Website: www.ircon.org
Date: 06.10.2023

Advt. No –14/2023

Recruitment for Assistant Manager/CSR on regular basis

IRCON INTERNATIONAL LIMITED is a Miniratna Category-I Schedule 'A' Listed 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 the **post of Assistant Manager/Corporate Social Responsibility** for which eligibility criteria and other details are tabulated below:

Post & Scale of Pay	Essential Qualification as on 31.08.2023	Maximum age as on 31.08.2023*	Post qualification Experience criteria as on 31.08.2023**
Assistant Manager/ CSR (E-1) **Scale of Pay** – Rs. 40000–140000/- + allowances + PRP (IDA) **Total Posts**: 01 UR	2 Years full time Master degree in Social work with not less than 60% marks from UGC recognized university/institution.	30 years	Preferably having experience in CSR and allied welfare and development schemes/projects, undertaking of CSR landscape, key CSR issues and best practices along with knowledge of the CSR role in a CPSE.

*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.

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

Compensation Package: Basic Pay, Variable DA (presently @39.2%), 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: Eligible candidates will be called for selection process comprising of Written Exam and/or Interview.

<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 interview. 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 interview that they will produce proper relieving order from their organization, in case selected; 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 interview/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 full fill the prescribed eligibility criteria as mentioned above.
6. Candidates for the above specified posts are required to make 'Application Fee Payment' through Demand Draft as per the table below:

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

<u>Demand Drafts should be drawn in favour of "IRCON INTERNATIONAL LIMITED" payable at NEW DELHI.</u> The name of candidate, post applied for, advertisement no. and date of birth should be clearly written on the back side of demand draft.

B -: <u>INSTRUCTIONS FOR APPLYING: -</u>

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.
2. 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. 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. Candidates will have to correctly declare their Name and Date of Birth as mentioned in their Birth certificate or matric certificate. Candidates will have to declare their category correctly. Candidates must correctly enter the qualification details including date of acquiring qualification as mentioned in their certificates.
4. Candidates are advised to keep a scanned copy of **latest passport size colored photograph and signature in JPG format of max 100 kb each along with a PDF (max 100 kb each for documents other than experience certificate and max 100 kb for all the experience certificates combined in one pdf)** of the following documents which will be required to be uploaded during online application:
     i. Experience Certificate (if any) in chronological order (for Present as well as Previous employment indicating start date, end date, designation, pay scale/ emoluments & area of experience).
     ii. Date of Birth/ class X passing certificate as proof of DOB.
     iii. Caste certificate/EWS Certificate/Age relaxation. Certificate issued should be in prescribed format as per Government of India's guidelines.

iv. Qualification Degree/Certificate and Mark sheets for calculation of percentage in qualifying degree.
v. Current organization pay slip (if any).

5. 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.

6. In case CGPA/OGPA/DGPA is mentioned in marksheets, 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 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.

C . METHOD FOR SUBMISSION OF APPLICATION:

1. Candidates may visit the 'HR & Career' section (& further 'Regular Employment' section) of IRCON's corporate website www.ircon.org.

2. Click on 'Apply Online' link available against the recruitment advertisement for the said post. A screen containing the active advertisement will be visible.

3. Candidates should ensure the following while filling up the online registration form:

   i. Name, D.O.B., Qualification, address, community, pay scale/CTC and experience (if any) details are complete.
   ii. Complete Details of experience are to be mentioned separately for each organization along with pay details.
   iii. 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.

4. After completing the above said details in application form and submitting the same, the next screen will appear for uploading of documents. Also, an e-mail regarding successful registration will be received in the e-mail account of applicant. The candidate may then click on the link available in the next screen visible or the link received through email. After clicking on the link, a screen for uploading of documents will be opened.

5. After clicking the "**Upload documents**" link, the candidate has to select the name of vacancy advertised from the drop-down list and enter application no and date of birth to proceed for uploading of documents. Further the documents as required are to be uploaded as mentioned there. The **latest passport size colored photograph** and signature must be in JPG format of size of not more than 100 KB each **along with documents in PDF (max 100 kb each for documents other than experience certificate and max 100 kb for all the experience certificates combined in one pdf).**

6. After choosing all the files to be uploaded click on "**upload the documents**" button to upload all the chosen files at once. Then click on "**Return Back**" button to go back to previous window.

7. Click on "**View and Final Submission button**" after selecting the name of vacancy advertised and thereafter entering the application number and date of birth for final submission of your application. After checking the details carefully, **click on Final submission button** and your application will be submitted successfully. An e-mail regarding final submission of application will also be received in candidate's e-mail account.

8. The candidate may take printout of finally submitted application form by clicking on the link received in the mail after final submission of application form and fill the declaration whether

any relative is working/worked in IRCON alongwith the marital status in the space provided at the bottom of the printout.

9. 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 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.

10. Candidates are advised to make a note of their e-mail ID as entered in the application form and Application Number generated in the Application. These would be required for accessing information during the later stage of the recruitment process.

11. Candidates have to take a printout of finally submitted application pdf and fill the declaration whether any relative is working/worked in IRCON alongwith the marital status in the space provided at the bottom of the printout, sign it physically at the bottom right corner under declaration and send it to JGM/HRM, Ircon International Ltd. as per address given in table below accompanied with the self-attested photocopies of the following documents:

    i. Matriculation Certificate (for age proof).

    ii. Certificate of Degree, mark sheets 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 proof of conversion factor as applicable to percentage as prescribed by the University/Institute.

    iii. Certificates of other professional qualifications, if any.

    iv. Certificates in proof of experience, clearly indicating the length and line of experience as per eligibility conditions. Certificate/proof submitted in support of experience should clearly mention the date of joining & relieving. Offer letter alone will not be considered as proof of experience, the candidate should submit acceptable proof of joining & relieving.

    v. 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.

    vi. 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 interview. 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 interview that they will produce proper relieving order from their organization, in case selected. Without proper relieving order from the present employer if working in Govt./PSU/autonomous Bodies candidates will not been allowed to join even if selected.

    vii. Original Demand Draft required to make 'Application Fee Payment' (Applicability as per Para A (6))

12. Applicants will have to send their printout of applications and with requisite enclosures to reach us by 30.10.2023 as per address given in the table below. 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. Schedule for sending application is as indicated below:

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
IRCON INTERNATIONAL LIMITED, C-4, District Centre, Saket, New Delhi – 110 017	28.10.2023	30.10.2023

13. Application should be sent in an envelope super scribed – **"Application for the post of Assistant Manager/CSR vide Advt. No. 14/2023"**.

14. **It may be noted that your application for the post would be provisional until you have uploaded all the required documents and done the final submission (system generated e-mail will be received in your registered email id after final submission). The final submission of the application shall be considered final only when mail regarding final submission is being received at your registered e-mail id after final submission) and printed copy of finally submitted application along with clear copy of all the uploaded documents are attached with the above printout is received at the address before the due date of receipt of applications as mentioned above in Para C -(12).**

15. Once applied, the applicants are advised to keep checking the web site as well as their registered e-mail regularly for any updates.

16. 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.

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

Important Dates:

Start date of online application	07.10.2023
Last date of online application	28.10.2023
Last date for receipt of printout of application along with clear copy of requisite enclosures at IRCON Corporate Office at the above mentioned address.	30.10.2023