

WAPCOS LIMITED
(A Government of India Undertaking)
(76-C, Sector-18, Institutional Area, Gurugram, Haryana)

No. WAP/5/855/2025

Date: 07/08/2025

WAPCOS Limited intends to fill 02 posts of Junior Assistant (P&A) and 02 posts of Junior Assistant (Finance) on a regular basis for project assignments. The requisite qualifications, age and pay scale for the posts are as under:-

Name of the Post and pay Scale	No. of post	Maximum Age (As on 01.08.2025)	Qualification
Jr. Assistant (P&A) Rs.19,000-66,000 (Revised IDA)	02	25 years	• Graduate or equivalent from a recognised university. Computer knowledge of DOEACC 'O' Level
Jr. Assistant (Finance) Rs.19,000-66,000 (Revised IDA)	02	25 years	• B.Com from a recognised university and computer knowledge of DOEACC 'O' Level

- Incumbents will be entitled for EPF as per rules of the Company.
- Applicants are required to submit an application fee of ₹1000/- (for General and OBC candidates) through online payment only (RTGS, NEFT, IMPS, UPI, or Internet Banking), in favour of WAPCOS Limited. The payment should be made to Account No. 193502000000028, Indian Overseas Bank, Sector-18, NHB 1935 Branch, Gurugram, Haryana (IFSC Code: IOBA0001935).

(Candidates must ensure to attach a copy of the online payment receipt along with the application form; failing which, the application shall be summarily rejected.) Any other mode of payment will not be accepted.

- SC/ST/PwBD/ESM is exempted from payment of fee as per Rules.
- Age relaxation for SC/ST/OBC/PwBD and Ex-service men candidate shall be as per Government rules. Age relaxation for Internal Candidates, if any shall be dealt as per Company Rules.
- The upper Age Limit is 25 years as on 01.08.2025 for the post of Jr. Assistant (P&A) and Jr. Assistant (Finance). However, the relaxation in upper age limit as applicable is detailed in Table below:-

Category	Applicable age relaxation (in years)
SC/ST	5
OBC(NCL)	3
PwBD belonging to GENERAL/EWS	10
PwBD belonging to OBC(NCL)	13
PwBD belonging to SC/ST	15
Ex-Servicemen	As per GOI Rules

- a) Candidates belonging to SC/ST/OBC (NCL) category should produce their caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim for age relaxation.
- b) Candidates belonging to ESM should produce discharged book and PPO.
- Those who are working in Govt. Departments/PSU/Autonomous Bodies are required to apply through proper channel or produce no objection certificate at the time of applying for the post.
 - **Management reserves the rights to fix the criteria to restrict the number of candidates to be called for Written Test/Skill Test.**
 - The number of post may vary as per requirements of Company.
 - No residential accommodation shall be provided. However, HRA will be provided as per Company Rules.
 - Before submission of application, the candidate must ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement. Applicants must ensure to fill up the CV Format clearly and attach supporting document, failing which company has the right to reject the application.
 - CVs should be in the prescribed proforma **along with self-attested photocopies of documents in support of Date of Birth, Qualification, Experience (if any), Online Payment Slip and Proof of Category etc.**
 - SC/ST/PwBD/ESM candidates coming from outstation for appearing in the Written Test/Skill Test shall be paid rail/bus fare by the shortest route as per rules/sleeper class on production of tickets/proof.
 - **The post of Jr. Assistant (P&A) & Jr. Assistant (Finance) is for projects assignments and the candidate selected shall be liable to be posted anywhere in India and abroad.**
 - Mere possessing the Essential Qualification will not entitle any candidate a right to be considered eligible for the post. The final list of candidates called for Written Test /Skill Test shall be based on the short listing of candidates by a duly constituted screening committee. Only short-listed candidates will be communicated and no interim correspondence will be entertained.
 - Applicant should have valid Indian Passport at the time of joining.
 - Since applications are to be submitted through email only, candidates are advised to send their applications well in time to the designated email ID. The Company will not be held responsible for any delay, delivery failure, or technical issues in email transmission.
 - Any dispute with regard to recruitment against this advertisement will be subject to jurisdiction of Delhi High Court only.
 - Interested candidates may submit their application in the prescribed format along with all supporting documents (**Proof of Date of Birth, Qualification, Experience (if any), Online Payment Slip and Proof of Category etc.**) to the email ID: wappersonnel@gmail.com. No application will be accepted in hard copy. **The subject line of the email should clearly mention the name of the post applied for and Advertisement No. Applications received after the due date will not be considered and shall be summarily rejected.** The last date for submission of applications is within 21 days from the date of advertisement, i.e., up to 27/08/2025.