

IREL (India) Limited
(A Govt. of India Undertaking)
Rare Earths Division, Udyogamandal, Kochi, Kerala-683501
Tel. No.:- (0484) 2545064- Ext.- 204/243, 9645611176

Advt. No.IRE/RED/HRM/RMP/2022

1. IREL (India) Limited (Formerly Indian Rare Earths Limited), a Mini Ratna Company under the Administrative Control of the Department of Atomic Energy with registered office at Plot No. 1207, Near Siddhi Vinayak Temple, Prabhadevi, Mumbai, engaged in the business of mining and processing of Beach Sand Minerals, invites applications for engagement as Paramedical professional on Fixed Term Basis, at our Rare Earths Division, Udyogamandal, Kochi-683501, Kerala.
2. Candidates shall be shortlisted based on the Online Interview to be held as per the date and time mentioned against the position indicated in the table at para-3 below, with IREL (India) Limited, R E Division, Udyogamandal, Kochi-683501, Kerala.
3. The details of the position, qualifications, experience, maximum age, Consolidated emoluments and date and time of Online Interview are given in the following table:

Sl. No.	Name of the position	Nos.	Qualification & Experience	Max. Age Limit	Consolidated emoluments Per month	Date of Online Interview
1.	First Aider (on Fixed Term basis)	03	Male candidate with minimum SSLC Pass and possessing a valid Diploma/ Certificate in First Aid and should have retired as First Aider/ Nursing Assistant from Central/ State PSUs or Central/ State Govt.	65 yrs	Rs.23,700/-*	15.10.2022

(* including statutory deductions)

(Note: Persons in respect of whom disciplinary proceedings are going on after retirement need not apply)

Final selection of the candidates shall be based on a personal interview of the Shortlisted candidates, the date of which shall be intimated to such candidates by email.

4. Interested candidates meeting the above criteria and desirous of offering their services are requested to send scanned copies of the following documents, alongwith the filled in and signed application form by email to hrm-red@irel.co.in by **13.10.2022** and attend the Online interview as scheduled:
 - i) SSLC/Matriculation or equivalent certificate towards proof of Date of Birth.
 - ii) Mark sheets / certificates in proof of educational qualifications and experience
 - iii) Experience and relieving certificate from the last employer.
 - iv) Last Salary / pay slip
 - v) Caste certificate in the prescribed format by Govt. of India, if applicable

(Contd..2)

Shortlisted candidates would require to bring the originals of the above testimonials for verification at the time of personal Interview.

5. The Terms and conditions of engagement for the above positions are as under:

- i) Candidates found suitable and selected as First Aider will be engaged on Fixed Term basis for a period of one year. The engagement shall stand terminated automatically on completion of 1 year. Further, the Contract is liable to be terminated at the discretion of the Management during the tenure of contract and/or in the event of unsatisfactory performance or as per Company's requirements.
- ii) Age of the candidates shall not exceed 65 years as on **15.10.2022**.
- iii) Candidate engaged in the above position shall be paid consolidated monthly emoluments as shown in the table at para-3 above.
- iv) Only Indian Nationals can apply for the above engagement.
- v) Reservation/ concession will be applicable as per Govt. of India Guidelines.
- vi) We will not be in a position to interview in case a candidate fails to (i) send scanned copies of his/ her duly filled in application form and testimonials by 13.10.2022 OR (i) bring original certificates for verification at the time of personal interview of Shortlisted candidates and (iii) if he/ she does not possess the prescribed qualification(s)/ experience etc.
- vii) There shall be no application fee for applying for the above engagement.
- viii) There shall be no reimbursement of transport expenses for attending the Personal Interview.
- ix) The number of position available for engagement is as shown in the table at para-3 above.
- x) However, IREL (India) Limited reserves the right to increase/ decrease the number of positions OR cancel or modify this Advertisement with or without any notice.
- xi) The mode of selection for this contractual engagement is through Online Interview and subsequent personal interview of Shortlisted Candidates. Decision of IREL Management regarding the selection shall be final. Further, IREL also reserves the right to cancel the advertisement and/ or the selection process there under.
- xii) Engagement of selected candidate for the above position shall be subject to him/ her satisfying the minimum standard of physical fitness as required by the company.

(Contd..3)

- xiii) Continuation of contractual engagement for the above position shall be subject to Character and Antecedents verification done by police Authorities.
- xiv) Name of the candidate selected shall be hosted on our website www.irel.co.in. Shortlisted candidates shall only be informed about the Personal Interview and Selected candidate shall only be informed of their selection by the Company. No intimation shall be sent to the candidates not shortlisted and/ or not selected and no correspondence regarding the rejection of candidature shall be entertained.
- xv) Engagement for the above position shall be purely of Temporary nature and on contractual basis only for the limited period as specified at para-5(i) above.
- xvi) The Company, at its discretion, may assign additional duties, as and when required.
- xvii) Candidate must ensure that he meets all the above stipulated Eligibility Criteria and the particulars furnished by him in the application are correct and complete in all respects.
- xviii) During the period of contractual engagement, engaged candidates are required to abide by the relevant rules & regulations of the company, in addition to their contractual terms.
- xix) The Company shall be at liberty to terminate the engagement without notice and without assigning any reason whatsoever.
- xx) A candidate engaged may terminate his/ her contractual engagement by giving prior notice of not less than 1 month, in writing, to the Company or a sum equivalent to 1 month's emoluments in lieu thereof.
- xxi) A candidate engaged shall not, at any time during his/her engagement, directly or indirectly, communicate or cause to be revealed to any person or persons, any information which has come or may come into his/ her possession in the course of his engagement for the above positions in this organization and he / she is required to sign an Undertaking in this regard.
- xxii) For First Aiders, duties would be in round-the clock shifts. In addition to the weekly offs and Company declared holidays, they will further be eligible to avail 15 days Casual Leave subject to the limit of availment of maximum 2 Casual Leave in a month, solely at the discretion of Management.
- xxiii) Candidate engaged for the above position shall not be eligible for any other fee or Allowances and/ or benefits from the Company apart from the consolidated monthly emoluments indicated in the table above and the facilities specified at clauses xxiv below.
- xxiv) Engaged candidate for the above position can avail Canteen facility by paying actuals.
- xxv) Amendment(s), if any, to this notification shall be published in the Company's Official website viz., www.irel.co.in only.
- xxvi) Canvassing in any form will lead to disqualification.

- xxvii) Candidates must note that if any shortcomings are detected with respect to qualification/experience, even after the engagement, his/her services are liable to be terminated, without giving any notice or reason thereof.
- xxviii) At any stage of the selection process, in case, it is detected that the particulars / information provided by the candidates in the application form or testimonials supplied are found to be incorrect/false or in case the candidate does not meet any of the eligible criteria prescribed for the position or in case, the candidate has suppressed any material fact, his/her candidature shall stand rejected and if any such candidate is engaged, his/her engagement shall be terminated without assigning any reasons for the same.
- xxix) Any legal proceedings in respect of any dispute with regard to the engagement against this advertisement/ selection process can be instituted only in Ernakulam and Courts/Forums/Tribunals at Ernakulam only shall have the sole & exclusive jurisdiction to try such cases/ disputes.

आईआरईएल (इंडिया) लिमिटेड IREL (India) Limited
 (पूर्व में इंडियन रेअर अर्थ्स लिमिटेड Formerly INDIAN RARE EARTHS LIMITED)
रेअर अर्थ्स प्रभाग RARE EARTHS DIVISION::उद्योगमंडल UDYOGAMANDAL

(to be filled in CAPITAL LETTERS)

1.	Application for the Position of -										Affix your recent passport size photo here (Self attested)		
2.	Name of the candidate in full												
3.	Father's name												
4.	Husband's name												
5.	Nationality				6.	State of Domicile							
7.	Gender ('√' appropriate cell)		Male	Female	8.	Marital Status ('√' appropriate cell)		Married		Un-married			
9.	Date of Birth				10.	Age as on 15.10.2022		Years	Months	Days			
11.	Mother Tongue				12.	Other languages known:							
13.	Category ('√' appropriate cell)		General	OBC (NCL)	SC	ST	EWS	PH	Ex-Serviceman				
14.	Religion ('√' appropriate cell)		Hindu	Muslim	Christian		Sikh		Specify if others				
15.	Permanent Address												
										PIN			
16.	Address for communication												
										PIN			
17.	Contact Tel. numbers	Mobile :				18	e-mail						
		Land Line:											

(Contd..2)

18.	Details of qualifying examination Starting from Matriculation onwards								
	Sl. No.	Exam Qualified	Name of the College/ Institution and University	Month & year of Passing	Marks (in absolute number)			Class/ Division	
					Marks obtained	Max. Marks	% of marks obtained		
19.	Whether retired from Central/ State PSUs or Central/State Govt.? If so the details thereof (including date of retirement):								
20.	Work Experience								
	Sl. No.	Name of Organization	Post held	From	To	No. of years	Salary	Responsibilities	Reasons for leaving
21.	Please attach self attested photocopies of each of the following certificates/ Documents.								
	Sl. No.	Particulars			Reference No. of the Certificate		Date of Issue		
	i)	Proof of Date of Birth.							
	ii)	Certificates in respect of Qualifications.							
	iii)	Certificates in respect of experience.							
	iv)	Caste Certificate (if applicable).							
	v)	Relieving Certificate on Superannuation from PSU/ Govt.							
	vi)	Last Salary/ Payslip from Govt./ PSU from where the applicant has retired							
	vii)	Relieving Certificate from last employer, if any, other than (v) above							
	viii)	Registration certificate from MCI							

I hereby declare that all the information/particulars as mentioned in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above are found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualifications for the post, my candidature will be rejected. I also understand that if any shortcoming(s) is/ are detected even after my engagement, my engagement is liable to terminated without assigning any reason

Place:

Date:

(Signature of the Candidate)