

IRCON PB TOLLWAY LIMITED

(A Wholly Owned Subsidiary of Ircon International Limited)
A Public Sector Undertaking under Ministry of Railways
Regd. Office: C-4, District Centre, Saket, New Delhi-110 017 (India)
Tel.: +91-11-29565666, Fax: +91-11-26854000,26522000
(CIN – U45400DL2015GOI280017)

Website: www.ircon.org

Recruitment of Accounts Assistant on Contract Basis

Advt. No – IrconPBTL C01/2017

Ircon PB Tollway Limited ('IrconPBTL') is an SPV incorporated by Ircon International Limited, its 100% holding company for execution of 'Bikaner-Phalodi Toll Road Project of Four laning from km 4.200 to km 55.250 & Two laning with paved shoulder from Km 55.250 to Km 163.500 on NH-15 on Build, Operate & Transfer (BOT) (Toll) basis in the State of Rajasthan', with toll collection rights for 26 years. Presently, the Company is having an authorized share capital of Rs. 175 Crores and paid-up equity share capital of Rs. 165 Crores.

IrconPBTL hereby invites applications for appointment to the post of '**Accounts Assistant**' on **Contract Basis with a initial term of one year – renewable on year to year basis; for which eligibility criteria is tabulated as below:**

Post & Scale of Pay	Essential Qualification	Maximum Age as on 01.09.2017	Post Qualification Experience Criteria as on 01.09.2017
Accounts Assistant Total Posts–1(UR) Fixed Salary – Rs 21,500/- per month	B.Com (full time) with not less than 60% marks.	30 years	Preferably 2 years work experience in any firm of repute in the field of accounting

Medical Standards: Candidates should be in sound health and free from colour blindness. No relaxation in health standards will be allowed.

Place of posting: Company's Corporate Office at New Delhi.

Selection Process: Walk in Interview

Emoluments

Consolidated monthly lump sum of Rs 21,500/- only.

A. The above posts are specifically on contract basis and not for the regular establishment. Appointment will be initially for **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 IrconPBTL and will not confer any right to claim absorption in regular establishment of the company or for appointment in the company / holding company.

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

B-1 Reimbursement for only indoor treatment for self at the place of posting would be permissible, equivalent to the entitlement of Assistant in IRCON.

B-2 Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted from the salary and an equal contribution will be made by IPBTL, if applicable, based on extent rules.

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 at par with Assistant in IRCON.

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.

C How to Apply:

1. 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:

- Matriculation Certificate (for age proof);
- Self-Attested copies of Mark Sheets and Degree or Certificate of B. Com.
- Certificates in proof of experience, as applicable, clearly showing the requisite experience indicating the span and field of experience as per eligibility conditions/criteria.
- Duly Self-signed Curriculum Vitae, if any.

2. Candidates can submit the aforesaid duly filled in application alongwith the requisite documents:-

- **Either in advance by dispatching the same to the address 'Chief Financial Officer, Ircon PB Tollway Limited, C-4, District Centre, Saket, New Delhi 110017' so as to reach latest by 18.09.2017 to the office of IrconPBTL; or**

- **By submitting the application on the date of walk-in-interview on 19.09.2017.**

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 C01/2017"**.

4. The candidates are advised to check any notice for interview amendment in this regard at www.ircon.org only, as there would not be separate communication in this regard with the candidates.

5. IMPORTANT DATES:

Particulars	Date
Date of Publication of Advertisement in Indian Express, Financial Express & Jansatta	06.09.2017
Last Date for Receipt of Advance Application at IrconPBTL Office	18.09.2017
Date of Walk in Interview	19.09.2017

Reporting time and venue for walk-in-interview on 19.09.2017 is 9.30 a.m. at the Office of Ircon International Limited, C-4, District Centre, Saket, New Delhi – 110017. Contact Person: Ms. Arvinder Agarwal, AOS/HRM, Ircon PB Tollway Limited, M: 7210223666, E-mail id: arvinderagarwal609@gmail.com.

===☼===

ANNEXURE I
IRCON PB TOLLWAY LIMITED
Application Format for the post of Accounts Assistant on Contract Basis

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

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

Affix Passport
size
Photograph & sign
across

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. Work Experience:

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

8. Check list

(Copies of following documents attached)

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

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