

IRCON INTERNATIONAL LIMITED

(A Public Sector Undertaking under the Ministry of Railways)

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

CIN-L45203DL1976GOI008171

Web:www.ircon.org

Engagement of Apprentices as per Apprenticeship Act 1961**(Advt. No. A01/2023)**

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 turnover of Rs 10,262 crores in the year 2022-23.** 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 from eligible candidates for undergoing one-year apprenticeship training under Apprenticeship Act 1961 in the trades mentioned below for IRCON's projects all over India.

GRADUATE APPRENTICES			
S.No.	Discipline	No. of seats	Required Qualification as on 01.07.2023
1.	Civil	13 (SC=1, OBC-NCL=3, EWS=1 & UR=8)	Graduate or equivalent in relevant Engineering/Technology streams.
2.	Electrical	4 (OBC-NCL=1 & UR=3)	
3.	S&T	3 (UR=3)	
TOTAL		20	

TECHNICIAN (DIPLOMA) APPRENTICES			
S.No.	Discipline	No. of seats	Required Qualification as on 01.07.2023
1.	Civil	9 (SC=1, OBC-NCL=2 & UR=6)	Diploma or equivalent in relevant Engineering/Technology streams.
2.	Electrical	2 (UR=2)	
3.	S&T	2 (UR=2)	
TOTAL		13	

A: - GENERAL CONDITIONS:

Note: In case if seats in any trade /discipline are not filled/ remain vacant due to non-availability of eligible candidates, the same will be diverted to other trade/discipline.

1. Age Limit: The minimum age limit is 18 years and the maximum will be 30 Years as on 01.07.2023 (Relaxable by 05 years for SC/ST & 03 years for OBC-Non Creamy Layer).
2. Stipend:
 - i. Graduate Apprentices: **Rs 10,000/- Per Month**
 - ii. Technician (Diploma) Holders: **Rs 8,500/- Per Month**
3. Training duration: One Year
4. Reservation: Reservation of seats for SC/ST/OBC/EWS will be as per the provisions of the Apprenticeship Act, 1961 and its amendments thereafter.
5. Candidate/s should be eligible with respect to age criteria and educational qualification as on cut-off date. **Result awaited/ supplementary/back paper candidates need not apply. Candidates who have undergone apprentice training in IRCON or any other Organization need not apply.**

6. **Employment in IRCON: No extension of training and employment will be given after the completion of one-year training by IRCON.**
7. Candidates will have to make their own stay arrangements.
8. **The candidates who after the completion of their education have undergone training or job experience of one year or more shall not be considered eligible for apprenticeship training.**
9. The applicants should not have completed more than three years after passing of the qualifying examination as on 01.07.2023 i.e. candidates having passed the Minimum Educational Qualification in the year 2023, 2022, 2021 and on or after 01st July, 2020 are only eligible to apply.
10. Selection Criteria: **There will be no interviews.** The eligible candidates will be shortlisted on the basis of merit list formed on the basis of marks secured in Minimum Educational Qualification.
11. **All candidates mandatorily have to enroll/register themselves on Govt. website www.mhrdnats.gov.in as "Student" and possess the unique registration number generated by online system before online application for apprenticeship at IRCON.**
12. Candidates should mention percentage in the fields where percentage is required without rounding off. Percentage obtained in essential qualification as mentioned in consolidated mark sheet issued by University/Institution will be considered. However, in case consolidated mark sheet is not being issued by University/Institute, final percentage will be calculated by taking average of all semesters/years.
13. In case CGPA/OGPA/DGPA is mentioned in mark sheets, 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 document verification.
14. The shortlisted candidates will be informed through email and uploading of list on IRCON website.
15. The candidates shortlisted on the basis of the information provided in the Application Form shall have to produce all original testimonials/certificates at the time of verification. In case any information/claim made by the applicant in his/her application is found to be false, the candidature of such applicant shall be cancelled and he/she shall be liable for prosecution.
16. Also the candidates will have to produce a certificate of medical fitness before joining.

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 through online mode only.** Candidates may visit the 'HR & Career' section (& further 'Engagement of Apprentices as per Apprenticeship Act 1961' 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 apprenticeship 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** of the following documents which will be required to be uploaded during online application:
 - a) Date of Birth/ class X passing certificate as proof of DOB.
 - b) Caste certificate. (Certificate issued should be in prescribed format as per Government of India's guidelines).
 - c) Qualification Certificate and Final Mark sheets for calculation of percentage in qualifying degree/diploma.
 - d) NATS Registration proof.

C-: METHOD FOR SUBMISSION OF APPLICATION:

1. Candidates may visit the 'HR & Career' section (& further 'Engagement of Apprentices as per Apprenticeship Act 1961 section) of IRCON's corporate website www.ircon.org.
2. Click on 'Apply Online' link available against the advertisement for the said posts. A screen containing the active vacancies will be visible.
3. Candidates should ensure the following while filling up the online registration form: •Qualification, address, NATS registration No., Community details are complete.
4. After completing the above said details in application form and submitting the same, 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 received mail and a screen for uploading of documents will be opened.
After submission of application form and mail receipt you can also click on **Upload docs & Submit/Print Application** for document uploading.
5. Candidate has to enter the name of vacancy, application no and date of birth to proceed ahead, click on "**Upload documents**" section. 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. The other relevant documents related to age, qualification, etc. are to be uploaded in the PDF format of size of not more than 100 KB each.
6. After uploading click on "**upload the documents**" button, your documents will be uploaded. Further click on "**Return Back**" button to go back to the previous window.
7. Click on "**View and Final Submission button**" after selecting the name of vacancy, application number and date of birth for final submission of your application. After checking the details carefully, **click on the Final submission button** and your application will be submitted successfully. An e-mail regarding final submission of application will also be received in the candidate's e-mail account.
8. The candidates will have to take the printout of the finally submitted application form by clicking on the link received in the mail after the final submission of application form.
9. In case, the 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 the 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 will have to take a printout of their finally submitted application form generated in pdf format, duly sign it physically at the bottom right corner under declaration and send it to following address:

<u>Address for sending applications</u>	<u>Last Date for submission of Online application</u>	<u>Last date for receipt of Copy of online submitted application along with requisite enclosures at Corporate Office</u>
CGM/Fin & HRM IRCON INTERNATIONAL LIMITED, C- 4, District Centre, Saket, New Delhi-110017	15th August 2023	25th August 2023

The application forms should be sent with the self-attested photocopies of the following documents:

- a) Class X/ Matriculation Certificate (for age proof).
b) Certificate of Degree/Diploma and other qualifications as mentioned and as per eligibility conditions. Candidates who have been awarded CGPA/OGPA/DGPA in place of marks in degree, should submit a proof of conversion factor as applicable to percentage as prescribed by the University/Institute.
c) Community certificate (SC, ST, OBC & EWS etc.), if applicable. **Please note that candidates belonging to OBC category will have to submit their OBC (non-creamy layer) certificate issued in the current financial year i.e on or after 01st April 2023 in Central Government format to be produced by OBC's applying for appointment to posts under Govt. of India.**

- 12. Applicants will have to send their printout of applications and with requisite enclosures to reach us by 25-08-2023 as per address given in Para C-11.** The list of shortlisted candidates shall be displayed on the website and the call letters would be sent by an email only.
- 13. Applications should be sent in an envelope superscribed as "Application for Engagement of Apprentices as per Apprentices Act 1961 -Advt No. A01/2023.**
- 14.** It may be noted that your application 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 and 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 modifications/amendments shall be displayed on Ircon official web-site only at www.ircon.org under career@HR. Therefore, candidates are requested to keep checking the website for modifications/ amendments, if any.
- 17.** In case of any Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org.

IMPORTANT DATES:

<u>Start Date of Online Application</u>	<u>26-07-2023 (Wednesday)</u>
<u>Last Date of Online Application</u>	<u>15-08-2023 (Tuesday)</u>
<u>Last Date for receipt of print out of Application Form and Documents at IRCON Corporate Office, New Delhi</u>	<u>25-08-2023 (Friday)</u>