



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 400 028

Employment Notification No: CO/HRM/01/2019-20
(Detailed Advertisement)

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 beach sand mining and mineral separation plants at Chavara (Kerala), Manavalakurichi (Tamilnadu) & Orissa Sands Complex (OSCOM) (Odisha) with installed capacity to produce 6,00,000 ton per annum (TPA) of Ilmenite and also associated minerals such as Rutile, Zircon, Sillimanite, Garnet etc. IREL (India) Limited has also set up a Rare Earths Extraction Plant (REEP) at Odisha to produce about 11,000 ton Rare Earth Chloride and associated products and High Pure Rare Earths (HPRE) plant at RED, Aluva to produce separated Rare Earth Oxide/Carbonates. IREL (India) Limited has also setup a joint venture with Odisha Industrial Development Corporation. Further details about the company are available in the website – <http://www.irel.co.in>.

2.0 In order to support the future growth and transformation challenges, the company invites applications from qualified, talented, experienced, energetic and dynamic Indian Nationals for the following positions (Regular and Fixed Tenure Basis) through Online Mode:

Opening date and time for online registration and submission of application	02.08.2019 (14:00 HRS)
Closing date and time for online submission of application	23.08.2019 (14:00 HRS)

REGULAR POSITIONS:

Name of the post	No. of Post	Scale of Pay (IDA) (Under Revision) / Grade/ Annual CTC (Approx)	Upper Age Limit as on 23.08.2019	Minimum Post Qualification Experience (In years) As on 23.08.2019
General Manager (Finance)	1 (Unreserved)	43200-66000 / E-7/ Rs. 20.47 Lakhs	55	20
Senior Officer (Security)	1 (Unreserved)	20600-46500 / E-2/ Rs. 9.5 Lakhs	35	---

FIXED TENURE POSITION FOR FIVE YEARS:

Name of the post	No. of Posts	Scale of Pay (IDA) (Under Revision) / Grade / Annual CTC (Approx)	Upper Age Limit as on 23.08.2019	Experience (In years) As on 23.08.2019
Deputy General Manager (HRM)	3	36600-62000 / E-6/ Rs.16.34 Lakhs **	53	For candidates from (i) Ex-Servicemen Category - minimum 15 years of experience including military service. Such Ex-Servicemen must be in the rank of Lieutenant Colonel and above in Indian Army / Commander and above in Indian Navy / Wing Commander and above in Indian Air Force OR equivalent to the above ranks in Paramilitary Forces. and (ii) For others - minimum 15 years of post-qualification executive experience.
Preference will be given to candidates from Ex-Servicemen Category.				

** The CTC may vary depending on the rate of HRA applicable to the place of posting.

Note: Reservation and concession to PWDs shall be admissible in accordance with government guidelines issued time to time, for the following identify post.

Name of the post	Type of disability	Legend
General Manager (Finance)	Suitable for OA, OL, OAOL	OA=one arm, OL=one leg, OAOL=one arm & one leg
Deputy General Manager (HRM)	Suitable for OA, OL, OAOL	OA=one arm, OL=one leg, OAOL=one arm & one leg

3.0 QUALIFYING REQUIREMENTS:

a) General Manager (Finance):

Qualification: CA / CMA

Experience: 20 years post qualification executive experience preferably in relevant areas as mentioned in the job requirement.

Job Requirement: The incumbent will be required to handle Accounts finalization in compliance with all statutory requirements, Treasury Management that includes investment of surplus funds, negotiation with Banks/Financial Institutions for fund based/non-fund-based facilities, Corporate Taxation, GST, Costing & Budgeting, Dealing with various Auditors, MIS, Forex Management etc.

Desirable: Specialized knowledge in Corporate Tax, Sales Tax etc. Project Evaluation (NPV & IRR analysis), Financial advice/concurrence etc. Computer Proficiency.

b) Deputy General Manager (HRM):

Qualification: Graduation in any discipline with Post Graduate Degree / Post Graduate Diploma (minimum 2 years) / MBA with specialization in Human Resource Management, Personnel Management, Industrial Relations or any equivalent course from a recognized University / Institutes approved with AICTE.

Post Graduate Diploma (1 Year duration and above) in the above areas will be considered for the candidates from Ex-Serviceman category.

Desirable: Degree in Law, Computer Proficiency.

Experience:

- (i) **Candidates from Ex-Servicemen Category** - Minimum 15 years of experience including military service. Such Ex-Servicemen must be in the rank of Lieutenant Colonel and above in Indian Army / Commander and

above in Indian Navy / Wing Commander and above in Indian Air Force **OR** equivalent to the above mentioned ranks in Paramilitary Forces.

and

- (ii) **For Other candidates** - Minimum 15 years of post-qualification executive experience preferably in relevant areas as mentioned in the job requirement.

Job Requirement: The incumbent is required to handle all HRM functions in the Units including Industrial Relations, Compliance of statutory requirement, Contract Labour Management, Formulation and Implementation of HR Policies, Human Resource Planning, Performance Management, Training & Development, Welfare, General Administration etc. Besides the above the incumbent shall also be responsible for the following

- (a) Co-own the agenda to develop a greater creative culture in the organisation.
- (b) Effectively Co-ordinate various activities pertaining to stakeholders viz., landowners, local villagers, local administration, local associations etc.
- (c) Deal with Security, CSR activities etc.
- (d) Coordinate and attend matters incidental to the visits by foreign nationals and expatriates, VIP Visits etc.

Note:

- (a) In case a course of study offers dual specialization in two functional areas i.e. in one major discipline (functional area) and one minor discipline, the applicant shall be considered only in the discipline (Functional area of study) of major specialization. However, in case where no such difference exist of major and minor specialization in dual specializations areas, applicant can be considered in either subject to documentary evidence. In this regard the Applicant needs to produce certificate by the competent authority showing Major and Minor area of specialization or equal weightage of both courses whichever is applicable.
- (b) All qualifications/degree must be from UGC recognized Indian University/deemed universities or AICTE approved courses from autonomous Indian Institutions/ concerned statutory council (wherever applicable).
- (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.

c) Senior Officer (Security):

Qualification: Should be a Graduate and not below the rank of a Lieutenant or equivalent working/retired from Indian Defence Services or should be a graduate and not below the rank of Asst. Commandant or equivalent in Para Military Services viz. CISF, CRPF, BSF etc.

Job Requirement: The incumbent is required to handle security function in the Units/ establishments of the company including the following:

- (a) To draw strategy and action plan for total security system and effective implementation.
- (b) To put in place intelligence gathering system.
- (c) To attend and assist in case of emergency including but not limited to fire, accident, sabotage including liaising with local police etc and suggest corrective measures.
- (d) To liaise with police authorities on regular basis and to facilitate officials in preparing and lodging FIR(s).
- (e) To monitor daily security and situation report along with compliance of security guidelines in place.

4.0 AGE RELAXATION:

Age relaxation is admissible for Ex-Servicemen as per Government Guidelines.

The maximum age of the candidate after all applicable age relaxation should not exceed 55 years for General Manager (Finance) and Deputy General Manager (HRM).

The maximum age of the candidate after all applicable age relaxation should not exceed 45 years for Senior Officer (Security).

5.0 OTHER ELIGIBILITY CONDITIONS OF CANDIDATES:

5.1 For the posts of General Manager (Finance), the candidates must fulfill the following conditions.

- (i) **From Govt/PSUs/Autonomous bodies:** Candidates from Govt/PSUs/Autonomous bodies should be working in the immediate below IDA pay scale or equivalent pay scale, for minimum last 2 years, as indicated in the table shown below:

Requisite immediate below pay scale for applying for the grade of E-7
36600-62000 (Pre -revised) [Industrial Dearness Allowance(IDA)]

- (ii) **From Private Sector:** The candidates working in private sector should indicate their total Cost to the Company (CTC) with supporting documents and they should have Annual CTC and Company's Annual Turnover as per the Table below: -

The candidates should be drawing Annual CTC of Rs.17.34 Lakhs for a minimum period of 2 years out of 2½ years during 24.02.2017 to 23.08.2019.
Average annual turnover of the company should not be less than 100 crores in two financial year (FY 16-17 & FY 17-18).

Candidates should indicate their organisation structure and their position in organisation hierarchy.

Note: If candidate fails to submit suitable documents as evidence of below pay scale or CTC such as pay slip or salary certificate or form - 16 and annual report of their company regarding company turnover at the time of verification prior to interview, to corroborate the particulars furnished in the application form, his/her candidature may be rejected. The decision of the management of in this regard shall be final and binding.

5.2 For the posts of Deputy General Manager (HRM), the candidates must fulfill the following conditions.

- (i) **From Govt/PSUs/Autonomous bodies:** Except for Ex-Servicemen Category, candidates from Govt/PSUs/Autonomous bodies should be working in the immediate below IDA pay scale or equivalent pay scale, for minimum last 2 years, as indicated in the table shown below:

Requisite immediate below pay scale for applying for the grade of E-6
32900-58000 (Pre-revised) [Industrial Dearness Allowance(IDA)]

- (ii) **From Private Sector:** The candidates, except for Ex-Servicemen Category, working in private sector should indicate their total Cost to the Company (CTC) with supporting documents and they should have Annual CTC and Company's Annual Turnover as per the Table below: -

The candidates should be drawing Annual CTC of Rs.15 Lakhs for a minimum period of 2 years out of 2½ years during 24.02.2017 to 23.08.2019.
Average annual turnover of the company should not be less than 100 crores in two financial year (FY 16-17 & FY 17-18).

Candidates should indicate their organisation structure and their position in organisation hierarchy.

Note: If candidate fails to submit suitable documents as evidence of below pay scale or CTC such as pay slip or salary certificate or form - 16 and annual report of their company regarding company turnover at the time of verification prior to interview, to corroborate the particulars furnished in the application form, his/her candidature may be rejected. The decision of the management of in this regard shall be final and binding.

- (iii) **For Candidates in Ex-Servicemen Category:** The candidates must be in the rank of Lieutenant Colonel and above in Indian Army / Commander and above in Indian Navy / Wing Commander and above in Indian Air Force **OR** equivalent to the above mentioned ranks in Paramilitary Forces.

6.0 SELECTION PROCEDURE:

The selection procedure shall comprise of the following:

Name of the Post	Selection Procedure
General Manager (Finance)	Based on the shortlisting and Interview
Dy. General Manager (HRM)	
Senior Officer (Security)	

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

Pre-Employment Medical Examination: Before joining services, the selected candidates will have to undergo medical examination arranged by the company Medical Officers and the decision of the Medical Officer will be final and binding.

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

6.1 WAIT LIST OF SELECTED CANDIDATES

Reasonable wait list will be prepared and the same will be valid for a period of one year or after notifying any such recruitment whichever is earlier.

7.0 SALARY & ALLOWANCES

Besides Basic pay, candidates will be paid Industrial Dearness Allowance (IDA), HRA/company accommodation as applicable, perks and allowances, periodical increment and other benefits such as leave encashment, medical facilities for self and dependant family members, contributory PF, gratuity, Superannuation Pension, PRP and uniform etc., as per the applicable rules of the company.

Note: The pay scales along with salary and allowances for the posts advertised are under revision based on the recommendations of the 3rd Pay Revision Committee and as approved by the Department of Public Enterprises, Government of India.

8.0 PLACE OF POSTING: The successful candidate will be posted as mentioned below:

Name of the Post	Posting
General Manager (Finance)	Corporate Office, Mumbai
Deputy General Manager (HRM)	At any of the Units
Sr. Officer (Security)	At RED Unit

Note: The above postings are transferrable to any of the Units or establishments of the company.

9.0 FORWARDING OF APPLICATIONS OF CANDIDATES FROM GOVT. AND PUBLIC SECTOR UNDERTAKING AFTER SUBMITTING APPLICATION

- (a) Applications along with all documents of candidates working in State Government/Central Government /Semi-Government/Autonomous Bodies/State and Central PSUs etc. are to be sent through proper channel or produce NOC at the time of interview.
- (b) In the event of selection, such candidates will be entitled for benefits of carry forward of past service provided his / her employer agree for the same.
- (c) In case the applications are not received through proper channel or the candidate is not in a position to produce “No Objection Certificate” (NOC) at the time of interview, then he/she may be allowed to attend the interview subject to furnishing an undertaking/declaration to the effect that they shall forego the benefits of carry forward of past service from his/her previous employer to IREL.
- (d) In case the selected candidate is in a position to submit a consent letter / NOC from his previous employer with respect to transfer of service benefits, even afterwards, he/she will be entitled for the same on joining IREL.
- (e) 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.

10.0 APPLICATION FEE – NIL.

11.0 HOW TO APPLY

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

- (a) Visit IREL website Careers section and Click Apply Online button.
- (b) Read Important Instructions and Click on (√) 'I Agree' Button.
- (c) 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*).
- (d) Check Application Sequence No., User ID & Password received on your e-mail and mobile number.
- (e) Re-login to your account by entering user ID and password received through e-mail.
- (f) Fill-up application form and upload Photo, Signature and relevant Documents.
- (g) Check Preview of the Application Form and make corrections, if any.
- (h) Press Submit Button.
- (i) Take print out of your application form for future reference.

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

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, keep ready with you the following details/documents/information:
 - (a) E-Mail ID (valid at least for one year).
 - (b) Mobile No. (valid at least for one year).
 - (c) Personal and Educational qualification details.
 - (d) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (20 kb-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/10th/12th/HSC Certificate).
 - ❖ Final/Provisional Degree/Certificate for Graduation, Post-Graduation, CA/CMA etc., as applicable.
 - ❖ Experience Certificates / documents in support of experience.
 - ❖ PWD Certificate in case of Persons with Disability candidates in prescribed format.
 - ❖ Service Certificate in case of Ex-servicemen.

12.0 GENERAL CONDITIONS AND INSTRUCTIONS

- (a) Only Indian nationals need to apply. Mere submission of application will not entail right for claiming Appointment.
- (b) The cut-off date for computing Age, experience & Annual CTC is **23.08.2019(closing date of application)**.
- (c) Persons who have retired from the Govt./PSUs including Indian Rare Earths Ltd. under the Voluntary Retirement Scheme (VRS) will not be eligible to apply.
- (d) The candidates are advised to ensure while applying that they fulfill the eligibility criteria and other requirements mentioned and that the particulars furnished by them are correct in all respect. Their candidature at all stage is purely provisional. In case it is detected at any stage of recruitment process that the candidate does not fulfill 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 / or are detected even after appointment his/her services will be terminated without any notice.

- (e) In order to regulate the number of candidates to be called for the test and/or interview, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria, OR to relax the minimum eligibility standards/criteria including age limit in otherwise suitable candidates depending upon the response to the advertised posts. Management reserves the right to offer a lower position to any candidate based on their performance in interview and willingness of the candidate.
- (f) 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 Test and/or Interview. Verification of original certificates with regard to age, qualification, work experience, scale, CTC, annual turnover, category/disability (as applicable) and other documents as asked for will be done only at the time of interview. The candidature of a candidate shall be cancelled at any point of time if the candidate is found not meeting the eligibility criteria.
- (g) Candidates called for interview will be reimbursed to and fro train fare from the nearest Railway Station from the shortest route as per the rules of the company.
- (h) Depending on the requirements, the Company reserves the right to cancel/curtail the number of posts without any further notice and without assigning any reasons thereof. IREL also reserve 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.
- (i) All the above conditions of qualification, experience, age limit etc. are also applicable to the internal candidates of IREL.
- (j) Eligible and interested candidates are advised to apply well in advance so as to avoid last minute errors in application. 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.
- (k) 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.
- (l) Appointment of selected candidates is subject to Medical fitness, verification of Character and Antecedents (C&A) from the concerned authorities, Experience verification as per the rules of the company.
- (m) Request for change of Mailing address/email ID/category/ posts and other information as declared will not be entertained.

- (n) Any legal proceedings in respect of any dispute with regard to the recruitment against this advertisement can be instituted only in Mumbai. Courts/Forums/Tribunals at Mumbai only shall have the sole and exclusive jurisdiction to try any such Case/Dispute.
- (o) Any further information / 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 advertisement will be given. Hence, prospective applicants are advised to visit IREL website <http://www.irel.co.in> regularly for above purpose.
- (p) Incomplete On-line application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.
- (q) No modifications are allowed after candidate submits the online application form. If any discrepancies are found between the data filled by the candidate online and the original testimonies, his candidature is liable to be rejected.
- (r) 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 Admit Card/Interview Letters. 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.
- (s) In case of any problems faced by the candidates, they may send email to company's email id: hmrrect-ho@irel.co.in.
- (t) In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, the English version shall be final.
- (u) Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.

'IREL is not responsible for printing errors if any'