



Advt. No. 02/2020

Recruitment of Chief General Manager & General Manager in Human Resource Management

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 4415 crores in the year 2018-19. 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 regular post of Chief General Manager and General Manager in HR discipline from the candidates **working in CPSEs (Central Public Sector Enterprises)** for which eligibility criteria and other details are as below:

Post and Scale of Pay	Essential Qualification	Maximum age as on 01.02.2020*	Post Qualification Experience and pay scale criteria as on 01.02.2020
Chief General Manager/HRM (E-8) Scale of Pay: Rs 120000-280000/- (IDA) No. of Post: 01 UR	Essential: Two years' full time regular PG Degree/ Diploma with specialization in HR/IR/ Personnel Management/ PM&IR with not less than 60% marks from a recognized Institute/ University.	52 Years	Total Experience: 20 Years and Presently working in E8 level post and in scale of 120000-280000 (IDA)/ Rs. 144200-218200 (CDA Pay Matrix Level 14) OR Presently working in E7 level post (one step below) for 2 years and in scale of Rs. 100000-260000 (IDA) / Rs. 131100-216600 (CDA Pay Matrix Level 13A)
General Manager/HRM (E7) Scale of Pay: Rs.100000-260000/- (IDA) No. of Post: 01 UR	Desirable: Additional Qualification of LLB from recognized University/Institute will be preferred.	50 Years	Total Experience: 18 years and Presently working in E7 level post and in scale of Rs. 100000-260000/- (IDA) / Rs. 131100-216600 (CDA Pay Matrix Level 13A) OR Presently working in E6 level post (one step below) for 2 years and in scale of Rs. 90000-240000 (IDA) / Rs. 123100-215900 (CDA Pay Matrix Level 13)

Nature of Experience: The candidate should be well versed in various areas of Human Resource Management viz. Talent Acquisition, Retention Management, Skill development, Competency and Leadership Development, OD Initiatives, Performance Management, Employee Relations, Compliance of statutory requirement including labor laws, Manpower planning, Training and Development, Conduct Discipline & Appeal Rules etc.

The candidate should be proficient in computer related skills preferably SAP-ERP

***Age relaxation as per Govt. of India guidelines subject to fulfillment of the requisite qualification, pay and experience criteria etc.**

**** Teaching, Consultancy & Freelancing experience shall not be treated as relevant experience.**

Compensation Package: Basic Pay, Variable DA (at present 17.2%), HRA(depending on place of posting i.e. 24%, 16% & 8% for X, Y & Z grade cities respectively)/ lease rent, Allowances @34% for CGM and 30% for GM, 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. Selected candidate for CGM will be provided Company Vehicle and Company Accommodation in Asiad Village in case available, otherwise Leased Accommodation will be provided.

Probation Period: The selected candidate shall be on probation for a period of two years.

Place of posting: Ircon's Corporate Office, New Delhi. However, the selected officers are liable to be posted anywhere in India/abroad as per Company's requirement from time to time.

Selection Process: Suitable Candidates (after initial screening) will be shortlisted for interview/Power Point presentation to the Selection Committee to gauge and assess their vision, leadership ability, HR skills and strategies for taking company forward. Psychometric Assessment may also be included in the selection process.

Surety Bond: Candidate selected for the post of GM/HRM will have to execute a bond of Rupees 3 lakhs to serve the company for at least three years. However, there is no condition of signing bond for candidate selected for the post of CGM/HRM

Travelling Allowance: Travelling expenses would be reimbursed to candidates who would be shortlisted to attend the Interview/Presentation from their present place of posting to Delhi on submission of train/air tickets on actuals restricted to the 1st AC Fare by Mail/Express train.

A -:GENERAL INSTRUCTIONS:-

1. In case of dual specializations, one of the fields of specialization should be in the field prescribed. In case of major/ minor specializations, major specialization should be in Personnel/HR Management.
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. 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 company reserves the right to increase, decrease, cancel, restrict & modify the requirement at any point of time without assigning any reason therefor.
5. A candidate can apply for one post only i.e. either CGM or GM. In case any candidate applies for both posts, the application for higher level post will be considered.
6. 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.

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.
3. Application neatly typed on A-4 size paper in the prescribed format should be sent to Addl. General Manager/ HRM, IRCON INTERNATIONAL LIMITED, C-4, District Centre, Saket, New Delhi – 110 017 accompanied with the copy of following documents:
 - i. Matriculation certificate for DOB proof.
 - ii. All certificates and marksheets of Qualification (Graduation/Post Graduation/Professional) and other qualifications, if any.
 - iii. Experience certificates for previous organization and current organization clearly indicating the length and line of experience and pay scale as per eligibility conditions.

- iv. Preferably NOC/Forwarding of application through proper channel of the present organization. (Please refer clause A-2 of this Advertisement)
- v. Community certificate/Ex-Serviceman certificate/J&K certificate (for age relaxation), if applicable.
- vi. Proof of Pay scale and Level of post in their present organization as applicable
- vii. Valid ID proof (PAN/Driving License/Voter id card/Aadhar).

4. Application duly signed by candidate, with passport size photograph affixed & accompanied by copy of above said documents must be sent in a sealed envelope super scribing: Application for regular post of vide Advt. No. 02 / 2020.

Note: Any application received without copy of complete documents/signature/photograph will be rejected.

5. 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:

Date of publication in Employment News	22.02.2020
Last date of receipt of hard copy of application in IRCON's Office	13.03.2020

In case of any Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org or call us at 011-26545594.

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APPLICATION FORMAT

Affix latest
passport size
photograph

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)
6. **Religion** : _____ whether belong to Minority: Yes/No (Please tick)
7. **Name of the CPSE in which presently working:** _____

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

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11. Post Qualification Experience

Post held	Scale of Pay	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 01.02.2020 (in Yrs. & Months)	

My total length of post qualification work experience is ____ years ____ months, current pay scale is _____ and working in level ____ (E6/E7/E8 as applicable in respective CPSE where presently working) since _____ as on 01.02.2020.

12. Details of Computer/ERP proficiency: _____

13. List of Enclosures:

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

**Signature of the Candidate
(Name of 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
(Name of candidate)**