



IRCON INTERNATIONAL LIMITED



(A Public Sector Undertaking under the Ministry of Railways)
Regd. Office: C-4, District Centre, Saket, New Delhi-110 017 (India)

Web: www.ircon.org

Recruitment of Assistant Officer (HRM) Advt. No - 03 /2013

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 ` 3800 crores in the year 2011-12. 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 the **regular post of Assistant Officer (HRM):**

Post & Scale of Pay	Essential Qualification	Born not before*	Post qualification Experience as on 01.03.2013
Assistant Officer (HRM) Scale- Rs. 16400-40500 (IDA) Total Posts: 02 (UR-1, OBC-1)	Full time regular MBA or full time regular PG Diploma in HR/IR & Personnel Management with minimum 60% marks from a recognized Govt. University/Institute.	01-03-83	Preference will be given to those candidates who have experience of working in project based organization.

* **Age relaxations subject to fulfillment of the requisite qualification, and capability mentioned:**

- by 5 years for SC/ST candidates and 3 years for OBC candidates
- by 10 years for Persons with Disability (PwD) (for SC/ST- 15 years & for OBC- 13 years)
- by 5 years for persons who had ordinarily been domiciled in the state of J&K during the period 01.01.1980 to 31.12.1989

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

Compensation Package: Basic Pay, DA, HRA lease rent for AOs and above, Liberal Medical including unlimited 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 on the Projects/Offices of the company within India or abroad.

Selection Process: Written Exam 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.

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Application processing fees: Non-refundable demand draft of Rs. 300/- as registration amount and examination fee for General and OBC candidates and a demand draft of Rs. 50/- as registration amount for SC/ST/PwD/ Ex-Servicemen candidates. SC, ST, PwD & Ex-Servicemen candidates are required to submit a self attested copy of Caste/Disability/ Defence Service certificate on prescribed format for Central Government alongwith Demand Draft. Fees should be paid by **DD only with a validity period of 6 months** drawn in favour of IRCON International Limited payable at New Delhi.

-: INSTRUCTIONS :-

1. Application neatly typed on A-4 size paper in the **prescribed format** should be sent to **Deputy General Manager/ HRM, IRCON INTERNATIONAL LIMITED, C-4, District Centre, Saket, New Delhi - 110 017** accompanied with the copy of following documents:
 - a) Matriculation Certificate (for age proof);
 - b) Certificate of professional Degree;
 - c) Certificates of other professional qualifications, if any;
 - d) Certificates in proof of experience, as applicable, clearly indicating the length and line of experience as per eligibility conditions;
 - e) Community certificate if any;
 - f) DD for Rs. 300/- for UR and OBC applicants & Rs. 50/- for SC/ST/PwD & Ex-servicemen applicants in original. (Applicant are required to mention the name & post applied for on back side of DD)
2. The number of posts indicated above may vary based on further assessment of requirement.
3. Candidates working in Govt./ PSUs/Auto. Bodies 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.
4. All information given in the application will be verified with original documents at the time of interview. If discrepancies are found, candidature will be cancelled.
5. Application is liable to be rejected if it is not in the prescribed format, incomplete, unsigned or received in IRCON after the closing date. IRCON will not be responsible for loss of application in transit or postal delay. IRCON on discretion reserves the right to reject any application or cancel the candidature without assigning any reason thereof.
6. The envelope containing the application should be clearly super scribed "**Application for the post of "Assistant Officer (HRM) - Advt. No. -03/ 2013"**".
7. **Last date for receipt of filled in applications in IRCON office:** 21 days from the date of publication of advertisement (06-12th April, 2013) in Employment News. i.e. **27th April, 2013.**

APPLICATION FORMAT

D.D. No. & Date	Drawn on Bank & Branch	Name of issuing Bank & Branch	Amount
			Rs.

1. **Post Applied for** (in Block Letters) : _____ - **Advt. No.** ___ / 2013.

2. **Name in full** (In Block letters) : _____

3. **Father's Name** : _____

4. **Date of Birth** : _____

5. **Community** : _____
(SC/ ST/OBC/ Un-Reserved)

6. **Religion** : _____ whether belong to Minority: Yes/No (Please tick)

7. **Name of the Last/Present Organization:** _____

(Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
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8. **Correspondence Address** : _____
(In Block letters) _____

9. **Contact Phone & Fax no.** : _____
E-mail ID : _____

10. **Qualifications (Academic & Professional):**

Exam Passed	Year of Passing	Name of the Instt./ University	Max. marks	Marks obtained	%age of marks

11. **Post Qualification Experience**

Post held with scale of pay or gross emoluments	Name & address of the Employer	PERIOD			Brief detail of work handled (Attach separate sheet if necessary)
		From date	To date	Total Duration (in YRS. & Months)	

My total length of post qualification work experience is _____ years _____ months.

12. **Details of Computer/ERP proficiency:** _____

13. **List of Enclosures:**

- 1.
- 2.
- 3.
- 4.

Signature of the Candidate

Verification

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Place : _____

Date : _____

Signature of the Candidate