

IRCON PB TOLLWAY LIMITED ('IrconPBTL')

A Wholly-owned Subsidiary of Ircon International Limited

(A Govt of India Undertaking)

Regd. Office: C-4, District Centre, Saket, New Delhi-110 017 (India)

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26522000(CIN – U45400DL2014GOI272220)



Date: 26.08.2022

Web:www.ircon.org

Recruitment of Accounts Assistant on Contract Basis

Advt. No. – IrconPBTL C01/2022

IrconPBTL, is a wholly-owned subsidiary of **IRCON INTERNATIONAL LIMITED (Ircon)** incorporated forexecution of Bikaner-Phalodi Highway Project of “Widening & Strengthening of the existing Bikaner & Phalodi Section to Four lane from km 4.200 to km 55.250 and Two Lane with paved shoulder from Km 55.250 to Km 163.500 of NH-15 on Build, Operate, and Transfer (BOT) (Toll) basis in the State of Rajasthan.” Bikaner-Phalodi 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 a 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 31.07.2022)	Post Qualification Experience (As on 31.07.2022)
1. <u>Accounts Assistant</u> Total Posts – 01 (UR) Fixed Pay Rs. 51,000/- per month	B. Com (Full Time not less than 60% marks)	35 Years	Minimum Four years' experience in field of Accounting, Finance, Taxation, Filing of return and Handling of Audit in any firm of repute. Preference will be given to candidates with working experience in Railway PSU. Note : Teaching/Article ship, training /consultancy /freelancing experience shall not treated as relevant experience

* 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.

Selection Process: Selection will be through Interview of shortlisted candidates on the basis of length of relevant experience and percentage of marks secured in degree as per Minimum Educational Qualification prescribed.

A. 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.

B. There are no allowances over and above the fixed pay, except as mentioned below: -

B-1 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.

B-2 Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted from the salary and a matching contribution will be made by IrconPBTL. The accumulations will be paid at the time of cessation of contract.

B-3 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.

B-4 Weekly off and other public holidays when the office remains closed would be available.

B-5 TA/DA would also be admissible if deputed on outstation duty.

B-6 Working hours will be the same as for the Holding Company – Ircon International Limited.

B-7 No other perks or benefits would be admissible except as mentioned above.

B-8 Place of posting -New Delhi, However, Company reserve the right to transfer to other place/project as per company's requirement. The decision of company in this regard will be final.

C. Instructions for applying:

Candidates are advised to submit 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) Date of Birth / Matriculation Certificate (for age proof);
- (b) Self-Attested copies of Mark Sheets and Degree of Certificate of B.com
- (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 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 shall submit the duly filled in application along with the requisite documents to '**CFO, Ircon PB Tollway Limited, C-4, District Centre, Saket, New Delhi 110017**' so as to reach latest by **12th Sept 2022 to the office of IrconPBTL.**
3. The envelope containing the hard copy of the application should be clearly super scribed "**Application for the post of Accounts Assistant on Contract Basis Advt. No – IrconPBTL C01/2022**".
4. Incomplete or Vague Applications not accompanied with documents as mentioned above will be rejected.
5. Date & Modalities of interview will be intimated to selected candidates in due course.
6. Once applied, the applicants are advised to keep checking the web site as well as their registered e-mail regularly for any update.
7. 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.
8. In case of any Query/ Clarification, please mail us at vinod.prasad@ircon.org

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**Application Format for the post of “ _____ ”
in IIcon PB Tollway Limited on Contract Basis vide Advt. No. IIconPBTL C01/2022**

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

