



CIN-L45203DL1976GOI008171

Web: www.ircon.org

Date: 21.03.2024

Recruitment for the post of Hindi Assistant on Contract Basis (Advt. No. C- 07/2024)

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 10261 crores in the year 2022-2023. 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 to the **post of Hindi Assistant on Contract basis for Ircon's Corporate office at New Delhi 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 01.03.2024	Maximum Age As on 01.03.2024	Essential Post Qualification Experience As on 01.03.2024
Hindi Assistant On Contract Fixed consolidated Pay: Rs. 35,000 /- per month. Total Vacancies 01 (UR-01)	Full Time Graduation degree in Hindi Literature with minimum 60% marks and should have English as one of the subjects in Graduation. Candidates having basic knowledge and skills in computer applications (MS Office- Excel, Power point, Word etc.) in office environment will be preferred	35 Years	Minimum two years Experience in relevant field

Note: Teaching/Articleship training/consultancy/Freelancing experience shall not be treated as relevant experience.

****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 post is specifically for Ircon's Corporate Office at New Delhi, on contract basis and not for the regular establishment of IRCON. The appointment will be initially for a period of one year subject to satisfactory performance of the selected candidate. The contract may be further

extended after one year as per the requirements of the company, if the services of the candidates are found to be satisfactory. However, the appointment is co-terminus with the project 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.

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 unavailed 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 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.
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. 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. INSTRUCTIONS FOR APPLYING: -

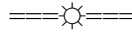
1. Before applying, candidates should ensure that they fulfil all the eligibility criteria mentioned in the advertisement.
2. Eligible candidates have to apply in prescribed format through off line mode only. It is advisable that the candidates have a valid e-mail id in order to facilitate faster communication.
3. Application neatly typed on A-4 size paper in the prescribed format should be sent to Joint General Manager/ HRM, IRCON INTERNATIONAL LIMITED, C-4, District Centre, Saket, New Delhi – 110 017 accompanied with the copy of following documents:
 - i. 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.

- 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/Diploma and All semester/year Mark sheets for calculation of percentage in qualifying degree.
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.
4. 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.
 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 after considering marks of all semesters/years 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.
 6. 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
 7. Applicants will have to send their application form alongwith requisite enclosures to reach us **by 26.04.2024** 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:

Posts	Address for sending applications	Last Date for receipt of Application alongwith complete documents at Corporate Office
Hindi Assistant On Contract	JGM/HRM, Ircon International Ltd., C-4, District Centre, Saket, New Delhi - 110017	26.04.2024

8. Application should be sent in an envelope super scribed – “Application for the post of < name of post > - Advt. No.- C-07/2024.
9. Once applied, the applicants are advised to keep checking the web site as well as their registered e-mail regularly for any updates.

10. 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.
11. In case of any Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org.





Application Format for the post of **Hindi Assistant on contract basis vide - Advt. No. C-07/ 2024**

1. Name in full (In Block letters) : _____
2. Father's Name : _____
3. Date of Birth (DD-MM-YY) : _____
4. Community (SC/ST/OBC/EWS/Gen): _____
5. Religion : _____
6. Marital Status -Married/Unmarried
(If Married, mention Spouse Name): _____

Affix self-attested
Passport size
Photograph

7. Whether any of your Relative is working/worked in Ircon- Yes/No
If Yes, please provide following details:

Name _____ Designation _____
Place of Posting _____ Relationship _____

Nature of Employment: Regular/Contractual/Service Contract/Deputation/Tenure (please tick).

8. Whether belong to Minority : Yes / No _____

9. Last/Present Organization : _____

(Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Others
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- 10.

Correspondence Address	Permanent Address
_____	_____
_____	_____
_____	_____
State _____ Pin _____	State _____ Pin _____

11. Contact Number with STD Code : _____

12. E-Mail Address : _____

13. Qualifications (Academic & Professional):

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

14. Work Experience as on 01-03-2024

Please give the detailed experience. Attach copy of **Experience Certificate(s)** or acceptable **proof of joining & relieving** in support of experience.

Post held with scale of pay or gross emoluments	Name of the Employer (Give the name of Organisation/ Company)	P E R I O D			Name of the Project(s) on which worked and nature of experience
		From Date DD/MM/YY	To Date DD/MM/YY	Total Duration (in Yrs. & Months)	

Total Experience = _____ Years _____ Months _____ Days

Signature of the Candidate
(Name of Candidate)

Declaration

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