



**IRCON INTERNATIONAL LIMITED
NAVATNA 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: 17.04.2026

Recruitment of Finance Assistant on Contract Basis (Advt. No. C- 08/2026)

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 **Finance Assistant 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 01.04.2026	Maximum Age As on 01.04.2026**	Essential Post Qualification Experience As on 01.04.2026	Vacancies specifically, for posting at State
Finance Assistant on contract basis Fixed consolidated Pay: Rs. 45,000/- per month. Total Vacancies 05 (UR-02, OBC-01, SC-01, EWS-01)	M. Com (Full time with not less than 55% marks) OR B. Com (Full time with not less than 55% marks) OR CA(Inter)/ CMA(Inter)	35 Years	Minimum three years of experience in the field of accounting, taxation, filing of returns, handling of audit and preparation of financial statements as per IND AS. Experience in SAP is desirable	Ircon Office/Projects in Delhi/Uttarakhand

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.

****Age Relaxations** as per Government of India's guidelines subject to fulfillment of the requisite qualification & experience.

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

A. GENERAL CONDITIONS:

1. Selection will be through written Exam and /or interview of shortlisted candidates.
2. The above posts are specifically for **IRCON offices/projects in States mentioned above**, in India and not for the regular establishment of IRCON. However, the appointment is co-terminus with the project/office 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.

- i) For IRCON Corporate Office in Delhi, the appointment will be initially for a period of three years, 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).
 - ii) For IRCON Projects, the initial term will be for a period of one year, subject to satisfactory performance of the selected candidate. The contract may be further extended as per requirements of the Company for one year at a time, upto a period of three years, if the services of the candidates are found to be satisfactory (total four years on cumulative basis).
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 or during the course of engagement.
 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 only from 17.04.2026 to 08.05.2026** on IRCON's website: **www.ircon.org** → **Careers** → **HR & Career** → **Contract Employment** → **Recruitment of Finance Assistant on Contract Basis (Advt. No. C- 08/2026)** → **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, applicants 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 as per Annexure-A.	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:

Address for sending applications	Last Date for submission of Online application	Last date for receipt of Copy of online submitted application along with requisite enclosures at Corporate Office
JGM /HRM IRCON INTERNATIONAL LIMITED, C- 4, District Centre, Saket, New Delhi-110017	08.05.2026	14.05.2026

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 Finance Assistant on Contract Basis –Advt No. C-08/2026), alongwith the Application Registration Number"**.
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:

Start Date of Online Application	17.04.2026
Last Date of Online Application	08.05.2026
Last Date for receipt of print out of Application Form and Documents at IRCON Corporate Office, New Delhi	14.05.2026

OBC CERTIFICATE FORMAT

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari.....son/daughter of
..... of Village/Townin District/ Division
.....in the State/ Union Territory..... belongs to the
..... community which is recognised as a Backward Class under the Government of
India, Ministry of Social Justice and Empowerment's Resolution No.
Dated.....*.

Shri/Smt./Kum.* and/or his/her family ordinarily reside(s) in
the.....District/Division of the State/Union
Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy layer) mentioned in
column 3 (of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-
Estt(SCT), dated 8.9.1993 and modified vide Government of India, Department of Personnel and Training
O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017**.

Date:

**DISTRICT MAGISTRATE /
DY. COMMISSIONER ETC.**

(Seal)

*** The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate as OBC.**

**** As amended from time to time.**

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.