IRCON INTERNATIONAL LIMITED
(A Public Sector Undertaking under the Ministry of Railways)
Regd. 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

Date:19.01.2024

Advt. No – 02 /2024
Recruitment for Non-Executive posts in Finance discipline

IRCON INTERNATIONAL LIMITED is listed Navratna Central Public Sector Undertaking 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 10261 crores in the year 2022-23. 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, Srilanka etc.

The Company invites applications for following **regular posts in Finance discipline** for which eligibility criteria and other details are tabulated below:

Post & Scale of Pay	Essential Qualification as on 01.10.2023	Maximum age as on 01.10.2023 *	Post qualification Experience criteria as on 01.10.2023 **
A.O.S./ Finance (NE-7) Scale of Pay – Rs. 28000–80000/- + allowances + PRP (IDA) Total Posts: 02 UR	CA Inter or ICWA Inter or Full time M. Com with not less than 50% marks.	30 Years	**Total Experience-** 3 years in Commercial Accounting in Company environment.
Assistant / Finance (NE-4) Scale of Pay – Rs. 19000–56000/- + allowances + PRP (IDA) Total Posts: 03 UR	Full time M. Com with not less than 50% marks and Full time B. Com with not less than 55% marks.	30 Years	–

*Age relaxations as per Govt. of India guidelines subject to fulfillment of the requisite qualification, pay & experience criteria etc.

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

Maximum age limit is 57 years and also percentage criteria in educational qualification is not applicable for those who have been granted VRS/Retrenched by IRCON earlier and challenged the decision of IRCON regarding VRS/Retrenchment in court.

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

Compensation Package: Basic Pay, Variable DA (presently @**43.7%**), HRA(depending on place of posting i.e. 27%, 18% & 9% for X, Y & Z grade cities respectively)/ lease rent, Allowances @32% for project location and 30% for Corp. Office, Performance Related Pay (Variable-based on performance rating), Leave Encashment, Mobile phone expenses, Liberal Medical including indoor medical benefits for self and dependents, Employer's contribution towards EPF & Pension scheme, Gratuity, Welfare schemes and other Fringe benefits as per rules of the Company.

Place of posting:. Anywhere in the Projects/Offices of the Company within India or abroad as per company's requirement from time to time

Selection Process: Selection shall be based on performance in the written test (Computer based test) only.

<u>Surety Bond:</u> Selected candidates will have to execute a bond of Rupees 3 lakhs to serve the company for at-least three years.

A -: <u>GENERAL INSTRUCTIONS</u> :-

1. The number 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 therefor.
2. 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 document verification. 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 document verification that they will produce proper relieving order from their organization, in case their name in the final merit list; otherwise they will not be allowed to join. In both cases, pay protection will be given.
3. All information submitted in the application will be verified with original documents at the time of Document verification. 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
4. Candidates not in a position to join within a period of 3 months from the date of release of letter of posting need not apply.
5. Candidates either working or not working as on cutoff date can apply if they possess essential qualification and post qualification experience as mentioned above.
6. Candidates for the above specified posts are required to make 'Application Fee Payment' through online mode as per the table below:

UR/OBC	SC/ST/EWS/PWD/Ex Serviceman
Rs 1000/-	Nil

B -: INSTRUCTIONS FOR APPLYING:-

- Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.
- Eligible candidates have to apply through online mode. Candidates may visit the **'HR & Career'** section >> **'Regular Employment'** section of IRCON's corporate website www.ircon.org. Click on **'Apply online'** link available against the recruitment advertisement for the said post.
- Before start of filling-up of application through on-line mode, you should keep ready, the following details/ documents:
  a.   Valid e-mail ID & Mobile Number.
  b.   Scanned copy of the recent passport size colour Photograph (not older than 3 Months). You must ensure that the same photograph is used throughout this recruitment process.
  c. Your scanned signature.
- "Caste Category", once filled by you in the online application form, will not be changed.

C -: HOW TO APPLY

- You should have a valid personal e-mail ID & Mobile No. and must ensure that it remains active during the entire recruitment process. Application sequence number, User ID, Password and all other important communication will be sent to the same registered e-mail ID (please ensure that email sent to this mail box is not redirected to your junk/spam folder) & mobile No.
- You should take utmost care in furnishing/providing the correct details while filling-up the online application. **You can edit the information before submission of the application**. **Once the application is submitted, it can't be edited and fee once paid will neither be refunded nor adjusted.**
- The process for submitting the application is given below: -
  - **a.** The candidates agreeing to the terms & conditions may proceed further by clicking **"I agree"** check box given below and press the **"Start"** button.

b. Sign-up by providing the Post applied for, Candidate Name, Mobile No. and E-mail ID. The name should be as it appears in the Matriculation Certificate (Class 10th Certificate) Or Equivalent certificate awarded to you.

c. On pressing the 'Generate OTP' button, OTP will be sent to E-mail ID. Complete the registration by entering the OTP received by you.

d. On completion of Step-I candidates will receive User ID & Password on their registered email ID.

e. After completion of registration, login by providing User ID & Password and fill up the details pertaining to **'Eligibility Criteria', 'Communication Details' and 'Qualification & Experience'**. After that you will be required to upload your photograph, signature, scanned copy of your documents and pay requisite Application Fee through Online mode using Debit Card / Credit Card / Net Banking and other modes as made available in the Payment Gateway Service.

f. 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 marksheet is not being issued by University/Institute, final percentage will be calculated by taking average of all semesters/years.

g. In case CGPA/OGPA/DGPA is mentioned in marksheets, following criteria may be applied:

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.

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 online 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.

h. Candidates should ensure the following while filling up the online registration form:
1. Name, D.O.B., Qualification, address, community, pay scale/CTC and experience (if any) details are complete.
2. Complete Details of experience are to be mentioned separately for each organization along with pay details.
3. Details of more than one posts held within the same organization are to be mentioned separately with complete details of experience along with Pay details.

i. Instructions regarding uploading of Photograph and Signature:
You should upload the scanned (digital) image of your photograph and signature in Jpg/jpeg format, as per the process given below:

i. Photograph Image:
➢ Photograph must be a recent passport size colour picture on white background (not older than 03 Months).
➢ Look straight at the camera with a relaxed face.
➢ The size of the scanned image should be min. 50 kb and max. 80 kb in jpg/ jpeg format only.

ii. Signature image:
➢ You have to sign on white paper with Black ink pen.
➢ The signature must be signed only by the applicant and not by any other person.
➢ Please scan the signature area only and not the entire page.
➢ Size of file should be min. 50 kb and max. 80 kb in Jpg/jpeg format only.

j. After uploading Photograph, Signature and scanned copies of related documents, click on "Preview" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking Click on "Submit " tab. Once the application is submitted, candidates automatically will be redirected to Payment Gateway to deposit the Application Fee.

k. Please note that all the experience certificates should be combined in one PDF file for uploading.

l. Community certificate (SC, ST, OBC & EWS etc.), if applicable. *Please note that candidates belonging to OBC category have to submit the latest financial year OBC (non-creamy layer) certificate in Centre Government format to be produced by OBC candidate applying for appointment to posts under Govt. of India.*

m. Guidelines for remittance of fee are as under:

➢ The Application Fees can be paid through the Payment Gateway Service only. You can pay the Fees using Debit Card / Credit Card / Net Banking and other modes as made available in the Payment Gateway Service.

➢ No other mode like Postal Order/Pay Order/Demand Draft etc. for payment of Application Fees will be accepted.

➢ All applicable commission / transaction charges including taxes, levied by the banker, will have to be remitted by the applicant.

➢ Application Fee once paid shall not be refunded under any circumstances. You are, therefore, requested to verify your eligibility and information furnished during submission of application before paying the Application Fees.

➢ Candidature of any applicant, who registers oneself at the IRCON recruitment portal but fails to deposit the Application Fee within the midnight of 09.02.2024, shall be summarily rejected. Applicants are required to complete the entire process of submission of application and deposition of Application Fee to the bank within the aforesaid date positively.

➢ IRCON shall not be responsible for any technical issues arising during payment of Application Fees.

n. The candidates are advised to take printout of finally submitted application form and keep it with them for future reference as it will be required at the further stage of selection process of qualified candidates i.e. document verification and interview.

o. In case candidate realizes after final submission of application that he/she has inadvertently entered any wrong information in the application submitted, a fresh application may be submitted with a different e-mail id & mobile no. and same process may be followed as explained above. A valid e-mail ID is essential for submission of the online application. IRCON will not be responsible for bouncing of any e-mail or delivery of any e-mail to junk/spam mail folder of candidates.

p. Technical queries relating to the filling up of online application can be raised in the GRIEVANCE TAB in the Online Application Portal or by calling Phone No. - +91-9513251988.

- All modifications/amendments shall be displayed on IRCON official web-site only at www.ircon.org under career@HR. Therefore, candidates are requested to keep checking the web-site for modifications/ amendments, if any.
- In case of any Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org

Important Dates:

Date of Submitting the online Application Form	**20.01.2024 (10:00 hrs) to 09.02.2024 (23:55 hrs)**
Date of submitting the fee through online mode	**20.01.2024 (10:00 hrs) to 09.02.2024 (23:55 hrs)**