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                                                                   Date:15-12-2021

Recruitment of Architect and Airport Operation Expert on Contract basis
(Advt. No. C-09/2021)

IRCON INTERNATIONAL LIMITED is a premier schedule "A" infrastructure Public Sector Enterprise under Ministry of Railways engaged in the construction of turnkey infrastructure projects in Railways, Highways, Buildings, Power sectors, etc. The company has recorded a total turnover of approx.. Rs 4950 crores in the year 2020-21. 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 and Sri Lanka.

The company invites applications for recruitment to the below mentioned post **on Contract basis for IRCON's Office/ projects at a fixed all-inclusive salary, as per the eligibility criteria and other details as tabulated below:**

Post & Fixed Pay and Vacancies	Essential Qualification	Maximum Age as on 01.12.2021*	Post Qualification Experience (As on 01.12.2021)	Location
Architect Fixed consolidated Pay: Rs. 80,000/- per month. 01 (01UR)	Full time B. Arch degree with not less than 60% marks from recognized Institute/ University approved by UGC/AICTE	42 Years	Minimum **10 years** of experience in Architecture as follows: 1. Planning and Designing 2. Liaising with construction professionals/ Govt./Clients . 3. Building controls and regulations. 4. Restoring & conserving old buildings. 5. Detailing of schemes pertaining to township/housing/commercial complexes/ Institutional/ industrial etc. including interior designing. 6. Landscapes Design. 7. Building Interiors.	New Delhi
Airport Operation Expert Fixed consolidated Pay: Rs. 55,000/- per month. 01 (01UR)	Should be Graduate/ Graduate Engineer with not less than 60% marks from recognized Institute/ University approved by UGC/AICTE	38 Years	Minimum **05 years** of experience in Airport Works. Preference would be given to Candidates having experience in review and coordination for maintaining ASQ/Service Quality Requirements, handling Airport Operations (both in Terminal Building & Airside Management), O&M/OMD at Airport.	Guwahati

*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 and free from color blindness. 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. **Candidates may be shortlisted in the ratio of 1:7 of advertised vacancies (Category Wise) on the basis of length of relevant experience and percentage of marks secured in degree as per Minimum Educational Qualification prescribed. Firstly, the shortlisting would be done on basis of length of experience and then within the same length of experience it would be sorted on the basis of percentage of marks secured in prescribed educational qualification. List of shortlisted candidates shall be published on our web-site.**

3. The final posting will be as per the IRCON's requirement and no change in posting at any stage of recruitment will be entertained. The decision of Ircon in this regard shall be final.

4. The above post is specifically for **IRCON's Office/Projects,** in India and not for the regular establishment of Ircon. The appointment will be initially for a period of one year, extendable further 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 is 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.

5. 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.

6. 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.

7. 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.

8. One weekly off and other public holidays when the project office remains closed would be available.

9.   Working hours/days and off will be the same as for the Project.

10. TA/DA would also be admissible if deputed on outstation duty.

11. No other perks or benefits would be admissible except the above.

12. 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.

13. 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.

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. <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 (& further 'Contract 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 100 kb each along with a PDF (100 kb each for documents other than experience certificate and 300 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 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 Final Mark sheets for calculation of percentage in qualifying degree. In case marks are not awarded in terms of percentage, the conversion formula applicable in the College/University.

5. Candidates should mention percentage in the fields where percentage is required without rounding off. Percentage obtained in BE/B. Tech 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/CPI 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 then 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 'Contract Employment' section) of IRCON's corporate website www.ircon.org.

2. Click on 'Apply Online' link available against the recruitment advertisement for the said posts. 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 details are complete.
   ii. Complete Details of experience are mentioned separately for each organization along with pay details.
   iii. Details of more than one posts held within the same organization are 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 (100 kb each for documents other than experience certificate and 300 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.

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 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 and send it to DGM/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 and other qualifications as mentioned and as per eligibility conditions. Candidates, who have been awarded CGPA/OGPA/DGPA/CPI 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 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

12. Applicants will have to send their printout of applications and with requisite enclosures to reach us **by 17-01-2022** 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 submission of online application	Last Date for receipt of Copy of online submitted application at Corp. Office
Architect OR **Airport Operation Expert**	DGM/HRM, Ircon International Ltd., C-4, District Centre, Saket, New Delhi - 110017	10-01-2022	17-01-2022

13. Application should be sent in an envelope super scribed – "**Application for the post of < name of post > - Advt. No.-C09/2021**.

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-(11)

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 modification/amendment 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/ amendment, if any.

17. In case of Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org or call us landline no 011-26545569

Important Dates:

Start date of online application	15-12-2021
Last date of online application	10-01-2022
Last date for receipt of printout of application along with clear copy of requisite enclosures at IRCON Corporate Office at the above mentioned address	17-01-2022

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