

VACANCY CIRCULAR

Subject: Filling up 1 (one) position as Assistant Manager in each discipline (Finance & Accounts, Technical & Contract and Admin & HR) in E-2 grade under IDA pay scale in IICC on deputation/contract basis.

India International Convention & Expo Centre (IICC) proposes to fill up three (03) posts under designation Assistant Manager in disciplines of (Finance & Accounts, Technical & Contract and Admin & HR) under E-2 grade under IDA pay scale on deputation/ contract basis for a period of 01 year which is extendable upto 3 years Or as per extant guidelines of DoP&T. The eligibility criteria required for the posts are as under: -

Officers under the Central/State Government/Union Territories/recognized Research Institutions/Public Sector Undertakings/autonomous Organizations/Private (for contract basis): -

S. No.	Post/No. of vacancy/ Scale of Pay (IDA)	Qualification	Essential Post Qualification Experience*
1	Assistant Manager (Finance & Accounts) -E-2 Total Post- 01 (UR) Scale of pay- 50,000-1,60,000 (IDA)	Essential The candidate should be CA/ICWA or Full time MBA (Finance) with working knowledge of handling financial matters of large projects. Desirable: Candidate should be well versed in MS office and exposure to ERP.	<ul style="list-style-type: none">• 03 years of work experience in relevant field as an executive/officer in Govt. or PSUs or reputed/leading organisations.• Experience in project accounts, compilation of Annual Accounts, preparation of financial statements as per Ind AS, budgeting, MIS, compliance, Direct & Indirect Taxation, tender procedures, maintaining cash controls, payment to staff, purchasing, maintaining accounts payable, bank reconciliation, handling internal, statutory and government audit, bills receivables, managing computerized accounting system and office administration preferably in a company executing construction projects. He/she should also be familiar with Govt. rules and regulations as applicable to Central Public Sector Enterprises.

2	<p>Assistant manager & (Technical Contract) -E-2</p> <p>Total Post- 01 (UR)</p> <p>Scale of pay- 50,000-1,60,000 (IDA)</p>	<p>Post graduate Degree in Civil Engineering or equivalent from Government recognized/reputed University/Institute.</p>	<ul style="list-style-type: none"> • 02 years of experience in the field of PMC/ EPC/ Real Estate/ Infrastructure. • The candidate should have relevant experience in construction related activities i.e execution/ supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively, candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. Knowledge of CPWD conditions of contract and Specifications will be an added advantage.
3	<p>Assistant Manager (Admin & HR) -E-2</p> <p>Total Post- 01 (UR)</p> <p>Scale of pay- 50,000-1,60,000 (IDA)</p>	<p>Full time MBA/two years Post graduate Diploma in management/Post graduate degree from Government recognised University/Institute with specialisation in HRM/PM/IR as major subject with minimum 60% marks or equivalent Desirable</p>	<ul style="list-style-type: none"> • Minimum 3 years post qualification experience in HRM/ office management/ Administration. Functional capability should be inclusive of thorough knowledge of labour laws and service regulations, Disciplinary matters, application of HRM concepts. Liaison with Govt. Departments and Ministry for the compilation, circulation and dissemination of required information. Experience in managing admin functions in a Govt/ PSU/ Private organization of repute. • Working knowledge in following: - <ul style="list-style-type: none"> a. Labour laws and industrial relations.

		Degree in Law	b. Modern HR management practices c. MS Office software
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*** Essential Post Qualification Experience**

For Deputation:

Holding analogous posts on regular basis or 03 years of regular service in post in the Pay Level-8 of 7th CPC or E2 pay grade or 05 years of regular service in post in the Pay Level-7 of 7th CPC or E1 pay grade.

For Assistant Manager (Technical & Contract): Holding analogous posts on regular basis or 02 years of regular service in post in the Pay Level-8 of 7th CPC or E2 pay grade or 04 years of regular service in post in the Pay Level-7 of 7th CPC or E1 pay grade.

For Contract:

Officers from regulatory bodies, statutory bodies, Public Sector Undertakings and other government institutions with a minimum of three years of relevant experience in the officer cadre or Junior management grade.

Mode of Application:

1. Applications are to be sent through respective Administrative officer indicating No Objection, Vigilance/DAR clearance & Vigilance/D&AR records indicating details of penalties if any, imposed upon the applicant during his service and ACRs/APARs for the past 03 years with specific mention of the grading in the APARs (OS, VG, Good, Fair, Poor) (on deputation). The applicants are also required to send their CV in the prescribed format (Annexure II).

2. Print-out of the filled Application, along with photocopy of following documents are to be provided:

- a) Educational/Professional Certificates (from Xth onwards in chronological order)
- b) Experience Certificates (including Appointment & Relieving letters of all previous employers)
- c) Caste Certificate (in case of SC/ST and OBC)
- d) Certificate of Ex- Servicemen (in case)
- e) Copy of latest salary certificate, etc.

3. The forwarded application along with other required documents must reach us at the below mentioned address within 45 days from the date of issue of vacancy notice:

“Application for the post of _____”

**The Managing Director,
IICC Ltd,
08th Floor, Tower-1, Jeevan Bharti Building, 124,
Connaught Place, New Delhi-110001**

Mode of Selection:

- Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and may be called for Personal interview. The selection process would judge different facets of Knowledge, skill, experience, aptitude and Physical ability.
- IICC reserves the right to conduct a written examination in case the number of applications received from eligible candidates is high. The details of written examination, if any, shall be communicated to the candidates in advance and candidates have to make their own arrangements. Interviews of shortlisted candidates will be at New Delhi only. Candidates will have to make their own arrangements for travel and stay. Decision of IICC will be final in this regard.

Note:

1. Deputationists shall not be eligible for consideration for appointment by promotion.
2. Pay on deputation shall be governed by DPE guidelines.
3. Dearness Allowance: Dearness Allowance (DA) rates in respect of IICC pay Scales w.e.f. July 2023 is 39.20%. The revision of DA is done on a quarterly basis.

General Conditions:

1. Nationality: Candidate must be a Citizen of India.
2. Age: Not more than 40 years of age as on the date of advertisement. (Age will be relaxed for SC/ ST/ OBC/ PWD categories and ex-servicemen as per Government rules).
3. Mere fulfilling the terms and conditions, requirement/qualifications will not vest any right on the candidates to be called for Interview.
4. All qualifications should be recognized by UGC/AICTE/AIU(GoI).

5. Additional weightage may be given to candidates having additional relevant qualifications.
6. Applications sent other than the prescribed method may be rejected.
7. Appointment shall be subject to Service and Conduct Rules of the Company as may be framed from time to time.
8. The Company has the right to reject any application/candidature without assigning any reason and the decision of the Company shall be final.
9. Canvassing in any form will be a disqualification.
10. Any changes/modifications in the advertisement will be placed on the Company's website only. Candidates applying for the post are advised to visit the websites regularly.
11. Communication shall be sent at the Present Address/email mentioned by the Candidate in the application form.
12. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material facts, his/her candidature will stand cancelled. If any of the shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated.
13. In case of suitable deserving cases, Company reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
14. Print-out of the filled Application, along with photocopy of following documents:
 - a. Educational/Professional Certificates (right from Class Xth to the latest)
 - b. Experience Certificates (including Appointment & Relieving letters of all previous employers)
 - c. Caste Certificate (in case of SC/ST and OBC)
 - d. Certificate of Ex- Servicemen (in case)
 - e. Copy of latest salary certificate, etc.

15. The Management reserves the right to create a panel of shortlisted candidates which will be valid for one year, unless decided otherwise by the appointing authority.
16. The Qualifying Requirement/Experience & Age limit shall be reckoned as on the last date for online submission of application i.e., **1st December, 2023**.
17. All original documents such as Degree Certificate, proof of Date of Birth, Caste/PH Certificate, Experience Certificates etc., will be checked at the time of interview. Non-production of original documents will debar the candidate from appearing for the interview and in that case no Travel Fare will be reimbursed to such candidates.
18. Candidature of a candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or not in conformity with the eligible criteria mentioned in the advertisement.
19. Mere possession of the requisite qualification and experience will not confer any right to be called for interview. However, the Management reserves the right to relax qualifications/ experience/ age in the case of exceptionally experienced and qualified candidates.
20. The Management reserves the right to Increase or decrease the number of posts or consider for lower posts/grades to meet the organizational requirement.
21. 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 document verification. However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of document verification that they will not claim any service transfer benefits / protection of pay in case of their selection. However, they have to produce the proper relieving order from their organization, in the event of their selection, at the time of reporting for joining.
22. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Delhi.