



**Schedule of Skill Test for the regular post of Assistant Manager/Confidential**  
**vide Advt. No. 18/2024**

In response to the applications received for the regular post of Assistant Manager/ Confidential, advertised vide Advertisement No. 18/2024, skill test has been scheduled **on 13.12.2024** at IRCON's Corporate Office, C-4, District Center, Saket, New Delhi-110017 for the Provisionally Eligible candidates as shortlisted subject to their fulfilling the eligibility on verification of their original documents on the date of Skill test:

**A. Assistant Manager/ Confidential:-**

**I. List of Provisionally Eligible candidates:**

S No.	Name of applicant(Mr./Ms.)	DOB (dd.mm.yyyy)	Eligibility	Remarks
1	Priyanaka Rajpoot	10.10.1992	Eligible	-
2	Peeyush Kumar	01.08.1988	Eligible	-
3	Sahil Dilip Bodkhe	24.03.1996	Provisionally Eligible	Subject to verification of proper certificate of working as PA/PS/EA to at least E8 Level officer in CPSE
4	Tanvi Nagpal	10.08.1989	Provisionally Eligible	Subject to verification of proper certificate of working as PA/PS/EA to at least E8 Level officer in CPSE
5	Guarav Kumar Mishra	11.02.1993	Provisionally Eligible	Subject to verification of proper certificate of working as PA/PS/EA to at least E8 Level officer in CPSE
6	Harish Pal	02.10.1986	Provisionally Eligible	Subject to verification of proper certificate of working as PA/PS/EA to at least E8 Level officer in CPSE

**II. List of Ineligible Candidates:**

The following candidates have not been found eligible as per the criteria laid down in advertisement:

S No.	Name of the Applicant(Mr./Ms.)	DOB (dd.mm.yyyy)	Eligibility	Remarks
1	Radhika	06.04.1993	Ineligible	Not possessing relevant experience as per advertisement.
2	Chandra Bhushan Kumar	10.12.1987	Ineligible	Application fee not received as DD was not attached along with the application

3	Arun Kumar Sagar	06.09.1987	Ineligible	Not possessing relevant experience as per advertisement.
4	Prince	31.05.1993	Ineligible	Not possessing relevant experience as per advertisement.
5	Josphin Torkod	19.02.1990	Ineligible	Not possessing relevant experience as per advt. and not fulfilling essential qualification criteria
6	Abhinav Pandey	16.10.1993	Ineligible	Not possessing relevant experience as per advertisement.
7	Rajas Tushar Mannur	11.05.1994	Ineligible	Not possessing relevant experience as per advertisement.
8	Nitin Kumar	10.01.1987	Ineligible	Not possessing relevant experience as per advertisement.
9	Kirti Narzary	19.04.1984	Ineligible	Not possessing relevant experience as per advertisement.
10	Sahil Agarwal	26.09.1994	Ineligible	Not possessing relevant experience as per advertisement.
11	Amulya Kumar Pattojoshi	22.03.1987	Ineligible	Application fee not received as DD was not attached along with the application
12	Tilak Raj Bhandari	15.03.1990	Ineligible	Not possessing relevant experience as per advertisement.
13	Binu MB	01.11.1982	Ineligible	Application fee not received as DD was not attached along with the application
14	Suresh Kumar Choudhary	11.11.1986	Ineligible	Not possessing relevant experience as per advertisement.
15	Anuj Kumar	24.09.1986	Ineligible	Not possessing relevant experience as per advertisement.
16	Prasanjit Khanderao	23.05.1990	Ineligible	Not possessing relevant experience as per advertisement.
17	Renu chauhan	07.12.1993	Ineligible	Not possessing relevant experience as per advertisement.
18	Krishna Kanth S	23.12.1992	Ineligible	Not possessing relevant experience as per advertisement.
19	Manju Rawat	11.01.1990	Ineligible	Only photocopy of DD was attached along with the application
20	Snehal S Gavhane	31.08.1992	Ineligible	Not possessing relevant experience as per advertisement.
21	Yashsvee Sharma	31.08.2000	Ineligible	Not possessing relevant experience as per advertisement.

22	Pooja Sharma	26.07.1993	Ineligible	Not possessing relevant experience as per advertisement.
23	Jyotirmaya Jena	04.06.1989	Ineligible	Not possessing relevant experience as per advertisement.
24	Shahrukh Aazad Khan	24.07.1993	Ineligible	Not possessing relevant experience as per advertisement.
25	R.V.Vijaya Kumar	23.05.1986	Ineligible	Not in Application format & also application fee is not received
26	Sameer Singh	10.04.1985	Ineligible	Not possessing relevant experience as per advertisement.
27	Ravinder Kumar Yadav	01.11.1985	Ineligible	Not possessing relevant experience as per advertisement.
28	Nisha Nehru Goja	15.01.1988	Ineligible	Not possessing relevant experience as per advertisement.
29	Soumya Mondal	06.07.1988	Ineligible	Not possessing relevant experience as per advertisement.
30	Neha Singh	26.07.1985	Ineligible	Not possessing relevant experience as per advertisement.
31	Nidrabangi Surya Teja	25.08.1990	Ineligible	Not possessing relevant experience as per advertisement.
32	Kumar Gaurav	02.02.1985	Ineligible	Not possessing relevant experience as per advertisement.
33	Abhimanyu Singh	09.02.1989	Ineligible	Not possessing relevant experience as per advertisement.
34	Hitesh Arora	21.06.1985	Ineligible	Not possessing relevant experience as per advertisement.
35	Nitin Kumar	22.04.1989	Ineligible	Not fulfilling qualification criteria as per advt.
36	Utkarsh Tripathi	21.09.1992	Ineligible	Not possessing relevant experience as per advertisement.
37	Jyoti Dubey	09.08.1989	Ineligible	Not possessing relevant experience as per advertisement.
38	Ved Prakash Namdev	17.01.1997	Ineligible	Not possessing relevant experience as per advertisement.
39	Suchitra Rani	15.06.1990	Ineligible	Not possessing relevant experience as per advertisement.
40	Chitra M	12.08.1994	Ineligible	Not possessing relevant experience as per advertisement.

41	Sonal Garg	09.05.1989	Ineligible	Not possessing relevant experience as per advertisement.
42	Hrijuta KamleshBhai Parekh	18.08.1988	Ineligible	Not possessing relevant experience as per advertisement.
43	Chandra Lekha B	31.05.1997	Ineligible	Not possessing relevant experience as per advertisement.
44	Amritanshu	28.08.1991	Ineligible	Not possessing relevant experience as per advertisement.
45	Amol. G. Bhende	31.12.1985	Ineligible	Not possessing relevant experience as per advertisement.
46	Deepak Kumar	17.01.1987	Ineligible	Not possessing relevant experience as per advertisement.
47	Manju Rawat	11.01.1990	Ineligible	Application fee not received, only photocopy of DD was attached along with the application
48	Abhishek Anand	01.03.1981	Ineligible	Not possessing relevant experience as per advertisement.
49	Rohit Sinha	02.03.1989	Ineligible	Application fee not received as DD was not attached along with the application
50	Nallamothu Srikanth	05.08.1987	Ineligible	Not possessing relevant experience as per advertisement.
51	Santosh Kumar	25.05.1986	Ineligible	Not possessing relevant experience as per advertisement.
52	Harsh Kumar Bedre	06.02.1993	Ineligible	Not possessing relevant experience as per advertisement.
53	Hunny Sehgal	13.04.1985	Ineligible	Not possessing relevant experience as per advertisement.
54	Shekhar	08.12.1994	Ineligible	Not possessing relevant experience as per advertisement.
55	Neelkamal Kumar	25.08.1995	Ineligible	Not possessing relevant experience as per advertisement.
56	V.M. Rajavel Muthaiah	22.03.1987	Ineligible	Not possessing relevant experience as per advertisement.
57	Piyush Sharma	10.05.1987	Ineligible	Not possessing relevant experience as per advertisement.

Shortlisted candidates for the post of Assistant Manager/ Confidential as per table A(I) above are directed to report for the Skill test as per the details below:

Post	No. of candidates	Date of Skill Test	Time & Venue
Assistant Manager/ Confidential	06	13 <sup>th</sup> December, 2024 (Friday)	<b>Reporting Time: 9.00 A.M.</b> <b>Venue:</b> IRCON INTERNATIONAL LTD., C-4, District Centre, Saket, New Delhi-110017

**Note- Candidature of shortlisted candidates for skill test is purely provisional subject to subsequent verification of all original documents for assessment of final eligibility of selected candidates as per eligibility criteria mentioned in the advertisement for the above said post.**

#### **DIRECTIONS FOR SKILL TEST:**

Candidature of Shortlisted candidates for Skill test is purely provisional subject to subsequent verification of original documents and also fulfilling the eligibility conditions as advertised.

The Skill test for the post of Assistant Manager/ Confidential would comprise of the following:

- Stenography Test for English & Hindi – 90 marks
- Computer Test – 60 marks

**Total Duration: 02 hours; Total Marks: 150 marks**

The minimum qualifying marks are 60% and the skill test will be of qualifying nature only. Further, the candidate who will qualify the Skill test will only be shortlisted for further selection process, i.e., Interview.

**All Provisionally Shortlisted candidates** as per the table A(I) above are requested to bring their following original testimonials, along with a photocopy set, for document verification on the day of Skill Test as per the schedule above:

- Matriculation Certificate (for age proof);
- Certificate & Marksheets of essential qualification (Professional/academic Degree/diploma) as prescribed in advertisement. Also, **necessary documents specifying the CGPA equivalence or CGPA to percentage conversion documents, wherever applicable.**
- Certificates of other professional qualifications, if any;
- Certificates in proof of experience**, as applicable, clearly projecting the requisite experience indicating the length and nature of experience and work done, as per eligibility conditions/criteria. The experience certificate should clearly indicate the 'From' and 'To' date i.e. date of joining and date of relieving. Also, certificates/ documents pertaining to work experience as PA/PS/EA to at least E8 Level officer in CPSEs is required and the documents/ certificates should clearly reflect the level of the officer with whom the candidate is/was associated as PA/PS/Executive Assistant.;
- Pay scale proofs, if applicable**
- Certificate in support of claim of belonging to Schedule Caste, Schedule Tribe and Other Backward Classes, Ex-serviceman, wherever applicable.
- If the candidate belongs to OBC**, a caste certificate issued in the current financial year only by a competent authority as applicable for appointment to the services in Govt. Of India. Please note that an OBC certificate issued in the current financial year only can be accepted as a current proof of your not belonging to "creamy layer" in the OBC.
- One Photo-identity-card bearing address like Aadhar Card, Driving-license, Passport or any other valid document with you for identification
- Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies** 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 cases, pay protection will be given.

- (x) Complete set of self-attested photocopies of all the above mentioned certificates.
- (xi) Latest passport sized photograph.

**General Instructions:**

- (i) The candidates are once again advised to check their eligibility thoroughly before appearing for the Skill test to avoid disappointment at later stage. If any discrepancies are found at any stage of the recruitment process, the candidature of the candidate will be immediately cancelled.
- (ii) IRCON shall be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the respective post. The decision of IRCON in all matters regarding eligibility of the candidates 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 or CTC, wherever applicable, as per the Advertisement.
- (iv) IRCON will not entertain any request for change of date and time schedule of document verification/ Skill Test.
- (v) You will be required to produce your original experience certificate in the relevant fields as notified in the advertisement. Only those candidates who will be meeting the minimum educational and experience eligibility criteria as per aforesaid advertisement will be allowed to appear in the Skill test.
- (vi) The candidates shall ascertain themselves before proceeding for the document verification/ Skill test that they are meeting all the eligibility criteria/conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
- (vii) If any of the particulars stated by candidate 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 allowed to appear in Skill test.
- (viii) IRCON reserves the right of postponing or deferring the date of document verification/ Skill test for which necessary intimation will be sent to you in this case.
- (ix) Canvassing in any form by or on behalf of a candidate will be disqualification to the stated post.
- (x) **The candidates are advised to read the detailed instructions carefully before appearing for the Skill test. No further intimation/ correspondence will be made with the candidates in this regard.**
- (xi) **The candidate who will qualify the Skill test will only be shortlisted for further selection process, i.e., Interview.**

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

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