



आईआरईएल (इंडिया) लिमिटेड

IREL (India) Limited

भारतसरकारकाउपक्रम- परमाणु ऊर्जा विभाग

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

प्लॉट नं० 207, वीर सावरकर मार्ग, सिद्धिविनायक मंदिर के पास, प्रभादेवी, मुंबई-400028

Plot No.1207, Veer Savarkar Marg, Near Siddhivinayak Temple, Prabhadevi,
Mumbai- 400028

CIN: U15100MH1950GOI008187

विज्ञापनसं./Advt.No.CO/HRM/12/2022

Detailed advertisement
for engagement of Advisor - HRM on Fixed Tenure Basis

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 position (Fixed Tenure basis) for its OSCOM Unit through online mode.

Opening date and time for online registration and submission of application	03.12.2022 (14:00 HRS)
Closing date and time for online submission of application	26.12.2022 (14:00 HRS)

1.0 Details of vacancy / Position :

2.0

Name of the Post	No. of Posts (Reserved for)	Consolidated monthly compensation	Prescribed Minimum Qualification	Minimum Experience (in years)	Upper Age Limit (in years)
Advisor-HRM	1 No. (UR)	Compensation shall commensurate with relevant experience and as per company rules. The consolidated monthly compensation will be fixed, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The selected candidates will not eligible for any other allowances / benefits apart from above.	Graduate / Post Graduate	15+ years of relevant experience. Knowledge of Oriya language (Read, Write and Speak) is must. Geographical / social knowledge of Ganjam District, Odisha will be an added advantage. Candidates retired from PSUs will be preferred.	64

Job Description:

- Supporting OSCOM Unit by providing advisory services in the areas of Employee Relations, Disciplinary matters, establishment and welfare matters, statutory compliances, etc.
- Liasioning with various Government and Non-Government agencies and stakeholders.
- Assisting the Unit in establishing and maintaining good societal relations.

- (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 a certificate issued 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.

Candidates for the above post should also possess good communication skills leadership qualities and ability to work in a computerized environment.

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 Duration of the engagement:

The engagement will be for a period of Two years which may be extended from time to time as per requirement. However, the progress will be reviewed half-yearly and the contract can be terminated at any point of time during this period in case the performance is not satisfactory.

3.0 Age Limit: The incumbents engaged in such assignments can continue up to the age of 65 years.

4.0 Mode of Selection:

The mode of selection for the above position will consist of the following:

Name of the Position	Mode of Selection
Advisor - HRM	The mode of selection for eligible applicants for Advisor - HRM position 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.

5.0 Place of Posting: The selected candidate/s will be posted as mentioned below:

Name of the Position	Place of Posting
Advisor - HRM	OSCOM Unit, Odisha

6.0 Leave: Selected candidate/s will be eligible for Fifteen (15) days leave in a calendar year on pro-rata basis. No remuneration for the period of his/her absence in excess of admissible leave will be paid. Also, un-availed leave in a calendar year cannot be carried forward to next calendar year.

7.0 Application Fee

Name of the Post	Application Fee
Advisor - HRM	<p>Non-refundable Application Fee of ₹ 472/- (Rupees Four Hundred and Seventy Two only)(inclusive of GST) are required to be paid by candidates at the time of submission of online Application Form. Candidates can opt to pay either through internet banking account or Credit/ Debit card. 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.</p> <p>Note: SC/ST/PwBD/ESM category candidates, Women and Internal candidates are exempted from payment of Application Fee.</p>

8.0 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 months 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).
 - ❖ **Certificate and mark list of the qualifying qualification.**
 - ❖ Experience Certificates / documents in support of experience.
 - ❖ **Latest Curriculum Vitae (CV) in PDF.**

9.0 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 26.12.2022(**closing date of application**).

- (c) 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.
- (d) Intimation regarding interview etc. will be sent through e-mail only.
- (e) 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.
- (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 interview. Due to prevalent pandemic situation of Covid-19, based on the requirement, online test/interview through Video Conferencing may be conducted. Modalities of Virtual mode of test / Interview (as the case may be) shall be intimated separately.
- (g) Verification of original certificates will be done only at the time of interview/joining (as case may be). 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.
- (h) 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.
- (i) 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.
- (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, experience verification etc. 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. Only Courts/Forums/Tribunals at Mumbai shall have the sole and exclusive jurisdiction to try any such Case/Dispute.
- (o) 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.
- (p) 'Incomplete application', in any respect shall be rejected and no further correspondence shall be entertained.
- (q) 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.
- (r) 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 an email to company's email id: hrmrect-ho@irel.co.in.
- (t) Resolution of doubts: In case of doubts and interpretation, the decision of CMD and selection agency shall be final and binding.
- (u) In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, English version shall be final.
- (v) Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.

'IREL is not responsible for printing errors if any'