



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

विज्ञापनसं./Advt.No.CO/HRM/17/2023

Detailed advertisement
for engagement of Deputy General Manager(HRM)

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, through online mode.

Opening date and time for online registration and submission of application	05.05.2023 (05:00 HRS)
Closing date and time for online submission of application	29.05.2023 (14:00 HRS)

Click here to apply: <https://jobapply.in/irel/2023/dgmhrm/>

1.0 DETAILS OF VACANCY / POSITION:

Name of the Post	No. of Posts	Scale of Pay (IDA) / Grade / Annual CTC(in Rs.)	Prescribed Minimum Qualification	Minimum Experience (in years)	Upper Age Limit (in years)
Deputy General Manager (HRM)	1 No. (UR)	90000-240000 / E-6 / Approx. Rs.24.98 Lakhs (excluding PRP)	Bachelor's degree in any discipline and 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. Desirable: Degree in law.	(i) Minimum 16 years post qualification experience in relevant facets of HRM. (ii) Minimum 16 years of experience including military service for Ex-Servicemen. 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. Knowledge of working in automated environment and proficiency in office automation tools is essential.	46

Job Description:

- The incumbent is required to handle all HRM and Admin functions in the Unit including Industrial Relations, Compliance of statutory requirements, Contract Labour Management.
- Formulation and Implementation of HR Policies, Human Resource Planning, Performance Management, Training & Development, Welfare.
- General Administration etc.
- Co-own the agenda to develop a greater creative culture in the organisation.
- Effectively coordinate various activities pertaining to stakeholders viz., landowners, local villagers, local administration, local associations, etc.
- Deal with Security, CSR activities, etc.
- Coordinate and attend matters incidental to the visits by foreign nationals and expatriates, VIP Visits, etc.

- (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) The courses mentioned above should be of full-time/regular nature and should be recognized by the State/Central Government/UGC/AICTE (wherever applicable).
- (c) All the above qualifications should be with "First Class" (60% marks in aggregate)
- (d) 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 and leadership qualities.

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.

1.1 SALARY AND ALLOWANCES:

Besides Basic Pay, Industrial 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, PRP, Uniforms, etc. as applicable to the grade of E-6.

2.0 DURATION OF THE ENGAGEMENT:

The engagement will be initially for a period of 05 years, extendable based on performance review. However, performance and suitability will be reviewed upon completion of two years and the incumbent will be considered for regularization on permanent absorption basis.

3.0 RESERVATION AND CONCESSION:

- (a) Directives/guidelines regarding Reservations and Concessions issued by the Government of India from time to time shall be applicable.
- (b) In respect of Ex-Servicemen candidates, age relaxation shall be extended as per Government of India directives issued from time to time.
- (c) The candidate claiming reservation benefit shall be required to submit the requisite disability certificate issued by the competent authority.
- (d) For persons with benchmark disabilities, upper age limit is relaxed by 10 years for which the candidate should have not less than 40% of relevant disability.
- (e) Candidates seeking reservation under EWS will have to submit an income & asset certificate issued by the Competent Authority. The prescribed format and the Competent Authority for the said certificate have been mentioned in DoPT O.M No. 36039/1/2019 dated 31.01.2019.
- (f) Age relaxation of 5 years applicable for candidates who have the domicile of J&K during the period from 01.01.1980 to 31.12.1989 as per Govt. of India guidelines.
- (g) Age relaxation for candidates belonging to ESM/PwBD shall be as under:-

Category	Age Relaxation (in years)
PwBD- General	10

Ex-service men	'By the length of military service increased by 3 years in case of Ex-Service men and commissioned officers including ECOs/SSCOs for appointment by direct recruitment subject to applicable rules.
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(h) In any case the upper age limit of the applicant should not exceed 55 years.

4.0 FORWARDING OF APPLICATIONS OF CANDIDATES FROM GOVT. AND PUBLIC SECTOR UNDERTAKING:

- (a) 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) at the time of interview.
- (b) Applications from candidates working in State/Central Government/Semi-Government/Autonomous Bodies/State and Central PSUs etc, not submitted through proper channel may be processed on the basis of advance copies, but the candidate, if called for an interview must submit a 'No Objection Certificate' from his present employer which must also state that he will be relieved in the event of his selection for appointment in IREL (India) Limited.
- (c) 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.
- (d) 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.
- (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.

5.0 MODE OF SELECTION:

The mode of selection for the above 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.

6.0 PLACE OF POSTING: The selected candidate will be initially posted at OSCOM Unit, Chatrapur, Matikhalo, Odisha.

Note: The incumbent is liable to be transferred to any of the Units / Offices / Establishments of the company.

7.0 APPLICATION FEE:

Non-refundable Application Fee of ₹ 472/- (Rupees Four Hundred and Seventy Two only) (inclusive of GST) is required to be paid by candidates at the time of submission of online Application Form. Candidates can opt to pay 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.

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

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 other 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, 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/10th/12th/HSC Certificate).
 - ❖ **Certificate and mark list of the qualifying qualification.**
 - ❖ 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.
 - ❖ **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 **29.05.2023 (closing date for submission of online application)**.
- (c) Persons who have retired from the Govt./PSUs including IREL (India) Limited under the Voluntary Retirement Scheme (VRS) will not be eligible to apply.
- (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) 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.
- (h) 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.
- (i) Candidates called for interview (in case of face-to-face interview) will be reimbursed to and fro II 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 II AC rail fare or actual, whichever is lower.
- (j) 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.
- (k) All the above conditions of qualification, experience, age limit etc. are also applicable to the internal candidates of IREL.
- (l) 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.

- (m) 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.
- (n) 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.
- (o) Request for change of Mailing address/email ID/category/ posts and other information as declared will not be entertained.
- (p) 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.
- (q) 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.
- (r) 'Incomplete application', in any respect shall be rejected and no further correspondence shall be entertained.
- (s) 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.
- (t) 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.
- (u) In case of any problems faced by the candidates, they may send an email to company's email id: hmrrect-ho@irel.co.in
- (v) Resolution of doubts: In case of doubts and interpretation, the decision of IREL shall be final and binding.
- (w) In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, English version shall prevail.
- (x) 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'

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