

**IRCON INTERNATIONAL LIMITED**

Public Sector Undertaking under the Ministry of Railways)
l. Office: C-4, District Centre, Saket, New Delhi-110 017 (India)
Tel.: +91-11-29565666, Fax: +91-11-26854000,26522000
(CIN – L45203DL1976GOI008171)



Web: www.ircon.org

20.12.2018

Interview schedule for the post of Manager/ Co. Affairs on Regular Basis in IRCON
(Advt. No. 11/2018)

In response to the applications received for the regular post of Manager/ Co. Affairs vide Advertisement No. 11/2018, interviews have been scheduled on 04.01.2019 at Ircon's Corporate Office, C-4, District Centre, Saket, New Delhi-110017 for Provisionally Eligible/Eligible candidates as shortlisted subject to their fulfilling the eligibility criteria on verification of their documents on the date of Interview:

I.) List of Eligible/ Provisionally Eligible candidates:

Sr. No	Appl. SN	Applicant Name	DOB	Category	Final eligibility	Remarks
1	2	Shelley Munjal	22-12-1982	General	Eligible	
2	5	Md. Jamshed Alam	05-02-83	General	Eligible	
3	7	Farhana Hasan	10-03-82	General	Eligible	
4	12	Sarika Achhra	17-12-1985	General	Eligible	
5	14	Shobhit Parashar	28-10-1988	General	Eligible	
6	4	Ruchi Gupta	18-03-1982	General	Provisionally Eligible	Subject to submission of Certificate of Membership
7	9	Tarkeshwar Singh	04-01-88	General	Provisionally Eligible	Subject to submission of document related to Date of holding present scale
8	13	Vivek Kumar Shukla	04-12-86	General	Provisionally Eligible	Subject to submission of document related to Date of holding present scale
9	3	Asha	15-12-1987	OBC	Provisionally Eligible	Subject to submission of document related to proof of CTC
10	8	Premananda Tripathy	19-6-1983	General	Provisionally Eligible	Subject to submission of documents related to current employer and salary slip
11	15	Sanjay Bose	07-07-85	General	Provisionally Eligible	Subject to submission of documents related to proof of CTC and date of holding present scale

II.) List of in- eligible candidates:

Sr. No	Appl. SN	Applicant Name	DOB	Category	Final eligibility	Remarks
1	1	Kiran Pandey	16-09-1987	General	Ineligible	Presently not working Also proof of Salary/ CTC not attached
2	6	Suchita Horo	15-11-1987	ST	Ineligible	Not Eligible as per Educational Qualification
3	10	Shivani Gairola Pokhriyal	17-01-1981	General	Ineligible	Not meeting age criteria
4	11	Sonia Singh	28-05-1985	OBC	Ineligible	Not meeting CTC criteria

Shortlisted candidates for above mentioned posts are directed to report for the Interview as per the details below :

Sr. No	Post	Schedule of Interview	Venue
1	<u>Manager/ Co. Affairs</u>	04.01.2019 at 9 am	IRCON INTERNATIONAL LTD, C- 4 District Centre Saket, New Delhi, 110017

All provisionally eligible candidates have to send their missing documents as mentioned against their names in Table (I) above through mail latest by 27.12.2018 as per details mentioned in the corresponding e-mail in this regard, failing which their candidature will be rejected.

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

A. Directions for Provisionally Eligible / Eligible Candidates :

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

All candidates as per the table specified above are requested to bring their original testimonials, along with a photocopy, for document verification on the day of interview as per the schedule above at Ircon Corporate Office, C-4, District Centre, Saket, New Delhi-110017:

- (i) Matriculation Certificate (for age proof);
- (ii) Self-Attested copy of Certificate of professional/academic Degree/diploma.
- (iii) Certificates of other professional qualifications, if any;
- (iv) Proof of membership
- (v) **Certificates in proof of experience**, if any, as applicable, **clearly projecting the requisite experience indicating the length and nature of experience and work done, as per eligibility conditions/criteria;**
- (vi) Certificate in support of claim of belonging to PH, Ex-serviceman, where applicable.
- (vii) One Photo-identity-card like Aadhar Card, Driving-license, Passport or any other valid document with you for identification
- (viii) **Candidates serving in Central/State Government/ Public Sector Undertaking including Public Sector Banks/Autonomous Bodies etc. Including Departmental candidates are required to produce a “No Objection Certificate” from their present employer at the time of interview in original failing which, he/she will not be allowed to appear in the interview. However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of interview that they will not claim any service transfer benefits / protection of pay in case of their selection. Such candidate/candidates will be selected on Minimum of the pay scale.**
- (ix) Complete set of self-attested photocopies of all the above mentioned certificates.

- (x) Latest passport sized photograph.

General Instructions:

- (i) The candidates are once again advised to check their eligibility thoroughly before appearing for the interview 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 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) The candidates are advised to make necessary arrangements for his/her travel/stay well in advance, so as to reach the venue on time.
- (v) IRCON will not entertain any request for change of date and time schedule of document verification/ interview.
- (vi) 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 interview.
- (vii) The candidate shall ascertain themselves before proceeding for the document verification/ interview 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.
- (viii) 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 interviewed.
- (ix) IRCON reserves the right of postponing or deferring the date(s) of document verification/ interview for which necessary intimation will be sent to you in this case. No claims will be entertained against cancellation charges of ticket or otherwise. Also, a candidate who has been called for document verification/ interview on a particular date may have to overstay by not more than one day for which he/she should make arrangements at his/her own expenses.
- (x) Canvassing in any form by or on behalf of a candidate will be disqualification to the stated post.
- (xi) The candidates are advised to read the detailed instructions carefully before coming for the interview. No further intimation/ correspondence will be made with the candidates in this regard.**

No further correspondence will be entertained from not qualified candidates.

In case of Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org.
