



**IRCON INTERNATIONAL LIMITED
NAVRATNA COMPANY**



(A Public Sector Undertaking under the Ministry of Railways)
Regd. Office: C-4, District Centre, Saket, New Delhi – 110 017 (India)

CIN-L45203DL1976GOI008171

Web: www.ircon.org

Date: 25.09.2025

Recruitment of SHE Managers on Contract Basis (Advt. No. C- 21/2025)

IRCON INTERNATIONAL LIMITED is a Navratna PSU under the Ministry of Railways engaged in the construction of turnkey infrastructure projects in Railways, Highways, Buildings, Power sector, etc. **The Company has recorded a turnover of more than 10000 crores in the year 2024-25. 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, Sri Lanka etc.**

The company invites applications for recruitment of **SHE Managers on Contract basis** at a fixed all-inclusive salary, as per the eligibility criteria and other details as tabulated below:

Post, Fixed Pay * & Total Vacancies	Essential Qualification As on 01.09.2025	Maximum Age As on 01.09.2025	Essential Post Qualification Experience As on 01.09.2025
Safety and Occupational Health Manager on Contract Fixed Consolidated Pay: Rs 70,000/-per month Total Vacancies 01 (UR-01)	<p>Full Time B.E/B.Tech with full time diploma in safety from govt. recognized institutions.</p> <p align="center">OR</p> <p>Full time BE/B.Tech in Safety from govt. recognized institutions.</p> <p>(Preference will be given to candidates having International qualifications like CSP (Certified Safety Professional), NEBOSH Diploma, Grad IOSH, CMIOSH.)</p>	50 Years	<p>Total Experience of more than 08 years in similar field.</p> <p>The experience should involve identifying hazards, assessing risks, conducting trainings and promoting strong safety culture within the organization. Ensuring all organizational practices compliance with relevant health & safety regulations.</p>
Environment Manager on Contract Fixed Consolidated Pay: Rs 70,000/- per month Total Vacancies 01 (UR-01)	<p>Full Time PG Degree in Environmental Engineering/ Environment Sciences from govt. recognized institutions.</p>	50 Years	<p>Total Experience of more than 08 years in similar field.</p> <p>The experience should involve ensuring compliance with relevant environmental legislation, develop and implement environmental management systems, and to promote sustainable practices.</p>

Note: Teaching/training/consultancy/freelancing experience shall not be treated as relevant experience.

*In addition to above emoluments, the candidates would also be provided annual increment of 5% on Fixed Consolidated Pay after each completed year of service.

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

Place of posting: IRCON's Corporate Office New Delhi. However, the selected candidate is liable to be posted anywhere in the Project/Offices of the Company as per company's requirement from time to time.

A. GENERAL CONDITIONS:

1. Selection will be through written Exam and /or interview of shortlisted candidates.
2. The above posts are contractual posts and not for the regular establishment of IRCON. The appointment will be initially for a period of one year subject to satisfactory performance of the selected candidate. The contract may be further extended after one year as per the requirements of the company, if the services of the candidates are found to be satisfactory. However, the appointment is co-terminus with the assignment for which 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.
3. There are no allowances over and above the fixed pay.
4. 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.
5. 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.
6. 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.
7. One weekly off and other public holidays when the project office remains closed would be available.
8. Working hours/days and off will be the same as for the Project.
9. TA/DA would also be admissible if deputed on outstation duty.
10. No other perks or benefits would be admissible except the above.
11. All information submitted in the application form 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.
12. The ex-contract 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. Appointment against this advertisement shall be treated as fresh appointment without any linkage to previous employment in IRCON.
13. Candidates either working or not working as on cutoff date can apply if they possess essential qualification and post qualification experience as mentioned above.
14. Candidates should mention percentage in the fields where percentage is required without rounding off. Percentage obtained in Essential qualification as mentioned in consolidated mark

sheet issued by University/Institution will be considered. However, in case consolidated mark sheet is not being issued by University/Institute, final percentage will be calculated by taking average of all semesters/years.

15. In case CGPA/OGPA/DGPA is mentioned in mark sheets, 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.

16. 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.

17. The no. of posts indicated above may vary based on further assessment of requirement. The company reserves the right to increase, decrease, cancel, restrict & modify the requirement at any point of time without assigning any reason thereof.

B-: METHOD FOR SUBMISSION OF APPLICATION:

HOW TO APPLY

1. Before applying, candidates are advised to peruse the advertisement carefully and should ensure that they fulfil all the eligibility criteria.

2. Eligible and interested candidates are required to apply online from **25.09.2025** to **17.10.2025** on IRCON's website: **www.ircon.org** → **Careers** → **HR & Career** → **Contract Employment** → **Recruitment of SHE Managers on Contract Basis (Advt. No. C- 21/2025)** → **Apply Online** and after submission of online form are required to send Hard copy of Application form along with requisite enclosures at address mention below in **Table II**.

3. Only one application per candidate for a particular post is allowed. The details in online Application Form can be edited / modified before final submission of online Form and details once finally submitted cannot be changed under any circumstances. Hence, candidates are strictly advised to ensure that they have to filled the correct particulars & details in online Application Form before final submission. It should be noted that false declaration shall render the candidate **INELIGIBLE** from this recruitment process.

4. Incomplete online Applications shall be summarily rejected.

5. Candidates must mention the Valid E-Mail ID which should remain valid for at least one year.

6. Following four steps are involved in the application process:

STEP-I: Candidate Registration:

Candidate has to create an account in the Portal by using his/her own/personal Email ID and Mobile number and has to create his/her own password. After successful registration, Log-In Credentials will be sent to candidate on the registered email Id. Candidates are advised to remember User ID (Email ID) and password for future reference/use.

Once registration is done, another registration could not be done with using the same Email ID and Mobile number. Thus, applicant are advised to keep the record of registration number to complete the application process in seamless manner.

STEP-II: Filling Up Candidate's Details in the application form: Candidate has to login into the portal with the registered Email ID and the password generated by him/her. After Login, candidate will be redirected to Instructions Page. Candidates are advised to read instructions carefully before proceedings to next page. In the next pages candidate shall furnish all required details e.g. Post Selection, Personal Details, Education Details, Experience Details etc.

STEP-III: Uploading of Photograph, Signature and requisite documents/Certificates as applicable
Candidates shall be required to upload following documents at the time applying online and are advised to keep the same handy:

Table -I

S.No	Particulars	Documents to be uploaded	Maximum Size of File/Type of File
1.	Date of Birth	10 th /Matriculation Certificate	2 MB in PDF
2.	Educational Qualification Proof	Mark sheets and Degree Certificates (Matric onwards up to highest level for each semesters/year). Documentary proof/ certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ DGPA/ OGPA or letter grade.	2 MB in PDF
3.	Experience Proof	Experience proof or acceptable proof of joining & relieving in support of experience	2 MB in PDF
4.	For Caste/Tribe Certificate [for SC/ ST/ OBC (NCL)]	SC/ST/OBC/EWS Certificate in the prescribed format. OBC (Non-Creamy Layer) category candidates are required to submit latest caste certificate from Competent Authority.	2 MB in PDF
5.	EWS Certificate	EWS category candidates are required to submit latest category certificate from Competent Authority.	2 MB in PDF
6.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with attested photograph.	2 MB in PDF
7.	Photograph	Latest Passport size Photo.	2 MB in jpg or jpeg
8.	Signature	Photograph of Signature in digital format.	2 MB in jpg or jpeg

The candidate shall be solely responsible for the information provided in his/her online application form. If any mismatch / deviation found, the application will be summarily rejected.

STEP-IV: Preview and Submission of Application

This is the final submission process and after that candidate cannot change the details once furnished. Therefore, candidates are advised to furnish the details in the portal carefully and check the same before final submission.

IRCON will not be responsible for any loss of email sent, due to invalid/wrong mail provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/IRCON's website in time.

7. Candidates will have to take a printout of their finally submitted application form generated in pdf format duly sign it physically at the bottom right corner under declaration and send it to following address along with clear self-attested copy of all the uploaded documents:

Table-II

<u>Address for sending applications</u>	<u>Last Date for submission of Online application</u>	<u>Last date for receipt of Copy of online submitted application along with requisite enclosures at Corporate Office</u>
JGM /HRM IRCON INTERNATIONAL LIMITED, C- 4, District Centre, Saket, New Delhi-110017	17.10.2025	24.10.2025

The hard copy of application forms should be sent with the self-attested photocopies of the following documents:

- a) Class X/ 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 a proof of conversion factor as applicable to percentage as prescribed by the University/Institute.
- c) Experience Certificate in chronological order. 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) Community certificate (SC, ST, OBC & EWS etc.), if applicable. **Please note that candidates belonging to OBC category will have to submit their OBC (non-creamy layer) certificate issued in the current financial year in Central Government format to be produced by OBC's applying for appointment to posts under Govt. of India.**
8. Applications should be sent in an envelope superscribed as **"Recruitment of SHE Managers on Contract Basis –Advt No. C-21/2025).**
9. The candidature shall only be considered if printed copy of online submit application along with clear self-attested copy of all the uploaded documents are received within stipulated date as mention in Table-II.
10. **Once applied, the applicants are advised to keep checking the web site as well** as their registered e-mail regularly for any updates.
11. All modifications/amendments shall be displayed on Ircon official web-site only at www.ircon.org under HR & Career. Therefore, candidates are requested to keep checking the website for modifications/ amendments, if any.
12. In case of any Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org.

Table-III

IMPORTANT DATES:

<i>Start Date of Online Application</i>	25.09.2025
<i>Last Date of Online Application</i>	17.10.2025
<i>Last Date for receipt of print out of Application Form and Documents at IRCON Corporate Office, New Delhi</i>	24.10.2025