आईआरईएल (इंडिया) डलडिटेि
IREL (India) Limited
भारत सरकार का उपक्रि - परिाणु ऊर्ाा डिभाग
(A Govt. of India Undertaking – Dept. of Atomic Energy)
प्लाट नं १२०७ वीर सावरकर मार्ग, सिद्धिविनायक मंदिर के पास,
प्रभादेवी, मुम्बई ४०००२८, Plot No.1207, Veer Savarkar Marg, Near Siddhivinayak Temple, Prabhadevi, Mumbai- 400028
CIN: U15100MH1950GOI008187

Advt.No.CO/HRM/39/2026

Advertisement for recruitment of Consultant (CSR & PR)

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 operating its Mineral Sand Mining and Mineral Processing 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 11,000ton Rare Earth Concentrate and a High Pure Rare Earths (HPRE) plant at RED, Aluva to produce refined Rare Earths in the form of Oxide/Compounds. IREL (India) Limited has also setup a joint venture with the Industrial Development Corporation of Odisha Limited for setting up a new Mineral Sand Mining and Mineral Processing Plant in Ganjam District in Odisha. Besides, company's upcoming prestigious projects include Rare Earth and Titanium Theme Park at Bhopal, Madhya Pradesh.

IREL (India) Limited undertakes various developmental initiatives and CSR activities, various awareness programs in its operational areas in coordination with the District Administration, Government Department, local authorities, NGOs, Public representatives, Community institutions and other connected, Stakeholders. Effective implementation of these initiatives requires regular liaison, timely follow-up and continuous engagement with the concerned agencies and beneficiaries.

Considering the Company's interface with multiple stakeholders, various government departments & growing scope of CSR activities, a structured mechanism for public relations, liaisoning and stakeholder coordination is considered necessary. Hence, it is proposed to engage one experienced professional to assist in these activities.

1. IMPORTANT DATES:

(i)	**Opening date for On-line Registration of Applications**	**26.11.2026 (10:00 Hrs.)**
(ii)	**Last date of On-line Submission of Applications**	**06.12.2026 (18:00 Hrs.)**

2. DETAILS OF POSTS:

Ser.	Name of Post	No. of Posts	Educational Qualification	Post Qualification Work Experience
01	Consultant (CSR & PR) on retainership basis	01	Post Graduation in any discipline. Degree in Law/Industrial Relations/Personnel Management/Political Science will be desirable.	The candidate should have Service Experience of minimum 20 years in Government/ Government Aided organisation. Service in positions such as Land & Revenue, General Administration or Academics department of Govt or Government Aided organisation shall be preferred.

3.Duties to be performed:

(a) **Resource-Related Matters**: To Facilitate coordination with the concerned departments and authorities in matters relating to resource-related issues relevant to the Company's operations.

(b) **Stakeholder Engagement**: To Maintain constructive relations with local communities, public representatives, media management, community organizations and other stakeholders to understand their concerns and facilitate their communication to the appropriate authority within the Company.

(c) **Follow-up of Pending Issues**: To Maintain a systematic record of pending matters, representations, meetings, commitments and correspondence with external authorities and ensure timely follow-up for their resolution.

(d) **Public Relations and Communication**: To assist in disseminating approved information regarding the Company's activities, CSR initiatives, industrial issues, developmental contributions and other public-facing programmes through appropriate communication channels.

(e) **Meeting and Field Coordination**: To Coordinate meetings, field visits, inspections and review meetings with the District Administration and other stakeholders, and assist in preparation of meeting notes and action-taken reports.

(f) **Grievance and Issue Facilitation**: To Receive and route stakeholder representations and community-level issues to the concerned departments of the Company for examination and appropriate action.

(g) **Periodic Reporting**: To Submit periodic reports to the designated officer regarding liaison activities, progress of CSR projects, legal matters, status of pending issues, stakeholder feedback and matters requiring intervention by the Company's management.

4.Engagement of an experienced professional is expected to provide the following benefits:

(a) Improved coordination with the District Administration and government departments.

(b) Timely follow-up and facilitation of CSR projects and associated administrative requirements.

(c) Better coordination in addressing land-related, resource-related and other field-level issues.

(d) Strengthened communication with local communities and other stakeholders.

(e) Early identification and escalation of issues requiring management intervention.

(f) Improved documentation, tracking and reporting of pending matters.

(g) Promotion of a positive public image of the Company through transparent communication of its activities and developmental contributions.

5. Required Qualification & Experience/Background

The following qualification shall be required for this Job Role: -

(a) **Mandatory Qualification**: The candidate should be a Post Graduate in any discipline. Ability to read, write & speak Odiya will also be mandatory.

(b) **Desirable Qualification**: Degree in Law/Industrial Relations/Personnel Management/Political Science will be desirable.

(c) **Experience/ Background**: The candidate should have Service Experience of minimum 20 years in Government/ Government Aided organisations. Service in positions such as Land & Revenue, General Administration or Academics department of Govt or Government Aided organisations shall be preferred.

(d) **Age**: Considering the maturity for the role, the age of the suitable candidate should be between 55 years to 65 years as on date of advertisement of vacancy on company website.

6. Mode of Employment at IREL

The hired individual shall be appointed as Consultant (CSR & Public Relations) on retainership basis for a period of Six (06) months and further extended based on performance and requirement in steps of not more than six (06) months at a time.

7. Remunerations

He shall be paid fixed consolidated remuneration of up to Rs 50,000/- per month. In addition, he may be issued 02 pairs of uniform with applicable stitching charges at the time of initial engagement and re-issue after a period of 12 month only. He shall be entitled to TA/DA as applicable for Senior Manager of IREL, in case he is required to travel on official engagement. He will also be applicable for one (01) day CL per month. No other form of leave will be entitled to him.

8.How to Apply

The interested candidates shall submit their application in the prescribed format, (attached herewith) duly filled in all respect, and send through email along with supporting documents to hrm-os@irel.co.in as or before 06.12.2026.

9. Last date of receipt of application is 06.12.2026 (By 18:00 hrs)

10. Mode of selection: Through Interview