



Advt. No – 10/2025

Recruitment for various posts in Legal 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 posts in Legal 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**	Nature of Experience
Manager/ Legal (E-3) <u>Scale of Pay –</u> Rs. 60000– 180000/- + allowances + PRP (IDA) <u>Total Posts:</u> 01 UR	Full Time LLB with not less than 60% marks from recognized Institute/ University Or LLB (5 years integrated full time degree) with not less than 60% marks from recognized Institute/ University	37 years	<p>➤ If working in PSU/Central Govt./State Govt./Railways: Total Experience- 5 years and Presently working in scale of Rs. 60000–180000 (IDA) / Level 9 (CDA) or working for 2 years in scale of Rs. 50000-160000 (IDA) / Level 7 (CDA)</p> <p>➤ If working in Public Sector Bank/Other Government organization where CDA/IDA pay scale is not followed: Total Experience: 5 Years and CTC: Presently drawing CTC of not less than 16 Lacs per annum supported by Form 16/Earning Card/Salary Slip/Appraisal letter or any other suitable document.</p> <p>➤ If working in Private Sector Organization or on consolidated pay in PSU/Govt. Organization: Total Experience- 5 years</p>	Candidate Worked/ Working as law officer/ Legal Executive, with exposure in Construction / Infrastructure related matters. The applicant must have dealt with litigation, Arbitration matter before NCLT & MSEFC and have experience in drafting / finalizing & vetting different types of documents like pleadings, agreement, bond, undertaking affidavits and other similar work . Apart from the aforesaid, experience in handling service matters shall be given an added advantage. The Candidate must have experience in Risk Assessment and analysis in Tender Documents. Computer proficiency would be an added advantage.

Deputy Manager/ Legal (E-2) Scale of Pay – Rs. 50000– 160000/- + allowances + PRP (IDA) Total Posts: 02 UR	Full Time LLB with not less than 60% marks from recognized Institute/ University Or LLB (5 years integrated full time degree) with not less than 60% marks from recognized Institute/ University	33 years	<p>➤ If working in PSU/Central Govt./State Govt./Railways:</p> <p>Total Experience- 2 years and Presently working in scale of Rs. 50000–160000 (IDA) / Level 7 (CDA) or working for 2 years in scale of Rs. 40000-140000 (IDA) / Level 6 (CDA)</p> <p>➤ If working in Public Sector Bank/Other Government organization where CDA/IDA pay scale is not followed:</p> <p>Total Experience: 2 Years and CTC: Presently drawing CTC of not less than 12 Lacs per annum supported by Form 16/Earning Card/Salary Slip/Appraisal letter or any other suitable document.</p> <p>➤ If working in Private Sector Organization:</p> <p>Total Experience- 2 years</p>	Candidate Worked / Working as law officer / Legal Executive, with exposure in Construction / Infrastructure related matters. The applicant must have dealt with litigation, Arbitration matter before NCLT & MSEFC and have experience in drafting / finalizing & vetting different types of documents like pleadings, agreement, bond, undertaking affidavits etc. Apart from the aforesaid, experience in handling service matters shall be given an added advantage. Computer proficiency would be and added advantage.
Assistant Manager/ Legal Scale of Pay – Rs. 40000– 140000/- + allowances + PRP (IDA) Total Posts: 01 UR	Full Time LLB with not less than 60% marks from recognized Institute/ University Or LLB (5 years integrated full time degree) with not less than 60% marks from recognized Institute/ University	30 years		Preferably having experience as law officer / Legal Executive with exposure in Construction / Infrastructure related matters. The candidate having experience in litigation, Arbitration matter before NCLT & MSEFC and have experience in drafting / finalizing & vetting different types of documents like pleadings, agreement, bond, undertaking affidavits etc., would be preferred. Computer proficiency would be and added advantage.

***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. 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 Exam and/or Interview.

Surety Bond: Selected candidates 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 on regular basis 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. Only currently working candidates as on cutoff date will be considered for the post of Manager & Deputy Manager, if they possess essential qualification and post qualification experience as mentioned above.
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/PwD/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 LLB 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.

B -: INSTRUCTIONS FOR APPLYING: -

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 **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 qualifications issued by recognized Board/Institute/University.
 - iii. Experience certificates for previous organization and current organization clearly indicating the length and line of experience and pay scale as per eligibility conditions. Candidates claiming the experience of private organization, must submit the relevant experience certificate in the company's letter head, duly signed by the concerned authority (HR officer or respective HoD).
 - iv. 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/PwD certificate (for age relaxation), if applicable.
 - vi. Proof of Pay scale/CTC as applicable in the eligibility criteria. Also, the applicants working in Private sector or on Consolidated pay basis in Govt./ PSUs are required to submit the Form-16 for their current and previous employment.
 - vii. Valid ID proof (PAN/Driving License/Voter id card/Aadhar).
 - viii. Applicants who have passed LLB examination from a recognized institution in the year 2010 and onwards and claiming experience of Litigation/ Court Practice, then they need to submit their Certificate of Practice as per the norms of Bar Council of India.
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 <Post Name> vide Advt. No. 10/2025.**
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.	10.05.2025
Last Date of receipt of applications along with all requisite documents in Ircon's Corporate Office, New Delhi	30.05.2025

**IRCON INTERNATIONAL LIMITED**

(Application form for various posts in Legal discipline **on regular basis vide Advt.No. 10/2025**)

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.

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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.

Candidate

Declaration

Signature of the

(Name of candidate)

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: