



**Interview schedule for the regular post of Executive Director (Finance) vide Advt. No. 05/2020**

**A.** In response to the applications received for the regular post of **Executive Director (Finance)** advertised vide **Advertisement No. 05/2020**, interview has been scheduled on **15.01.2021** at Ircon's Corporate Office, C-4, District Centre, Saket, New Delhi-110017 for the Provisionally Eligible/Eligible officers 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 officers for the post of Executive Director (Finance):**

S N	Name of applicant	DOB	Final eligibility (Eligible/ Ineligible)	Remarks
1	Sahab Narain	07.07.1966	Eligible	-
2	Sumiran Bansal	07.07.1978	Prov. Eligible	Prov. Eligible subject to submission of: 1. Proof of scale in IIFCC 2. Nature of duties/ experience
3	Surajit Dutta	07.03.1962	Eligible	-
4	Inderpal Singh Sandhu	04.05.1975	Prov. Eligible	Prov. Eligible subject to submission of: 1. Nature of duties/ experience

**II. List of Ineligible Officers for the post of Executive Director (Finance):**

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

S N	Name of applicant	DOB	Final eligibility (Eligible/ Ineligible)	Remarks
1	Surendra Kr Sharma	01.07.1970	Ineligible	Required number of years in pay scale criteria does not fulfill
4	Sanjay Kr Agarwal	11.12.1965	Ineligible	Required number of years in pay scale criteria does not fulfill
5	Gita Ram Garg	07.05.1967	Ineligible	Nature of Exp. Does not match

6	Ajay Sharma	14.08.1966	Ineligible	Criteria of working in CPSE/ Central Govt. does not match
7	Vinay Kr Singhal	03.08.1967	Ineligible	Criteria of working in CPSE/ Central Govt. does not match
8	Harendra Pandey	01.07.1969	Ineligible	Required number of years in Pay Scale criteria does not fulfill
10	Alakendu Chakraborty	11.01.1972	Ineligible	Required number of years in Pay Scale criteria does not fulfill and Criteria of working in CPSE/ Central Govt. does not match

## B. Selection Process:

(i) Eligible/ Prov. Eligible officers as per the table I above, for the post of **Executive Director (Finance)** are directed to report for the Interview as per the details below:

No. of Eligible/ Prov. Eligible Officers	Reporting Time and Date	Venue
4	10 AM 15.01.2021	IRCON INTERNATIONAL LTD, SAKET, NEW DELHI

(ii) During the Interview the officers are required to give Power Point Presentation of not more than 15 minutes to enable the committee gauge and assess your leadership capabilities and ability in the following format:

- a) Personal Bio Data
- b) Work experience and specialization
- c) Vision, plans, skills, leadership, ability, financial skills and strategies for taking company forward.

## C. Directions of Provisionally Eligible Candidates:

Candidature of shortlisted officers for interview is purely provisional subject to subsequent verification of all the required and essential documents and also fulfilling the eligibility conditions as advertised.

**All Eligible / Provisionally Eligible officers** as per the table A. (I) above are requested to bring their following original testimonials, **along with a set of self-attested photocopy**, for document verification on the day of interview as per the schedule above at Ircon, Corp. Office, C 4 District Centre Saket:

1. Matriculation Certificate (for age proof);
2. Certificate and mark sheets of professional/academic Degrees.
3. Certificates of other professional qualifications, if any;
4. **Certificates in proof of experience, 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. Pay scale proof as applicable, as per the Advertisement.
6. One Photo-identity-card like Aadhar Card, Driving-license, Passport or any other valid document with you for identification
7. As per para A of General Instructions of Advertisement No. 05/ 2020, officers should apply through proper channel or furnish No Objection Certificate at the time of interview. However, in the event of difficulty in forwarding the application through proper channel / getting NOC from their parent department, they may submit an undertaking at the time of interview that they will produce proper relieving order from their organization, in case selected; otherwise they will not be allowed to join. In both the cases, pay protection will be given.
8. Complete set of self-attested photocopies of all the above mentioned certificates.
9. Latest passport sized photograph.

#### **D. General Instructions:**

- (i) The officers 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 officer will be immediately cancelled.
- (ii) IRCON shall be free to reject any application at any stage of the recruitment process, if the officer is found ineligible for the respective post. The decision of IRCON in all matters regarding eligibility of the officers 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, wherever applicable, as per the Advertisement.
- (iv) The officers 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 officers 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 officer shall ascertain themselves before proceeding for the document verification/ interview that they are meeting all the eligibility criteria/conditions as stipulated in the advertisement. Officers, 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 officer 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 officer 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 officer will be disqualification to the stated post.
- (xi) **The officers are advised to read the detailed instructions carefully before coming for the interview. No further intimation/ correspondence will be made with the officers in this regard.**

**No further correspondence will be entertained from Ineligible officers.**

In case of Doubt/ Query/ Clarification, please mail us at [recruitment@ircon.org](mailto:recruitment@ircon.org).

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