



Interview schedule for the regular post of Manager/Company Affairs vide Advt. No. 09/2019

In response to the applications received for the regular post of Manager/Company Affairs advertised vide Advertisement No. 09/2019, interview has been scheduled on **05.12.2019** at Ircon's Corporate Office, C-4, District Centre, Saket, New Delhi-110017 for the Provisionally Eligible/Eligible candidates as shortlisted subject to their fulfilling the eligibility criteria on verification of their documents on the date of Interview:

I. List of Eligible /Provisionally Eligible candidates:

| S No. | Name of applicant | DOB (dd/mm/yy) | Final eligibility (Eligible/Ineligible) | Remarks |
|-------|-----------------------|----------------|---|---|
| 1 | ANJIT JAIN | 21.01.1989 | Eligible | — |
| 2 | KANIKA GUPTA | 17.02.1989 | Provisionally Eligible | Subject to verification of complete experience proofs and membership certificate of ICSI |
| 3 | ANKIT PODDAR | 17.09.1983 | Provisionally Eligible | Subject to verification of complete experience proofs |
| 4 | SARITA AGGARWAL | 17.11.1988 | Provisionally Eligible | Subject to verification of complete experience proofs and membership certificate of ICSI |
| 5 | GOURA KISHORE NANDA | 22.06.1987 | Provisionally Eligible | Subject to verification of complete experience proofs |
| 6 | ASHISH KAPIL | 06.06.1986 | Provisionally Eligible | Subject to verification of CTC proof |
| 7 | SWAPNIL GUPTA | 25.10.1984 | Provisionally Eligible | Subject to verification of complete experience proofs |
| 8 | RAKESH CHANDRA SHARMA | 20.06.1983 | Provisionally Eligible | Subject to verification of complete experience proofs, CTC proof and membership certificate of ICSI |
| 9 | DEEPSHIKHA GUPTA | 05.08.1985 | Provisionally Eligible | Subject to verification of complete experience proofs and pay scale/CTC proof |
| 10 | OM PRAKASH | 18.01.1983 | Provisionally Eligible | Subject to verification of complete experience proofs and CTC proof |
| 11 | HARESH SWAMINATHAN | 11.05.1983 | Provisionally Eligible | Subject to verification of complete experience proofs, CTC proof and membership certificate of ICSI |
| 12 | SAKET KUMAR SINGH | 05.04.1093 | Provisionally Eligible | Subject to verification of complete experience proofs and pay scale/CTC proof |
| 13 | ANUP KUMAR GUPTA | 12.06.1986 | Provisionally Eligible | Subject to verification of complete experience proofs and membership certificate of ICSI |
| 14 | STUTI JHA | 02.03.1987 | Provisionally Eligible | Subject to verification of complete experience proofs and CTC proof |

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|----|------------------------|------------|------------------------|---|
| 15 | SACHIN ARORA | 06.10.1986 | Provisionally Eligible | Subject to verification of complete experience proofs |
| 16 | ANUPAM SAXENA | 17.02.1985 | Provisionally Eligible | Subject to verification of complete experience proofs and CTC proof |
| 17 | KOMAL KALRA | 07.01.1985 | Provisionally Eligible | Subject to verification of CTC proof and final passing certificate of CS |
| 18 | RINGEE ANGMU BHUTIA | 17.04.1986 | Provisionally Eligible | Subject to verification of nature of experience and pay scale proofs |
| 19 | CHANDAN DUBEY | 24.01.1985 | Provisionally Eligible | Subject to verification of complete experience proofs |
| 20 | DEEPAK KAKKAR | 22.05.1987 | Provisionally Eligible | Subject to verification of complete experience proofs and CTC proof |
| 21 | POOJA KANSAL | 17.08.1988 | Provisionally Eligible | Subject to verification of complete experience proofs and final passing certificate of CS |
| 22 | VIPUL KUMAR SRIVASTAVA | 22.08.1985 | Provisionally Eligible | Subject to verification of CTC proof |

II. List of Ineligible Candidates:

The following candidates are not found eligible as per the criteria laid down in advertisement:

| S No. | Name of applicant | DOB (dd/mm/yy) | Final eligibility (Eligible/Ineligible) | Remarks |
|-------|-----------------------|----------------|---|--|
| 1 | ANJALI YADAV | 10.03.1985 | NE | Not fulfilling pay scale criteria |
| 2 | RASHMI SANTOSH MISHRA | 13.10.1984 | NE | Presently not working in Govt. organization or private organization as on 01.08.2019 as mentioned in the advertisement |
| 3 | DEEPIKA MEHTA | 30.03.1987 | NE | Not fulfilling pay scale criteria |
| 4 | TWINKLE BHATIA | 14.09.1989 | NE | Not fulfilling pay scale criteria |

Shortlisted candidates for the posts of Manager/Co. Affairs as per **table (I)** above are directed to report for the Interview as per the details below:

| Post | No. of candidates | Schedule of Interview | Venue |
|---------------------|-------------------|-------------------------------------|--|
| Manager/Co. Affairs | 22 | From 9.00 A.M. On 05.12.2019 | IRCON INTERNATIONAL LTD. C-4, District Centre, Saket, New Delhi-110017 |

B. Directions for Provisionally Eligible Candidates :

All provisionally eligible candidates have to bring their missing documents as mentioned against their names in Table (I) above at the time of interview, failing which their candidature will be rejected.

Candidature of shortlisted candidates for interview is purely provisional subject to subsequent verification of missing documents and also fulfilling the eligibility conditions as advertised.

All Eligible / Provisionally Eligible candidates as per the table I above are requested to bring their following original testimonials, along with a photocopy set, for document verification on the day of interview as per the schedule above:

1. Matriculation Certificate (for age proof);
2. Certificate and mark sheets of qualification (Graduation/Post Graduation);

3. Certificates and mark sheets of professional qualification of ICSI;
4. **Certificates in proof of experience**, as applicable, **clearly projecting the requisite experience indicating the length and nature of experience and work done, as per eligibility criteria. The experience certificate should clearly indicate the 'From' and 'To' date i.e. date of joining and date of relieving;**
5. CTC/pay scale proof as applicable, as per the advertisement.
6. Certificate in support of claim of belonging to Schedule Caste, Schedule Tribe and Other Backward Classes, Ex-serviceman, if applicable;
7. One Photo-identity-card like Aadhar Card, Driving-license, Passport or any other valid document with you for identification;
8. **Candidates serving in Central/State Government/ Public Sector Undertaking including Public Sector Banks/Autonomous Bodies etc. including Departmental candidates are required to produce a "No Objection Certificate" from their present employer at the time of interview in original failing which, he/she will not be allowed to appear in the 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/candidates will be selected on Minimum of the pay scale.**
9. Complete set of self-attested photocopies of all the above mentioned certificates.
10. Latest passport sized photograph.

General Instructions:

- (i) The candidates are once again advised to check their eligibility thoroughly before appearing for the interview to avoid disappointment at later stage. If any discrepancies are found at any stage of the recruitment process, the candidature of the candidate will be immediately cancelled.
- (ii) IRCON shall be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the respective post. The decision of IRCON in all matters regarding eligibility of the candidates at all stages of selection and any other matter relating to recruitment shall be final. No correspondence or enquiries shall be entertained by IRCON, in this regard.
- (iii) The applicants are required to submit relevant documents in relation to duration of experience i.e. clearly specifying the date of joining and date of relieving from the respective Organization and the relevant documents in relation to Salary Particulars or CTC, wherever applicable, as per the Advertisement.
- (iv) The candidates are advised to make necessary arrangements for his/her travel/stay well in advance, so as to reach the venue on time.
- (v) IRCON will not entertain any request for change of date and time schedule of document verification/ interview.
- (vi) You will be required to produce your original experience certificate in the relevant fields as notified in the advertisement. Only those candidates who will be meeting the minimum educational and experience eligibility criteria as per aforesaid advertisement will be allowed to appear in the interview.
- (vii) The candidate shall ascertain themselves before proceeding for the document verification/ interview that they are meeting all the eligibility criteria/conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
- (viii) If any of the particulars stated by candidate in the application on verification is found to be incomplete or incorrect, or if you are found to have willfully suppressed any material fact/information relevant to the Consideration of your case without prejudice to any other action that may be taken in consequence thereof, your candidature will be summarily rejected and you will not be interviewed.
- (ix) IRCON reserves the right of postponing or deferring the date(s) of document verification/ interview for which necessary intimation will be sent to you in this case. No claims will be entertained against cancellation charges of ticket or otherwise. Also, a candidate who has been called for document verification/ interview on a particular date may have to overstay by not more than one day for which he/she should make arrangements at his/her own expenses.

- (x) Canvassing in any form by or on behalf of a candidate will be disqualification to the stated post.
- (xi) **The candidates are advised to read the detailed instructions carefully before coming for the interview. No further intimation/ correspondence will be made with the candidates in this regard.**

No further correspondence will be entertained from Ineligible candidates.

In case of Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org.
