



आईआरईएल (इंडिया) लिमिटेड

IREL (India) Limited

भारत सरकार का उपक्रम- परमाणु ऊर्जा विभाग

(A Govt. of India Undertaking – Dept. of Atomic Energy)

प्लॉट नं.1207, वीर सावरकर मार्ग, सिद्धिविनायक मंदिर के पास, प्रभादेवी, मुंबई-400028

Plot No.1207, Veer Savarkar Marg, Near Siddhivinayak Temple,

Prabhadevi, Mumbai- 400028

CIN: U15100MH1950GOI008187

**Advt.No.CO/HRM/24/2024**

**DETAILED ADVERTISEMENT**  
**FOR APPOINTMENT OF EXECUTIVES AND NON-UNIONIZED SUPERVISORS ON**  
**REGULAR BASIS FOR RETTP, BHOPAL**

IREL (India) Limited is a Mini Ratna Category-I Central Public Sector Undertaking, under the Administrative Control of Department of Atomic Energy, having its Corporate Office at Mumbai and is operating its Atomic Mineral Mining and Mineral Separation Plants at Chavara (Kerala), Manavalakurichi (Tamil Nadu) & Orissa Sands Complex (OSCOM) (Odisha) to produce Ilmenite, Rutile, Zircon, Sillimanite, Garnet etc. IREL (India) Limited has also set up a Rare Earths Extraction Plant (REEP) at Odisha having capacity to produce about 11,000 ton Rare Earth Concentrate and a High Pure Rare Earths (HPRE) plant at RED, Aluva to produce individual Rare Earth Oxide/Carbonates. IREL (India) Limited has also setup a joint venture with the Industrial Development Corporation of Odisha Limited for setting up a new Atomic Mineral mining and mineral separation plant in Ganjam District in Odisha. Besides, company's upcoming prestigious projects include Rare Earth and Titanium Theme Park at Bhopal, Madhya Pradesh.

In order to support future growth and manage transformation challenges, IREL invites applications from qualified, talented, experienced, energetic and dynamic Indian Nationals for the following posts (Regular) for its various Projects/Units/Offices through online mode.

Opening date and time for online registration and submission of application	22/01/2024 (14:00 HRS)
Closing date and time for online submission of application	13/02/2024 (14:00 HRS)

## 1.0 DETAILS OF VACANCIES/POSTS

Name of the Post	No. of Posts / Reserved for	Scale of Pay (IDA)/ Grade/ Annual approx. CTC (in Rs.)	Prescribed Minimum Qualification	Minimum relevant Post Qualification Experience (in years)	Upper Age Limit (in years)
Assistant Manager (Admin)	1 OBC (NCL)	40000-140000/ E-1/ 11.9 Lakhs	Post Graduate Degree (MBA/MSW)/Post Graduate Diploma with specialization in Human Resources Management/ Personnel Management/ Industrial Relations/ Organizational Development/ Human Resource Development / Labour welfare or its equivalent.  <b>Desirable:</b> Degree in law.	02	28

### Job Description:

The incumbent will be required to

- The incumbent is required to handle all Admin functions including compliance of statutory requirements
- General Administration including security, housekeeping, general maintenance etc.
- Effectively coordinate various activities pertaining to stake-holders viz local administration, local associations, etc.
- All coordination activities required towards forwarding of various reports to Corporate Office.

Name of the Post	No. of Posts / Reserved for	Scale of Pay (IDA)/ Grade/ Annual approx. CTC (in Rs.)	Prescribed Minimum Qualification	Minimum relevant Post Qualification Experience (in years)	Upper Age Limit (in years)
Supervisor (Finance)	1 UR	26500-72000/ S-2 Grade Rs 7.9 Lakhs	Graduate or Post-Graduate in Commerce.	06	33

### Job Description:

- Maintenance of all records with respect to procurements, payment to contractors/ suppliers etc.
- Processing payments and maintenance of accounts.
- Will be required to work on various software used in finance and accounting function.
- Coordination with Corporate Office for all finance related matters.

\*CTC is shown based on the HRA applicable at X class city

# Performance Related Pay (PRP) is not included in the CTC shown

- (a) The courses mentioned above should be of full-time/regular nature and should be recognized by the State/Central Government/UGC/AICTE (wherever applicable).
- (b) All the above qualifying qualifications should be with "First Class" (60% marks in aggregate) in respect of UR/OBC (Non-Creamy Layer)/EWS candidates and with 55% marks in aggregate in respect of SC/ST candidates.
- (c) In case of any dispute arising about admissibility of any particular qualification, the decision of the Management of IREL shall be final and binding.
- (d) Suitable candidates for the above post must possess good communication and behavioral skills.
- (e) Knowledge of working in an automated environment and proficiency in office automation tools are essential.
- (f) **Management reserves the right to offer a lower position to any candidate based on their performance in interview and willingness of the candidate. However, candidates are allowed to apply only for one vacancy/grade.**

**Note:** It may be noted that w.r.t all the above posts, the areas/fields in which experience is sought for, includes but is not limited to those listed in the above tables.

## **2.0 SALARY AND ALLOWANCES:**

The Basic salary will be at the minimum of the scale, however, for deserving candidates higher starting pay will be considered as per the applicable norms at the discretion of the appointing authority.

Besides Basic Pay, Dearness Allowance, HRA/Company accommodation as applicable, perks and allowances, Periodical Increments, benefits such as leave encashment, medical facilities for self and dependents family members, loans and advances, PF, Gratuity, Performance Related Pay (PRP), Uniforms etc. will be available.

## **3.0 PLACE OF POSTING:**

The initial place of posting will be RETTP, Bhopal. However, the incumbents are liable to be posted/transferred to any of the Units / Offices / Establishments of the company.

## **4.0 AGE RELAXATION:**

### **a) Relaxation in age limit:**

- i. The candidate claiming reservation benefit shall be required to submit the requisite caste/ disability/ other relevant certificate issued by the competent authority.
- ii. Age relaxation for various categories shall be as under: -

<b>Category</b>	<b>Relaxation allowed (in years)</b>
UR/ EWS	Nil
OBC(NCL)	3
SC/ST	5
PwBD- UR/EWS	10

PwBD- OBC(NCL)	10+3	
PwBD- SC/ST	10+5	
Ex-servicemen and Commissioned Officers	Actual period of service rendered in defence services + 3 years	
Domicile of J&K during the period from 01.01.1980 to 31.12.1989	5 years	<b>This relaxation will not be over and above the relaxation provided in other categories.</b>
Departmental (Internal) candidates [for the post of Assistant Manager (Admin)]	10 years	

In any case, the upper age (including all relaxations) of the applicant should not exceed 56 years.

#### 5.0 RESERVATION:

Grade	UR	EWS	SC	ST	OBC (NCL)
E-1	0	0	0	0	1
S-2	1	0	0	0	0

#### 6.0 SUITABILITY OF POSTS FOR PwBD CANDIDATES:

Name of the posts	Physical requirements	Categories of the disabled suitable for jobs
Assistant Manager- Admin, Supervisor (Finance)	S, ST, BN, MF, RW, SE, HC	OA, OL, BL, HH

Abbreviations used:

S=Sitting, ST= Standing, BN=Bending, RW=Reading & Writing, MF=Manipulation with Fingers, SE=Seeing, C=Communication

OA=One Arm, OL=One Leg, BL=Both Leg, HH= Hearing Handicapped

The PwBD appointed will be adjusted against the vacancy of respective categories viz, UR/EWS/SC/ST/OBC(NCL).

#### 7.0 FORWARDING OF APPLICATIONS OF CANDIDATES FROM GOVT. AND PUBLIC SECTOR UNDERTAKING

- Persons employed in State/Central Government/Semi-Government/Autonomous Bodies/State and Central PSUs etc. are required to forward their applications along with all relevant documents through proper channel or produce 'No Objection Certificate' (NOC) from his present employer at the time of interview which must also state that he will be relieved in the event of his selection for appointment in IREL (India) Limited failing which he/she will not be allowed to attend interview.
- In the event of selection of candidates from Central Public Sector Enterprises (CPSEs) listed under DPE, service benefits can be transferred to IREL with the written consent and transfer of funds from the current employer, subject to relevant rules.
- Candidates other than from CPSEs, listed under DPE, will be eligible for consideration only on immediate absorption basis and will not be entitled for transfer of service benefits.
- In the event of selection, all such candidates will be allowed to join IREL only on production of proper relieving order from their previous employer.
- Departmental (internal) candidates are required to apply online and forward the hard copy of the application through proper channel.

## **8.0 MODE OF SELECTION:**

The mode of selection for eligible applicants for various posts in Executive Cadre would be through Interview/Psychometric test/group exercise or combinations thereof.

**Note:** The Company reserves the right to conduct written test or any other test in case of requirement.

## **9.0 PRE-EMPLOYMENT MEDICAL EXAMINATION:**

Before joining services, the selected candidates will have to undergo medical examination as directed by the company and the decision of the Competent Authority will be final and binding.

## **10.0 CHARACTER & ANTECEDENTS VERIFICATION:**

Appointment of selected candidates is further subject to verification of 'Character and Antecedents' and 'Special Verification' from the concerned authorities and experience verification etc. as per rules of the company.

## **11.0 WAIT-LIST OF SELECTED CANDIDATES:**

A reasonable waitlist will be prepared and the same will be valid for a period of one year. However, instructions issued by the Administrative Ministry in this regard from time to time would be followed.

## **12.0 APPLICATION FEE:**

Non-refundable Application Fee of ₹ 500/- (Rupees Five Hundred only) (inclusive of GST) is required to be paid online by the candidates at the time of submission of online Application Form. No other mode of payment of Application Fee would be accepted. Application Fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of Application Fee.

**Note:** SC/ST/PwBD/ESM category candidates, Women and Internal candidates are exempted from payment of Application Fee.

## **13.0 HOW TO APPLY:**

### **a. Sequence-wise actions to be followed by the candidates for filling-up of Online Applications are as under:**

- i. Visit IREL website Careers section and Click Apply Online button.
- ii. Read Important Instructions and Click on (√) 'I Agree' Button.
- iii. Register by filling up necessary details (*discipline opted, name, original category, applied category, PwD category, Mobile No. and e-mail ID and click on Submit Button*).
- iv. Check Application Sequence No., User ID & Password received on your e-mail and mobile number.
- v. Re-login to your account by entering user ID and password received through e-mail.
- vi. Fill-up application form and upload Photo, Signature and other relevant Documents.
- vii. Check Preview of the Application Form and make corrections, if any.
- viii. Press Submit Button.

- ix. Take print out of your application form for future reference.

**Note:** Do not send **hard copy** of filled application form to IREL.

**b. General Instructions for filling up of Application**

- i. The candidate shall apply through On-line mode only, as per the qualifications and eligibility criteria mentioned in the advertisement.
- ii. Before starting to fill-up, the online application, the candidate shall keep the following details/documents/information handy:
  - (a) E-Mail ID (valid at least for one year).
  - (b) Mobile No. (valid at least for one year).
  - (c) Personal, educational qualification and experience details.
  - (d) Scanned Copy of Recent Photograph in jpg/jpeg format (Size - 20kb-50kb).
  - (e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10 kb-20kb).
  - (f) Scanned Copies of documents (in pdf format), as follows:
    - ❖ Documentary proof of Date of Birth (Matriculation/10<sup>th</sup>/12<sup>th</sup>/HSC Certificate).
    - ❖ **Certificate and mark list of the qualifying qualification.**
    - ❖ Experience Certificates / documents in support of experience, if any.
    - ❖ PWD Certificate in case of Persons with Disability candidates in prescribed format.
    - ❖ Service Certificate in case of Ex-servicemen.

**14.0 GENERAL CONDITIONS AND INSTRUCTIONS:**

- a. Only Indian nationals need to apply. Mere submission of application will not entail right for being screened in or for appointment.
- b. The cut-off date for reckoning eligibility for educational qualifications, age and experience will be **13.02.2024 (closing date for submission of online application)**.
- c. A candidate can apply for one discipline only. Application of candidate applying for more than one discipline will be rejected. In case of multiple applications for the same discipline, the last application would be considered as final and all other applications made prior to the last-one, shall be treated as null and void.
- d. Candidates are advised to ensure while applying that they fulfil the eligibility criteria and other requirements mentioned in the advertisement and that the particulars furnished by them are correct in all respect. Their candidature at every stage is purely provisional. In case it is detected at any stage of recruitment process that the candidate does not fulfil the eligibility criteria and/or does not comply with other requirements of this advertisement and /or he/she has furnished any incorrect or false information or has suppressed any material fact, his/her candidature is liable to be rejected. If any of the above shortcomings is/are detected even after appointment his/her services will be terminated without any notice.
- e. Intimation regarding interview etc. will be sent through e-mail only.
- f. In order to regulate the number of candidates to be called for the test (if any) and/or interview, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria. Management reserves the right to offer a lower position to any candidate based on their performance in interview and willingness of the candidate, however not for the reason that the candidate possesses lower qualification or lesser years of experience than notified.
- g. Admission to written examination will be purely provisional. Candidature will be subject

to verification of details/documents at the time of interview or even at a later stage.

- h. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for interview. Only short-listed candidates will be called for interview. Based on the requirement, online test/interview through Video Conferencing will be considered. Modalities for mode of test / Interview (as the case may be) shall be intimated separately.
- i. Verification of original certificates will be done only at the time of interview. In case of online interviews, verification of original documents will be done subsequently prior to joining of selected candidates. The candidature of a candidate shall be cancelled at any point of time if the candidate is found not meeting the eligibility criteria.
- j. Candidates called for interview (in case of face-to-face interview) will be reimbursed to and fro III AC rail fare from the nearest Railway Station of the correspondence address provided by the candidate to the place of interview by the shortest route as per the Rules of the company, on production of tickets. Candidates travelling through other modes will be reimbursed the expenses limited to III AC rail fare.
- k. Depending on the requirements, the Company reserves the right to increase/curtail/cancel the number of posts without any further notice and without assigning any reasons thereof. IREL also reserves the right to cancel/restrict/modify/alter the advertisement/recruitment process and/or the selection process without issuing any further notice or assigning any reason whatsoever.
- l. All the above conditions of qualification, experience, age limit etc. are similarly applicable to the internal candidates of IREL.
- m. Eligible and interested candidates are advised to apply well before the last date. IREL management will not be responsible for any delay in submission of application caused due to the queries raised by the applicant and non-receipt of response thereof.
- n. Records of the candidates not selected shall not be preserved beyond 01 year from the date of interview or publication of next advertisement for the post(s), whichever is earlier.
- o. Appointment of selected candidates is subject to Medical fitness, verification of Character and Antecedents (C&A) from the concerned authorities, experience verification etc. as per the Rules of the company.
- p. Request for change of Mailing address/email ID/category/ posts and other information as declared will not be entertained.
- q. Any legal proceedings in respect of any dispute with regard to the recruitment against this advertisement can be instituted only in Mumbai. Only Courts/Forums/Tribunals at Mumbai shall have the sole and exclusive jurisdiction to try any such Case/Dispute.
- r. In case of any typographical errors or omissions/clarifications/ corrigendum/addendum in respect of the above advertisement shall be made available only on our official website <http://www.irel.co.in>. No further press notifications will be given. Hence, prospective applicants are advised to visit IREL website <http://www.irel.co.in> on regular basis for the above purpose.
- s. 'Incomplete application', in any respect shall be rejected and no further correspondence shall be entertained.
- t. All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the company's website. It is the responsibility of the candidate to download/print the Interview Call Letters.
- u. Company will not be responsible for any loss of email sent, due to invalid/wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year.

- v. In case of any problems faced by the candidates, they may send an email to company's email id: [hrmrect-ho@irel.co.in](mailto:hrmrect-ho@irel.co.in)
- w. Resolution of doubts: In case of doubts and interpretation, the decision of IREL shall be final and binding.
- x. In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, English version shall prevail.
- y. Any canvassing or attempt for canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.

'IREL is not responsible for printing errors if any'

X-X-X-X-X