



Advertisement No. 12/2018

Recruitment of Deputy Manager/Rajbhasha E-2 on regular basis

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 2017-18. 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 Deputy Manager/Rajbhasha for which eligibility criteria are tabulated below:

Post & Scale of Pay	Essential Qualification	Maximum age as on 01.12.2018**	Post qualification Experience criteria as on 01.12.2018
Deputy Manager/Rajbhasha – E-2 Scale of Pay – Rs. 50,000- 1,60,000/- + allowances + PRP (IDA) Post Code : 14-001 Total Posts: 01 (UR)	Masters degree of a recognized University in Hindi with English as a subject at the degree level Or Masters degree of a recognized university in English with Hindi as a subject at the degree level Or Masters degree of a recognized University in any subject with Hindi and English as subjects at the degree level Or Masters degree of a recognized university in any subject with Hindi medium and English as subject at the degree level. Desirable: Degree or Diploma in translation in Hindi to English and vice- versa from any recognized university Institution.	33 years	3 years post qualification experience of terminological work in Hindi and/ or translation work from English to Hindi or vice- versa, preferably of technical or scientific literature Or 3 years post qualification experience of teaching, research, writing or journalism in Hindi Or 3 years post qualification experience of Implementation of Official language Policy of the Union of India, in a Government Setup. Desirable: Knowledge of Sanskrit and/ or other languages specified in the Eight schedule of the Constitution. Experience of organizing Hindi classes or workshops for noting and drafting. Administrative experience. Knowledge of publication related work like editing, proof reading etc.

**Age relaxations as per Gov. of India guidelines subject to fulfillment of the requisite qualification, pay & experience criteria etc.

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, 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.

Suitability: If selection panel finds any candidate suitable/fit for a lower post/ grade, 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.

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 interview that they will not claim any service transfer benefits / protection of pay in case of their selection. Such candidate 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. The post is suitable for candidates with OH, HH & VH disability provided they submit a certificate from prescribed authority showing disability of 40% or more.
5. If the number of applicants is large, the company reserves the right to shortlist candidates on basis of percentage of marks obtained in Essential Qualification as well as on basis of Post Qualification Experience prescribed. Candidates will be called for Interview in the ratio of 1:10 to the number of vacancies.
6. Age relaxations wherever applicable shall be as per Govt. Rules.
7. Candidates for the above specified posts are required to make **'Payment by Demand Draft' as per the table below:**

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

B - : INSTRUCTIONS FOR APPLYING:-

1. Before applying, candidates should ensure that they fulfill 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. Internal candidates meeting the eligibility criteria may apply for the post through proper channel.

3. 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) All semester/ year marksheets
- c) Certificate of professional Degree;
- d) Certificates of other professional qualifications, if any;

- e) Certificates in proof of experience, as applicable, clearly indicating the length and line of experience as per eligibility conditions;
 - f) Community certificate if any;
 - g) DD for Rs. 1000/- for UR/ OBC applicants in original. (Applicant are required to mention his/ her name & post applied for on reverse of DD)
4. **Candidates should mention percentage in the columns where percentage is required. In case CGPA/OGPA/DGPA is mentioned in marksheets, following criteria may be applied:**
- a) **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.
 - b) **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) **The percentage obtained has to be calculated considering marks obtained in all semesters/ years.**

C-: METHOD FOR SUBMISSION OF APPLICATION FEES (Non-refundable):

1. **Application Processing Fee:** Non-refundable demand draft of **Rs 1000/-** is required to be submitted along with the application. Fee should be paid by DD drawn in favour of **Ircon International Limited payable at New Delhi**. There is no application processing fee for candidates belonging to SC/ST/PwD and Ex-Serviceman categories.
2. **Candidates are requested to get the demand draft made before filing in the application as details regarding the demand draft need to be entered while filling the application.**
3. **After the application is filled duly, candidates may take a printout of the application form along with all the relevant documents as specified above and send it to above mentioned address.**
5. The envelope containing duly signed application should be clearly super scribed "**Application for the post of Dy. Manager/ Rajbhasha**"- **Advt. No. 12/ 2018 on regular basis**".
6. Before submitting the application, candidates should ensure that all the entries are properly filled and are correct. Only duly signed applications will be considered.

IMPORTANT DATES:

PARTICULARS	DATES
Date of publication of Advt. in Employment News.	08.12.2018
Last Date of receipt of applications in prescribed format	31.12.2018

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APPLICATION FORMAT

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

1. **Post Applied for** (in Block Letters): _____

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

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

4. **Date of Birth** : _____

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

Whether PWD : _____

(Specify type of Disability- OH, HH & VH)

Please enclose certificate.

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 (class 10 th onwards)	Year of Passing	Name of the Instt./ University/ Board	Max. marks	Marks obtained	%age of marks

Affix latest passport size
photograph

11. Post Qualification Experience

Post held with scale of pay or gross emoluments	Name & address of the Employer	P E R I O D			Brief detail of work handled (Attach separate sheet if necessary)
		From date	To date	Total Duration upto 01.12.2018 (in Yrs. & Months)	

My total length of post qualification work experience is _____ years _____ months as on **01.12.2018.**

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

14. **List of Enclosures:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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