



IRCON DAVANAGERE HAVERI HIGHWAY LIMITED
(A Wholly Owned Subsidiary of Ircon International Limited)
CIN: U45500DL2017GOI317401

Regd. Office: C-4, District Centre, Saket, New Delhi-110017, India

Phone No.: - 011-29565666, Fax No.: - 011-26522000

e-mail id: ircondhhl@gmail.com

Recruitment on Contract Basis

Advt. No. – IrconDHHL/C01/2021

IrconDHHL, is a wholly-owned subsidiary of **IRCON INTERNATIONAL LIMITED (Ircon)** incorporated on May 11, 2017 as a Special Purpose Vehicle (SPV) for executing the project works of “Six-laning of Davanagere- Haveri from km 260+000 to km 338+923 of NH-48 (old NH- 4) in the State of Karnataka, to be executed as Hybrid Annuity Mode on Design, Build, Finance, Operate and Transfer (DBFOT) basis under NHDP Phase-V” in accordance with the terms of the Concession Agreement, signed with the National Highways Authority of India (NHAI).

The Company hereby invites applications for appointment to the following post **on Contract Basis with a initial term of one year – renewable on year to year basis at a fixed all-inclusive salary; for which eligibility criteria is tabulated as below:**

Name of Post & No. of Vacancies	Minimum Educational Qualification	Total Post Qualification Experience (In Years)**	Fixed Pay	AgeLimit as on 01.08.2021
1. <u>Finance/Accounts Assistant #</u> Total Posts – 2 (UR)	CA/ICAI(CMA) Intermediate	Three (3) years experience in the field of accounting, taxation, filing of returns, handling of audit and should be able to prepare the financial statements as per IND AS. Experience in SAP is desirable	Rs.36,000/- per month with increment of Rs.2000/- after each completed year	Not more than 35 years

Candidate Selected for the post of Finance/Accounts Assistant can be posted in any of the other subsidiaries of Ircon International Limited.

**** Teaching/ Articleship Training/Consultancy/ Freelancing experience shall not be treated as relevant experience.**

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

Place of Posting: Delhi/NCR

Selection Process: Suitable candidates (after initial screening) will be shortlisted for the Interview. Management reserves the rights to cancel the candidature of any candidate without assigning any reason.

A. The above posts are specifically on **Contract basis** and not for the regular establishment of the Company. 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 satisfactory.

B. Candidates may be shortlisted in the ratio of 1:7 of advertised vacancies on the basis of length of relevant experience and percentage of marks secured 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 www.ircon.org

C. There are no allowances over and above the fixed pay, except as mentioned below: -

C-1 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.

C-2 Minimum PF as prescribed under the EPF & MP Act 1952 will be deducted from the salary and a matching contribution will be made by IrconDHHL. The accumulations will be paid at the time of cessation of contract.

C-3 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 un-availed leave is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.

C-4 Weekly off and other public holidays when the office remains closed would be available.

C-5 TA/DA would also be admissible if deputed on outstation duty.

C-6 Working hours will be the same as for the Holding Company – Ircon International Limited.

C-7 No other perks or benefits would be admissible except as mentioned above.

D. How to Apply:

1. Eligible candidates have to apply in prescribed format through off line mode only. It is mandatory for the candidates to have a valid e-mail id in order to facilitate faster communication.

2. Application neatly filled/typed on A-4 size paper in the prescribed format attached as **Annexure-I** should be sent to **Mr. Mahadeb Mandal/CFO, Ircon Davanagere Haveri Highway Limited, C-4, District Centre, Saket, New Delhi – 110017** accompanied with the copy of following self-attested documents so as to reach latest by **25.08.2021** to the office of IrconDHHL:

(a) Matriculation Certificate (for age proof);

(b) Self-Attested copies of Mark Sheets and Intermediate/Final Pass Certificate of Essential Qualifications Prescribed;

(c) Certificates in proof of professional experience, as applicable, clearly indicating the length and line of experience as per eligibility conditions/criteria;

(d) Certificates of other professional qualifications, if any;

(e) Duly Self-signed Curriculum Vitae, if any.

(f) Valid ID proof (PAN/Driving License/Voter id card/Aadhar).

3. Candidates must bring the **original** of all the above mentioned Mark Sheets and Certificates at the time of **Interview**, failing which they will not be allowed to appear for the interview.

4. The envelope containing the hard copy of the application should be clearly superscribed **“Application for the post of _____ on Contract Basis Advt. No-IrconDHHL/C01/2021”**.

5. The candidates are advised to check any notice/communication for interview or amendment in this regard at www.ircon.org only.

6. Incomplete or Vague Applications not accompanied with documents as mentioned above point at D-2 will be rejected summarily.

7. Reporting time and venue for interview will be published on www.ircon.org

8. **Contact Person:** Company Secretary, Ircon Davanagere Haveri Highway Limited, Ph.No.:011-26545786 email id: ircondhhl@gmail.com

ANNEXURE I

**Application Format for the post of “ _____ ”
in Ircon Davanagere Haveri Highway Limited on Contract Basis vide Advt. No. IrconDhhl/
C01/2021**

1. **Name in full (in Block Letters)** : _____

2. **Father’s Name** : _____

3. **Date of Birth (DD-MM-YY) : DDMMYY**

--	--	--	--	--	--

4. **Community (SC/ST/OBC/GEN)** : _____

5. **Correspondence Address :**

Contact No.: _____

Email address: _____



Affix Recent Passport
Size Photograph &
Sign Across

6. Qualification details:

Exam Passed	Year of Passing	Name of University / Institute	Marks Obtained	Max. countable marks	%age of marks

7. Professional Work Experience:

Post	Name and Full address of Employer	PERIOD			Job Profile
		From	To	Total Duration (in Years & Months)	

**If the provide space is not sufficient, separate sheet may be attached.*

8. Total Work Experience is _____ year(s) _____ month(s).

9. Check list

(Copies of following documents attached)

- a. Class X Certificate as proof for date of birth : Yes / No
 b. Pass Certificates and Marks Sheet : Yes / No
 c. Experience Certificates : Yes / No

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