. & Months)	

Total Experience = \_\_\_ Years \_\_\_ Months \_\_\_\_\_ Days

\_\_\_\_\_  
Signature of the Candidate