



Recruitment for various posts in Finance, Public Relations, Signaling & Telecommunication and Confidential disciplines on regular basis

Advt. No - 07/2017

IRCON INTERNATIONAL LIMITED is a premier Schedule "A" infrastructure government company 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 3000 crores in the year 2014-15. 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, etc., and recently in Sri Lanka.

The Company invites applications for **Regular Posts in Finance, Public Relations, Signaling & Telecommunication and Confidential** disciplines for which eligibility criteria are tabulated below:

FINANCE

Post & Scale of Pay	Essential Qualification as on 01.03.2017	Maximum age as on 01.03.2017*	Post qualification Experience criteria as on 01.03.2017
<p>Deputy General Manager/Finance-E-5</p> <p>Scale of Pay - Rs. 32900-58000/- + allowances + PRP (IDA)</p> <p>Post Code- 8-002</p> <p>Total Posts: 02 UR</p>	<p>Associate Member of Institute of Chartered Accountants of India/ Associate Member of Institute of Cost Accountants of India</p>	<p>45 years</p>	<p>If working in PSU/Central/State Govt./Railways Organization then:</p> <p>Total Experience- 13 years</p> <p>Presently working in scale of Rs. 32900-58000 (IDA) / Rs. 15600-39100 + GP 7600 (CDA)</p> <p style="text-align: center;">or</p> <p>2 years in scale of Rs. 29100- 54500 (IDA)/ Rs. 15600-39100 + GP 6,600 (CDA)</p> <p>If working in Private Sector Organization:</p> <p>Total Experience- 13 years</p> <p>CTC- Presently drawing a total CTC of not less than 24 Lacs PA.</p> <p>Experience in project accounts, preparation of financial statements as per Ind AS, budgeting, MIS, compliance to Direct & Indirect Taxation, maintaining cash controls, payment to staff, purchasing, maintaining accounts payable, bills receivables and managing office administration.</p> <p>Candidates having experience in IPO/APO/OFS shall be given preference.</p> <p>Preference shall be given to candidates having experience in public sector company of construction/ project management services/ infrastructure sector.</p>

<p>Deputy Manager/Finance-E-3</p> <p>Scale of Pay – Rs. 24900–50500/- + allowances + PRP (IDA)</p> <p>Post Code – 8-003</p> <p>Total Posts: 04 (UR-3 OBC- 1)</p>	<p>Associate Member of Institute of Chartered Accountants of India/ Associate Member of Institute of Cost Accountants of India</p>	<p>37 years</p>	<p>If working in PSU/Central/State Govt./Railways Organization then:</p> <p>Total Experience- 05 years</p> <p>Presently working in scale of Rs. 24900–50500/- (IDA) / Rs. 9300- 34800 + GP 5400 (CDA)</p> <p style="text-align: center;">Or</p> <p>2 years in scale of Rs. 20600- 46500 (IDA)/ Rs. 9300- 34800 + GP 4800 (CDA)</p> <p>If working in Private Sector Organization:</p> <p>Total Experience- 05 years</p> <p>CTC- Presently drawing a total CTC of not less than 16 Lacs PA.</p> <p>Experience in project accounts, preparation of financial statements as per Ind AS, budgeting, MIS, compliance to Direct & Indirect Taxation, maintaining cash controls, payment to staff, purchasing, maintaining accounts payable, bills receivables and managing office administration.</p> <p>Preference shall be given to candidates having experience in public sector company of construction/ project management services/ infrastructure sector.</p>
<p>Assistant Officer/Finance - E1</p> <p>Scale of Pay – Rs. 16400- 40500/- + allowances + PRP (IDA)</p> <p>Post Code – 8-004</p> <p>Total Posts: 02 UR</p>	<p>Associate Member of Institute of Chartered Accountants of India/ Associate Member of Institute of Cost Accountants of India</p>	<p>30 years</p>	<p>Preferably having experience in project accounts, preparation of financial statements as per Ind AS, budgeting, MIS, compliance to Direct & Indirect Taxation, maintaining cash controls, payment to staff, purchasing, maintaining accounts payable, bills receivables and managing office administration.</p> <p>Preference shall be given to candidates having experience in public sector company of construction/ project management services/ infrastructure sector.</p>

PUBLIC RELATIONS

Post & Scale of Pay	Essential Qualification as on 01.03.2017	Maximum age as on 01.03.2017*	Post qualification Experience criteria as on 01.03.2017	Nature of Experience
<p>Manager/ Public Relations E-4</p> <p>Scale of Pay - Rs29,100- 54,500 + allowances + PRP(IDA)</p> <p>Post Code- 9-001</p> <p>Total Posts: 01 UR</p>	<p>1. Graduate from a recognized University/Institute with English as one of the subjects with Post Graduate diploma course in PR / Corporate Communications /PR & Advertising / Mass Comm./ Journalism/Multimedia from Institute of repute (or) Bachelor in Journalism and Mass Communications from a recognized University/ Institute.</p> <p>2. Excellent command over written & spoken English would be added advantage</p>	<p>41 years</p>	<p>If working in PSU/Central/State Govt./Railways Organization then:</p> <p>Total Experience- 09 years</p> <p>Presently working in scale of Rs. 29100– 54500/- (IDA) / Rs. 15600-39100 + GP 6,600 (CDA) or 2 years in scale of Rs. 24900- 50500 (IDA)/ Rs. 9300- 34800 + GP 5400 (CDA)</p> <p>If working in Private Sector Organization:</p> <p>Total Experience- 09 years</p> <p>CTC- Presently drawing a total CTC of not less than 19 Lacs PA.</p>	<p>Preferably having experience in</p> <ol style="list-style-type: none"> 1. Designing, editing, printing and production of publications. 2. Making corporate films. 3. Handling of digital communication including website and social media. 4. Organizing exhibitions, events etc. 5. Preparation of PPT presentations, operate system software like excel, Ms-word etc. 6. Managing print and electronic media, issuing press releases, tracking media etc.
<p>Assistant Officer/Public Relations - E-1</p> <p>Scale of Pay - Rs16400- 40500 + allowances + PRP (IDA)</p> <p>Post Code - 9-002</p> <p>Total Posts: 01 UR</p>		<p>30 years</p>	<p>Preferably having 01 year of experience.</p>	

Signaling & Telecommunication

Post & Scale of Pay	Essential Qualification as on 01.03.2017	Maximum age as on 01.03.2017*	Post qualification experience in particular Pay scale Criteria as on 01.03.2017
<p>Deputy General Manager/ S&T - E-5</p> <p>Scale of Pay - Rs. 32900-58000/- + allowances + PRP (IDA)</p> <p>Post Code -2-004</p> <p>Total Posts: 02 UR</p>	<p>Full Time Bachelor's degree in Electronics/ ECE / Electrical /Computer Science from recognized Institute/University approved by AICTE with not less than 60% Marks or equivalent grade.</p>	<p style="text-align: center;">45 years</p>	<p>If working in PSU/Central /State Govt. /Railways organization then:</p> <p>Total Experience: 13 yrs</p> <p>Presently working in scale of Rs. 32900-58000 (IDA) / Rs. 15600-39100 + GP 7600 (CDA)</p> <p style="text-align: center;">or</p> <p>02 years in scale of Rs. 29,100-54,500 (IDA)/ Rs. 15600-39100 + GP 6,600 (CDA)</p> <p>If working in Private Sector Organization then:</p> <p>Total Experience: 13 yrs</p> <p>CTC- Presently drawing a total CTC of not less than 24 Lacs p.a.</p> <p>Experience in areas of Electronic Interlocking, Route relay interlocking, Automatic Signaling and Digital Communication/ GSM-R would be preferable.</p>
<p>Manager/ S&T - E-4</p> <p>Scale of Pay - Rs. 29100-54500/- + allowances + PRP (IDA)</p> <p>Post Code - 2-005</p> <p>Total Posts: 03</p> <p>UR-2 OBC-1</p>	<p>Full Time Bachelor's degree in ECE/ Computer Science from recognized Institute/University approved by AICTE with not less than 60% Marks or equivalent grade.</p>	<p style="text-align: center;">41 years</p>	<p>If working in PSU/Central/ State Govt. /Railways organization then:</p> <p>Total Experience: 9 yrs</p> <p>Presently working in scale of Rs. 29100-54500 (IDA) / Rs. 15600-39100 + GP 6600 (CDA)</p> <p style="text-align: center;">Or</p> <p>Minimum 2 years of experience in next lower grade i.e. 24900-50500 (IDA) / 9300-34800 + GP 5400 (CDA)</p> <p>If working in Private Sector Organization then:</p> <p>Total Experience: 9 yrs</p> <p>CTC- Presently drawing a total CTC of not less than 19 Lacs p.a.</p> <p>Experience in areas of Electronic Interlocking, Route relay interlocking, Automatic Signaling and Digital Communication/ GSM-R would be preferable.</p>

<p>Manager/Design (S&T) - E-4</p> <p>Scale of Pay - Rs. 29100-54500/- + allowances + PRP (IDA)</p> <p>Post Code - 2-006</p> <p>Total Posts: 01 UR</p>	<p>Full Time Bachelor's degree in ECE/ Computer Science from recognized Institute/University approved by AICTE with not less than 60% Marks or equivalent grade with Diploma certificate in AutoCAD</p>	<p>41 years</p>	<p>If working in PSU/Central /State Govt. /Railways organization then:</p> <p>Total Experience: 9 yrs</p> <p>Presently working in scale of Rs. 29100-54500 (IDA) / Rs. 15600-39100 + GP 6600 (CDA)</p> <p>Or</p> <p>Minimum 2 years of experience in next lower grade i.e. 24900-50500 (IDA) / 9300-34800 + GP 5400 (CDA)</p> <p>If working in Private Sector Organization then:</p> <p>Total Experience: 9 yrs</p> <p>CTC- Presently drawing a total CTC of not less than 19 Lacs p.a.</p> <p>Experience of Railway Signaling design with proficiency in AutoCAD is compulsory</p>
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CONFIDENTIAL

Post & Scale of Pay	Essential Qualification as on 01.03.2017	Post qualification Experience criteria as on 01.03.2017	Maximum age as on 01.03.2017*	Job Description
<p>Assistant Officer- Confidential- E1</p> <p>Scale of Pay - Rs. 16400-40500/- + allowances + PRP (IDA)</p> <p>Post Code-10-001</p> <p>Total Posts: 01 UR</p>	<p>Graduate in any discipline with not less than 60% marks with diploma in secretarial services from a recognized Institute/university</p> <p>Desirable: Computer literacy- computer diploma for duration of 1 year from Govt/ Govt. recognized institutes with proficiency in MS Office, MS Excel, MS Power Point. Short hand speed of 100 WPM.</p>	<p>3 yr post qualification experience as Personal Secretary / Executive Assistant</p> <p align="center">OR</p> <p>1 yr post qualification experience as Personal Secretary / Executive Assistant</p>	<p>30 years</p>	<ul style="list-style-type: none"> ➤ Managing internal & external communication on behalf of the Officer ➤ Must be able to handle a wide range of Administrative and executive support related tasks independently. ➤ Must maintain confidentiality and professionalism while dealing at all levels. ➤ Excellent writing/drafting skills. ➤ Excellent calendar management skills. ➤ Experience in scheduling travel arrangement. ➤ Keeping records of meetings.
	<p>MBA or Post Graduate Degree(02 yrs full time regular course from a recognized institute/university) with not less than 60% marks</p>			
	<p>Desirable: Computer literacy- computer diploma for duration of 1 year from Govt/ Govt. recognized institutes with proficiency in MS Office, MS Excel, MS Power Point. Short hand speed of 100 WPM.</p>			

Assistant Office Superintendent-Confidential-NE- 7 Scale of Pay – Rs. 10700-21400/- + allowances + PRP (IDA) Post Code– 10-002 Total Posts: 01 UR	Graduate in any discipline with not less than 60% marks with diploma in secretarial services from a recognized Institute/ university	1 yr post qualification experience as Personal Secretary / Executive Assistant	30 years	<ul style="list-style-type: none"> ➤ Managing internal & external communication on behalf of the Officer ➤ Must be able to handle a wide range of Administrative and executive support related tasks independently. ➤ Must maintain confidentiality and professionalism while dealing at all levels. ➤ Excellent writing/drafting skills. ➤ Excellent calendar management skills. ➤ Experience in scheduling travel arrangement. ➤ Keeping records of meetings.
	Desirable: Computer literacy- computer diploma for duration of 1 year from Govt/ Govt. recognized institutes with proficiency in MS Office, MS Excel, MS Power Point. Short hand speed of 100 WPM.			

***Age relaxations as per Govt. of India guidelines subject to fulfillment of the requisite qualification, pay & experience criteria etc. (SC/ST- 5 Yrs and OBC- 3 Yrs)**

Medical Standards: Candidates should be in sound health and free from color blindness. No relaxation in health standards will be allowed.

Compensation Package: Basic Pay, DA, HRA lease rent, Liberal Medical including indoor medical benefits for self and dependents, LTC, Advances, Gratuity, EPF, Performance Related Pay (PRP), Transport Assistance, holiday-homes, 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.

Selection Process: Written Test and/or Interview.

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

A -:GENERAL INSTRUCTIONS:-

1. The number of posts indicated above may vary based on further assessment of requirement.
2. If any candidate is presently working with any government department or organization/PSU, he/she should inform their employers in writing before applying for posts in Ircon. Such candidates will have to produce NOC from their employers at the time of interview. **However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of written examination/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.**
3. All information submitted in the application 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
4. **Suitability:** If selection panel finds any candidate suitable/fit for a lower post which is advertised in this advertisement, then he/she shall be selected on the lower post (irrespective of the actual post/vacancy to which candidate has applied) subject to the willingness of the candidate.

5. Candidates for the above specified posts are required to make '**Online Application Payment**' as per the table below:

For Executive posts i.e. DGM, Manager, DM & AO		
UR/OBC	SC/ST/Ex Serviceman	PWD
Rs 1000/-	Rs. 250/-	Nil
For Non-Executive posts i.e. AOS		
UR/OBC	SC/ST/Ex Serviceman	PWD
Rs. 500/-	Rs. 250/-	Nil

B -: INSTRUCTIONS FOR APPLYING:-

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement. **The application will be submitted once and hence candidates should keep their documents ready before filling the online application form.**
2. Eligible candidates **have to apply through online mode only**. Candidates may visit the '**HR & Career**' section (& further '**Regular Employment**' section) of Ircon's corporate website www.ircon.org. It is advisable that the candidates have a valid e-mail id while applying for the job through online mode in order to facilitate faster communication.
3. **METHOD FOR SUBMISSION OF APPLICATION FEES (Non-refundable):**
Candidate needs to re-login and click the link/tab "Make Online Payment" active after 24 hours of submission of the application. The candidates are required to click on "**Make Online Payment**" after 24 hrs of submission of online application and deposit the requisite examination fee online through **Internet Banking/Debit/Credit Card only** from State Bank Collect system of State Bank of India website. The journal number or the Transaction number given by the Bank is to be retained for future reference.

Note : Bank Charges would be extra as applicable.

- **The stepwise process for deposit of Examination Fee through State Bank Collect System (SBP) (Link will active up to/after 24 hrs of submission of online Application)**

Click on "**Make Online Payment**". On clicking the link, the candidate will be navigated to State Bank Collect (State Bank of India) page of IRCON displaying their logo and available categories of payments in drop boxes.

6. On the next screen,
 - a) Please enter your IRCON application number,
 - b) Date of birth.
7. On the next screen, (following Data will appear automatically from database)
 - a) Application Sequence Number,
 - b) Date of Birth
 - c) Name of applicant,
 - d) Mobile number,
 - e) Post Applied
 - f) Social Category
 - g) Email ID,
 - h) Exam. Fees
8. Verify the details and click on 'Confirm'.
9. Now you will be taken to payment gateway
10. Select appropriate 'Mode of Payment'
11. Check the charges/commission applicable for selected 'Mode of Payment'
12. Pay 'online' using Internet Banking/Credit Card/Debit Card and print the e-receipt for your record.

4. **After the payment is completed, candidates may take a printout of the submitted application and it is advised to keep it with them for future reference. There is no need to send the print out to Ircon's Office.**
5. **Candidates should mention percentage in the fields where percentage is required. 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.
6. **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 in proper format will be accepted. 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.
7. In the online application format, there is a column for "**Details of ERP/Computer Proficiency**". In this particular column, candidates have to provide the details regarding their knowledge/proficiency in Computers or in ERP with details of any diploma/certifications in the same.
8. Before submitting the filled in application candidates should ensure that all the entries are properly filled and are correct.

C -: IMPORTANT DATES:-

PARTICULARS	DATES
Date of publication of Advt. in Employment News.	08.04.2017
Start time & date for applying online.	00.00 hrs. of 09.04.2017
Time & last date for applying online	24.00 hrs. of 29.04.2017
Last date of online fee payment	24.00 hrs. of 01.05.2017
Last date for printing the online submitted application.	24.00 hrs. of 01.05.2017