



**Advt. No – 12 /2025**

**Recruitment of Executive in Civil discipline**

IRCON INTERNATIONAL LIMITED is a Listed Navratna Central Public Sector Undertaking 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 12387 crores in the year 2023-24. 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, Srilanka etc.

The Company invites applications for following **regular post of Executive in Civil discipline** for which eligibility criteria and other details are tabulated below:

Post & Scale of Pay	Essential Qualification as on 01.05.2025	Maximum age as on 01.05.2025*	Post qualification Experience criteria as on 01.05.2025**
<b>Executive/ Civil (E-0)</b>  <b><u>Scale of Pay</u></b> – Rs. 30000–120000/- + allowances + PRP (IDA)  <b><u>Total Posts:</u> 15</b> <b>(UR-8, OBC-4, SC-1, ST-1, EWS-1)</b>	Full time Graduate degree in Civil Engineering with not less than 60% marks or equivalent grade from reputed Institute/ University approved by AICTE.	<b>33 years</b>	Candidate should have minimum <b>2 years</b> of experience in execution of Highway projects/Railway Track projects in construction CPSEs (Central Public Sector Enterprises) having turnover of not less than 1000 crores in any of the last two Financial Years (2023-24 or 2024-25), as regular/contractual employee on roll of CPSE.

\*Age relaxations as per Govt. of India guidelines subject to fulfillment of the requisite qualification, pay & experience criteria etc. Age relaxation would also be applicable to IRCON's departmental/contractual employees as per extant Recruitment Rules of IRCON.

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

**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, Variable DA (presently @48.7%), HRA(depending on place of posting i.e. presently 27%, 18% & 9% for X, Y & Z grade cities respectively)/ lease rent, Allowances @35% at present, 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.

**Place of posting:** Anywhere in the Projects/Offices of the Company within India or abroad as per company's requirement from time to time.

**Selection Process:** Eligible candidates will be called for selection process comprising of Written Test and/or Interview.

**Surety Bond:** Selected candidate will have to execute a bond of Rupees 3 lakhs to serve the company for at-least three years.

**A -: GENERAL INSTRUCTIONS: -**

1. The number 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 therefor.

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/Document verification. 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. 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.
5. Candidates either working or not working as on cutoff date can apply if they full fill the prescribed eligibility criteria.
6. Candidates for the above specified posts are required to make 'Application Fee Payment' through Demand Draft as per the table below:

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

**Demand Drafts should be drawn in favour of “IRCON INTERNATIONAL LIMITED” payable at NEW DELHI.** The name of candidate, post applied for, advertisement no. and date of birth should be clearly written on the back side of demand draft.

7. Candidates should mention percentage in the fields where percentage is required without rounding off. Percentage obtained in Graduation 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.
8. In case CGPA/OGPA/DGPA is mentioned in marksheets, following criteria may be applied:
  1. **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.
  2. **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 offline 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.
9. If the candidate belongs to OBC category, a caste certificate issued by a Competent Authority as applicable for appointment to the services in Govt. of India in proper format **as per Annexure-A** will be accepted. Please note that OBC certificate issued in current financial year only will be accepted as a current proof of your not belonging to “creamy layer” in the OBC category.

#### **B -: INSTRUCTIONS FOR APPLYING: -**

Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.

1. 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.
2. 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. Matriculation certificate for DOB proof.
  - ii. All certificates and marksheets of Essential Qualification and other additional qualifications (if any).
  - iii. Experience certificates for previous organization(s) and current organization clearly indicating the length and line of experience. The experience certificate issued by CPSE should clearly indicate the nature of work done by candidate i.e. experience of execution of Highway/Railway Track projects as mentioned above in the experience criteria.
  - iv. Proof of turnover of the construction CPSE for Financial Year 2023-24 or 2024-25 where the candidate has worked/working for 2 years as mentioned above in the experience criteria.
  - v. Preferably NOC/Forwarding of application through proper channel of the present organization (Please refer clause A-2).
  - vi. Community certificate/Ex-Serviceman certificate/J&K certificate, if applicable.
  - vii. Valid ID proof (PAN/Driving License/Voter id card/Aadhar).
3. 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 Executive/Civil vide Advt. No. 12/2025.**  
**Note: Any application received without copy of complete documents/signature/photograph/Demand Draft (If applicable) 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:**

PARTICULARS	DATES
Date of publication of Advt. in Employment News.	<b>24.05.2025</b>
Last Date of receipt of applications along with all requisite documents in Ircon's Corporate Office, New Delhi	<b>13.06.2025</b>

(Application form for the post of Executive/Civil on regular basis vide Advt. No. 12/ 2025)

1. **Name in full** (In Block letters) : \_\_\_\_\_

2. **Father's Name** : \_\_\_\_\_

3. **Date of Birth** (DD.MM.YYYY) : \_\_\_\_\_

4. **Gender** (Male/Female/Others) : \_\_\_\_\_

5. **Community** : \_\_\_\_\_  
(UR /SC/ ST/OBC/EWS)

6. **PwD (Divyang) candidate:** Yes/No

7. **J&K Domicile (between 01/01/1980 to 31.12.1989):** Yes/No

8. **Ex-Serviceman:** Yes/No (If yes please enclose certificate)

9. **Marital Status:** Married/Unmarried (If married, mention Spouse Name): \_\_\_\_\_

10. **Whether any working/worked employee of IRCON is in relationship/blood relation/nearly relation of applicant** -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).

11. **Religion:** \_\_\_\_\_

12. **Whether belong to Minority:** Yes / No

13. **Name of Present Organization:** \_\_\_\_\_

(Please tick)

Govt. (Central/State)

PSU

Auto. Bodies

Others

14. **Contact No.:** \_\_\_\_\_

**E-mail ID:** \_\_\_\_\_

15. **Demand Draft No. (If applicable)** \_\_\_\_\_ **Bank Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

16. **Correspondence Address:** \_\_\_\_\_

**District:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Pin code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

Please affix self-attested  
passport size photo here.

## Advt. No. 12/ 2025

**17. Qualifications (Academic & Professional):**

Exam Passed	Year of Passing	Name of the Instt./ University	Max. marks	Marks obtained	Percentage of marks

**18. Post Qualification Experience: (From latest to first)**

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

My total length of post qualification work experience is \_\_\_\_ years \_\_\_\_ months and my current pay scale/CTC is \_\_\_\_\_ since \_\_\_\_\_ as on 01.05.2025.

19. Details of Computer/ERP proficiency: \_\_\_\_\_

20. List of Enclosures:

- 1.
- 2.
- 3.
- 4.

**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.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**Signature of the Candidate:**

**Name of candidate:**

## OBC CERTIFICATE FORMAT

### **FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari.....son/daughter of  
..... of Village/Town .....in District/ Division  
.....in the State/ Union Territory..... belongs to the  
..... community which is recognised as a Backward Class under the Government of  
India, Ministry of Social Justice and Empowerment's Resolution No. ....  
Dated.....\*.

Shri/Smt./Kum.\* ..... and/or his/her family ordinarily reside(s) in  
the.....District/Division of the ..... State/Union  
Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy layer) mentioned in  
column 3 (of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-  
Estt(SCT), dated 8.9.1993 and modified vide Government of India, Department of Personnel and Training  
O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017\*\*.

Date:

**DISTRICT MAGISTRATE /  
DY. COMMISSIONER ETC.**

(Seal )

**\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate as OBC.**

**\*\* As amended from time to time.**

**Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.**