



IRCON INTERNATIONAL LIMITED

(A Public Sector Undertaking under the Ministry of Railways)

Navratna Company

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

CIN-L45203DL1976GOI008171

Web:www.ircon.org

Date:31.12.2024

Engagement of Apprentices as per Apprenticeship Act 1961
(Advt. No. A01/2024)

IRCON INTERNATIONAL LIMITED is a premier Navratna Company 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 ₹12,387 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 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.

Table -A

GRADUATE APPRENTICES			
S.No.	Discipline	No. of seats	Required Qualification as on 01.12.2024
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 01.12.2024
1.	Civil	7 (SC=1, OBC-NCL=1 & UR=5)	Diploma or equivalent in relevant Engineering/Technology streams.
2.	Electrical	2 (UR=2)	
3.	S&T	1 (UR=1)	
TOTAL		10	

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 01.12.2024 (Relaxable by 05 years for SC/ST & 03 years for OBC-Non-Creamy Layer).
2. Stipend:
 - i. Graduate Apprentices: ₹ 10,000/- Per Month
 - ii. Technician (Diploma) Holders: ₹ 8,500/- Per Month
3. Training duration: One Year
4. 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.**
5. **Employment in IRCON: No extension of training and employment will be given after the completion of one-year training by IRCON.**
6. Candidates will have to make their own stay arrangements.
7. **The candidates whoever 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.**
8. The applicants should not have completed more than three years after passing of the qualifying examination as on 01.12.2024 i.e. candidates having passed the Minimum Educational Qualification in the year 2024,2023,2022 and on or after 01.08.2021 are only eligible to apply.
9. 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.
10. **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.**
11. 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.
12. 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.
13. The shortlisted candidates will be informed through email and through uploading of list on IRCON website.
14. 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.

15. Also, the candidates will have to produce a certificate of medical fitness before joining.

B-: METHOD FOR SUBMISSION OF APPLICATION:

HOW TO APPLY

1. Before applying, candidates are advised to peruse the advertisement carefully and should ensure that they fulfil all the eligibility criteria.
2. Eligible and interested candidates are required to apply online from 31.12.2024 upto 15.01.2025 on IRCON's website: **www.ircon.org** → **Careers** → **HR & Career** → **Engagement of Apprentices under Apprentices Act, 1961**. No other mode of application including manual/paper shall be accepted / entertained.
3. Only one application per candidate for a particular post is allowed. The details in online Application Form can be edited / modified before final submission of online Form and details once finally submitted cannot be changed under any circumstances. Hence, candidates are strictly advised to ensure that they have filled in the correct particulars & details in online Application Form before final submission. It should be noted that false declaration shall render the candidate **INELIGIBLE** from this recruitment process.
4. Incomplete online Applications shall be summarily rejected.
5. Candidates must possess Valid E-Mail ID which should remain valid for at least one year.
6. Following five steps are involved in the application process:

STEP-I: Candidate Registration:

Candidate who has already created his/her account in IRCON'S portal need not to create his/ her account again. He/ She can simply login in the portal using his/her login credentials to fill the application form.

Candidate who has not registered in the portal has to create an account by using his/her own/personal Email ID and Mobile number and has to create his/her own password. After successful registration, Log-In Credentials will be sent to candidate on the registered email Id. Candidates are advised to remember User ID (Email ID) and password for future reference/use.

STEP-II: Filling Up Candidate's Details in the application form: Candidate has to login into the portal with the registered Email ID and the password generated by him/her. After Login, candidate will land on the Instructions Page. Candidates are advised to read instructions carefully before proceedings to next page. In the next pages candidate shall furnish all required details e.g. Post Selection, Personal Details, Education Details, Experience Details etc.

STEP-III: Uploading of Photograph, Signature and requisite documents/Certificates as applicable Candidates shall be required to upload following documents at the time applying online and are advised to keep the same handy:

Table -B

S.No	Particulars	Documents to be uploaded	Maximum Size of File/Type of File
1.	Date of Birth	10 th /Matriculation Certificate	2 MB in PDF
2.	Educational Qualification Proof	Mark sheets and Degree Certificates (Matric onwards upto highest level for each semesters/ year). Documentary proof/ certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ OGPA or letter grade.	2 MB in PDF
3.	For Caste/Tribe Certificate [for SC/ ST/ OBC (NCL)]	Caste Certificate in the prescribed format. OBC (Non Creamy Layer) category candidates are required to submit latest caste certificate from Competent Authority.	2 MB in PDF
4.	EWS Certificate	EWS category candidates are required to submit latest category certificate from Competent Authority.	2 MB in PDF
5.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with attested photograph.	2 MB in PDF
6.	Photograph	Latest Passport size Photo.	2 MB in jpg or jpeg
7.	Signature	Photograph of Signature in digital format.	2 MB in jpg or jpeg

The candidate shall be solely responsible for the information provided in his/her online application form. If any mismatch / deviation found, the application will be summarily rejected.

STEP-IV: Preview and Submission of Application

This is the final submission process and after that candidate cannot change the details once furnished. Therefore, candidates are advised to furnish the details in the portal carefully and check the same before final submission.

IRCON will not be responsible for any loss of email sent, due to invalid/wrong mail provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/IRCON's website in time.

7. 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:

Table-C

<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>
JGM /HRM IRCON INTERNATIONAL LIMITED, C- 4, District Centre, Saket, New Delhi-110017	15.01.2025	25.01.2025

The hard copy of 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 in Central Government format to be produced by OBC's applying for appointment to posts under Govt. of India.**
7. The list of shortlisted candidates shall be displayed on the website and the call letters would be sent by an email only.
8. Applications should be sent in an envelope superscribed as **"Application for the Engagement of Apprentices as per Apprentices Act 1961 –Advt No. A01/2024).**
9. The candidature shall only be considered if printed copy of online submit application along with clear self-attested copy of all the uploaded documents are received with stipulated date as mention in **Table-C**.
10. **Once applied, the applicants are advised to keep checking the web site as well** as their registered e-mail regularly for any updates.
11. All modifications/amendments shall be displayed on Ircon official web-site only at www.ircon.org under HR & Career. Therefore, candidates are requested to keep checking the website for modifications/ amendments, if any.
12. In case of any Doubt/ Query/ Clarification, please mail us at recruitment@ircon.org.

Table-D

IMPORTANT DATES:

<i>Start Date of Online Application</i>	31.12.2024
<i>Last Date of Online Application</i>	15.01.2025
<i>Last Date for receipt of print out of Application Form and Documents at IRCON Corporate Office, New Delhi</i>	25.01.2025