

IRCON DAVANAGERE HAVERI HIGHWAY LIMITED

(A Wholly Owned Subsidiary of Ircon International Limited, A Govt. of India Undertaking)
Regd. Office: C-4, District Centre, Saket, New Delhi – 110017, India Phone No. :-011-29565666,
Fax No.:- 011-26522000

Date:13.02.2024

Recruitment of Various Posts on Contract Basis

Advt. No. – IDHHL/C01/2024

Ircon Davanagere Haveri Highway Limited (in short – “IrconDHHL”) is a Wholly Owned Subsidiary of Ircon International Limited, a Govt. of India Undertaking and is implementing the work of “Six-Laning of Davanagere-Haveri from Km. 260+000 to Km 338+923 of NH-48 (old NH-4) in the State of Karnataka to be executed as “Hybrid Annuity Project” on DBOT under NHDP Phase-V”

The Company hereby invites applications for recruitment to the below mentioned posts on contract basis at Fixed all inclusive salary, as per eligibility criteria and other details as tabulated below:

Name of Post & No. of Vacancies	Essential Qualification	Total Post Qualification Experience (In Years)** as on the date of advertisement	Fixed Pay	AgeLimit as on 01.02.2024
Finance Assistant on Contract Total Posts- 2 (UR)	B. Com (Full time not less than 55% marks) OR M. Com (Full time with not less than 55% marks) OR CA Intermediate /ICAI(CMA) Intermediate	Minimum four (4) years' experience in the field of accounting, taxation, filing of returns, handling of audit in any Company / LLP of repute. Preference will be given to candidates with working experience in Railway/Other PSUs.	Rs. 45,000/- Per month with increment of Rs. 2000/- after each completed year	Not more than 35 years

*Candidate Selected for the post of Accounts Assistant can be posted in any of the other subsidiaries of Ircon International Limited.

** Teaching/Articleship Training/Consultancy/ Freelancing experience shall not be treated as relevant experience.

Please Note: The appointment will be initially for a period of three years with posting at Corporate Office, New Delhi, subject to satisfactory performance of the selected candidate. The contract may be further extended for one more year as per the requirements of the company, if the services of the candidates are found to be satisfactory (total four years on cumulative basis).

Medical Standards: Candidates should be in sound health. No relaxation in health standards will be allowed.

Selection Process: Suitable candidates (after initial screening) will be shortlisted for the Interview. Management reserves the rights to cancel the candidature of any candidate without assigning any reason.

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 three year, extendable further one year as per the requirements of the Company, if the services of the candidates are found satisfactory. The contract can also be terminated by either side without giving any reason with a notice period of one month or pay in lieu thereof.

- A.** Candidates may be shortlisted in the ratio of 1:10 of advertised vacancies on the basis of length of relevant experience and percentage of marks secured as per Minimum Educational Qualification prescribed. Firstly, the shortlisting would be done on basis of length of experience and then within the same length of experience it would be sorted on the basis of percentage of marks secured in

prescribed educational qualification. List of shortlisted candidates shall be published on www.ircon.org

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 Lakh for self with the ceiling of premium of Rs 4,000/- 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 @ 12% on Rs 15,000/- (currently) i.e. Rs 1,800/- p.m. (subject to number of days) from the salary and a matching contribution will be made by IDHHL. 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 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.

C. How to Apply:

1. Eligible candidates have to apply in prescribed format through off line mode only. It is mandatory for the candidates to have a valid e-mail id in order to facilitate faster communication.

2. Application neatly filled/typed on A-4 size paper in the prescribed format attached as **Annexure-I** should be sent to the Office of **CFO, Ircon Davanagere Haveri Highway Limited (IDHHL), C-4, District Centre, Saket, New Delhi – 110017** accompanied with the copy of following self-attested documents so as to reach latest by **27.02.2024** to the office of IDHHL:

- (a) Matriculation Certificate (for age proof);
- (b) Self-attested copies of Certificates of Academic Degree/Diploma
- (c) Certificate of Degree and other qualifications as mentioned and as per eligibility conditions.
- (d) Self-attested copies of Certificates of other professional qualifications if any
- (e) Certificates in proof of experience, as applicable, clearly indicating the length and line of experience as per eligibility conditions/criteria;
- (f) Duly Self-Signed Curriculum Vitae, if any.
- (g) Valid ID proof (PAN/Driving License/Voter id card/Aadhar).
- (h) Candidates, who have been awarded CGPA/OGPA/DGPA in place of marks in degree, should submit proof of conversion factor as applicable to percentage as prescribed by the University/Institute.

3. 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

4. Candidates must bring the **original** 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.

5. The envelope containing the hard copy of the application should be clearly superscripted "**Application for the post of Finance Assistant on Contract Basis Advt. No- IDHHL/C01/2024**".

ANNEXURE I

**Application Format for the post of Finance Assistant
in Ircan Davanagere Haveri Highway Limited on Contract Basis vide Advt. No. IDHHL/C01/2024**

1. Name in full (in Block Letters) : _____

2. Father's Name : _____

3. Date of Birth (DD-MM-YY) :

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4. Community (SC/ST/OBC/GEN) : _____

5. Religion : _____

6. Marital Status-Married/Unmarried
(If Married, mention Spouse Name) : _____

7. Correspondence Address : _____

Contact No.: _____

Email address: _____



8. Qualification details:

Exam Passed	Year of Passing	Name of University / Institute	Marks Obtained	Max. countable marks	%age of marks

9. Professional Work Experience:

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

**If the provide space is not sufficient, separate sheet may be attached.*

10. Total Work Experience is _____ year(s) _____ month(s).

11. 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