



आईआरईएल (इंडिया) लिमिटेड

IREL (India) Limited

भारत सरकार का उपक्रम- परमाणु ऊर्जा विभाग

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

प्लॉट नं 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

### **Vacancy Circular / Notice**

#### **विज्ञापन सं./Advt.No.CO/HRM/10/2022**

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 (through offline mode) from eligible, qualified, talented, experienced, energetic and dynamic Indian Nationals for the following posts (Regular) for its various Units / Project Offices.

## 1.0 Details of vacancies/Posts:

Name of the Post Scale of Pay (IDA) / Grade / Annual CTC (in Rs.)	No. of Posts	Qualification	Upper Age Limit as on 09.07.2022
Manager(Security) / Sr. Manager(Security)  Rs.60000-180000/ Rs.70000-200000  E-3 Grade / E-4 Grade  Rs.16.41 Lakhs / Rs.19.15 Lakhs	3 Nos.  {2 - UR 1 - OBC(NCL)}	Should be a Graduate and should have retired from the Indian Defence Services with rank not below that of <b>Captain</b> in Indian Army or equivalent rank in Indian Navy/Indian Air-Force. <b>OR</b> Should be a Graduate and should have retired from Para Military Services viz. CISF, CRPF, BSF AR, ITBP, NSG, SSG, etc. with rank not below that of <b>Assistant Commandant or equivalent</b> (Pay Level-10B).  Should be a Graduate and should have retired from the Indian Defence Services with rank not below that of <b>Major</b> in Indian Army or equivalent rank in Indian Navy/Indian Air-Force. <b>OR</b> Should be a Graduate and should have retired from Para Military Services viz. CISF, CRPF, BSF AR, ITBP, NSG, SSG, etc. with rank not below that of <b>Dy. Commandant or equivalent</b> (Pay Level-11).  <b>Desirable:</b> (a) Reading / Speaking of local language will be preferred. (b) Persons having Fire Fighting Knowledge / experience will be an added qualification.	43 / 45

### Job Requirements: Manager (Security) / Sr. Manager(Security) :

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

- To clearly demarcate the areas as Sensitive/Classified area/zone/manufacturing facility where the work related to MoD Project is going on and ensure that necessary boards indicating such areas are displayed.
- To be responsible and ensure that fire service section is fully equipped and personnel are well trained. He shall take prompt action whenever necessity arises.
- To carry out periodic surprise checks and maintain a record of such checks, to submit report to the Unit Head/ In-charge of Security regarding lapses noticed by him as and when it occurs.

- To maintain constant liaison with law enforcing agencies, police authorities and nodal offices in the vicinity of the plant and to carry out improvements in the security system for the premises under his charge, as required, over and above the security manual.
- To ensure regular Internal & External Security Audit.
- Ensuring Security of Premises and implementation of Physical Security Measures through access control and deployment of guards and Management of Reception Office & Visitors.
- Ensuring Material Security through close monitoring of Incoming & Outgoing Material and maintenance of proper records, such as, Inward Material Register.
- Formulation of Emergency response/contingency plan and imparting training to Security personnel to deal with contingencies.
- To draw strategy and action plan for total security system and its effective Implementation.
- To put in place intelligence gathering system.
- To attend and assist in case of emergencies including but not limited to fire, accident, sabotage including liaising with local police etc and suggest corrective measures.

- (a) 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).
- (b) In case of any dispute arising about the admissibility or otherwise of any particular qualification, the decision of the Management of IREL (India) Limited shall be final and binding.

Candidates for the above posts 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 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 OBC(NCL) & Ex-Servicemen candidates, age relaxation shall be extended as per Government of India directives issued from time to time.
- c. The OBC candidates belonging to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as UR.
- d. The candidates belonging to OBC (NCL), need to furnish their OBC-Non Creamy Layer (NCL) certificate (not more than one year old from the date of application to IREL) as per the format prescribed by Government of India).

## **3.0 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 initially submitted through proper channel will 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, candidates from Central Public Sector Enterprises (CPSEs) listed under DPE will be entitled for transfer of service benefits provided his / her employer agrees for the same.
- (d) In the event of selection, all such candidates will be allowed to join IREL only on production of proper relieving order from their employer.

#### **4.0 Mode of Selection:**

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

<b>Name of the Posts</b>	<b>Mode of Selection</b>
Manager (Security) / Sr. Manager (Security)	The mode of selection for eligible applicants would be through Interview/Psychometric test/Group Exercise or combination thereof.

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

#### **5.0 Pre-Employment Medical Examination:** Selected candidates, before joining the company's service, will have to undergo medical examination arranged by the company Medical Officers and the decision of the Medical Officer will be final and binding.

#### **6.0 Character & Antecedents Verification etc.:** Appointment of selected candidates is further subject to verification of 'Character and Antecedents' and 'Special Verification' from the concerned authorities and experience verification etc. as per the Rules of the company.

#### **7.0 Wait-List of Selected Candidates:**

The Selection Committee at its discretion may empanel candidates in waiting list after the selection process and the same will be valid for a period of one year or till notifying of any such recruitment whichever is earlier. However, instructions issued by the Administrative Ministry in this regard from time to time would be followed.

#### **8.0 Salary and Allowances:**

Besides Basic Pay, Candidates will be paid Industrial Dearness Allowance, HRA/Company accommodation as applicable, Perks and allowances, Annual Increments, Benefits such as leave encashment, medical facilities for self and dependents family members, loans and advances, PF, Gratuity, PRP, Uniforms etc.

**9.0 Place of Posting:** The selected candidates will be posted as mentioned below:

Name of the Post	Place of Posting
Manager (Security) / Sr. Manager (Security)	OSCOM / Chavara / RED / MK / Projects Office

**Note:** The incumbents are liable to be transferred to any of the Units / Offices / Establishments of the company.

**10.0 Application Fee**

Name of the Post	Application Fee
Manager (Security) / Sr. Manager (Security)	<p>A non refundable application fee of Rs. 400/- (Rupees Four Hundred only) is required to be paid by General, OBC and EWS category candidates at the time of submission of offline Application Form. Application fee shall be paid by way of either Demand Draft/ Bankers Cheque/ At Par Cheque (subject to clearance) in favour of <b>IREL (India) Limited</b> payable at <b>Mumbai</b>. 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><b>Note:</b> SC/ST/PwBD/ExSM/Women/Internal candidates are exempted from payment of Application Fee.</p>

**11.0 HOW TO APPLY** (Applications to be submitted in Offline mode only)

1. Before applying, candidates should ensure that they fulfil all the eligibility criteria mentioned in the advertisement.
2. Eligible candidates are required to apply in the prescribed format attached (through Offline mode only) along with following documents, duly self certified:
  - i) **Date of Birth (DOB) proof:**  
10<sup>th</sup> class passing certificate/School leaving certificate/Birth certificate issued by concerned authority.
  - ii) **Certificate in respect of prescribed qualification:**  
All semester mark sheets/certificates of Qualification (Graduation/Post Graduation/Professional) and other qualifications, if any, indicating date of declaration of results
  - iii) **Experience certificates:**  
Complete and proper experience certificates /documents issued by the employer in support of experience details mentioned by the candidate in the application form.
  - iv) **Past Employment:**  
Experience certificate indicating the date of joining as well as relieving or Proof of joining which is issued after joining along with appointment letter and proper relieving letter/acceptance of resignation letter.

v) **Current Employment:**

Proof of date of joining which is issued after joining along with appointment letter. Experience letter issued by the Competent Authority and authorized executive of the organization indicating designation and date of joining the organization by the employee concerned along with latest payslip.

**OR**

Appointment letter clearly mentioning the date of joining the organization and latest payslip.

- vi) NOC/Forwarding of application through proper channel of the present organization.
- vii) Caste certificate as mentioned in the advertisement (if applicable).
- viii) Discharge Certificate for candidates belonging to Defence Services(Ex-Serviceman)
- ix) Valid ID proof (PAN/ Card /Driving License/Voter id card/Aadhar).
- x) Demand Draft/Bankers Cheque/At Par Cheque for Rs. 400/- drawn in favour of **IREL (India) Limited** payable at **Mumbai**.

3. Applications duly signed by the candidate, with passport size photograph affixed & accompanied with copy of above said documents must be sent in a sealed envelope super scribbling “Application for the post of .....” vide Advt. No./Notification No. **CO/HRM/10/2022**. The applications must reach the DGM(Projects) & I/c HR & GAd., IREL (India) Limited, Plot No.1207, Veer Savarkar Marg, Prabhadevi , Mumbai- 400028 on or before **09.07.2022** through Registered Post/Speed Post / Courier Only. Applications forwarded through any other means will not be entertained

- 4. IREL will not be responsible for any delay/loss in postal transit of any application or communication.
- 5. Late applications will not be entertained. ‘Incomplete applications’ will be rejected.
- 6. **Please Note:** Last date of receipt of hard copy of application in IREL’s Office is **09.07.2022**.

## **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 reckoning eligibility for educational qualifications, age and experience will be 09.07.2022.
- (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 respects. 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 written test/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, 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.
- (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. 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.
- (h) Verification of original certificates with regard to age, qualification, work experience, scale, CTC, category/disability (as applicable) and other documents as asked for 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.
- (i) Candidates called for interview(in case of face to face interview) will be reimbursed to and fro train fare from the nearest Railway Station through the shortest route as per the Rules of the company.
- (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 advertisement 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: [hrmrect-ho@irel.co.in](mailto:hrmrect-ho@irel.co.in).
- (v) Resolution of doubts: In case of doubts and interpretation, the decision of CMD and selection agency 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 be final.
- (x) Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.

'IREL is not responsible for printing errors if any'

**Application Form**  
**IREL (India) Limited**

**Employment Notification No.: CO/HRM/10/2022**

Paste your  
latest  
photograph  
here (Self  
Attested)

1	Post applied for				
2	Name				
3	Father's Name				
4	Nationality		State Domicile		
5	Date of Birth (DD/MM/YYYY)		Age as on 09.07.2022		
6	Gender		Marital Status		
7	Present Address for communication including PIN Code  E-mail id:				
8	Nearest Railway Station				
9	Mobile No.				
10	Category (please tick the appropriate)		UR <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC(NCL) <input type="checkbox"/> Ex-Ser <input type="checkbox"/> PwBD <input type="checkbox"/> EWS <input type="checkbox"/>		

**11. Required & Additional Qualifications (self-attested photocopy to be enclosed)**

Sl. No.	Qualification (should be as per certificate issued)	Discipline	Period		Name of the Institute / University	% Marks
			From (MM/YY)	To (MM/YY)		
1						
2						
3						

**12. Relevant Experience details**

(Please indicate each of the positions/designations along with corresponding particulars held within the organisation) (Self-attested documentary evidence to be enclosed)

Sl. No.	Name of the Organisation	Designation / Place of Posting	Pay Scale / Grade/ Annual CTC	Period		Total period of experience
				From (DD/MM/YY)	To (DD/MM/YY)	
1						
2						

Sl. No.	Name of the Organisation	Designation / Place of Posting	Pay Scale / Grade/ Annual CTC	Period		Total period of experience
				From (DD/MM/YY)	To (DD/MM/YY)	
3						
4						

**Job Responsibilities (current employer)**

**13. Additional Information**

a)	If selected specify the minimum required joining time			
b)	Knowledge of language	Read	Write	Speak
	1.			
	2.			
	3.			
c)	Whether any penalty/ punishment was awarded? If yes, give details			
d)	Whether any civil or criminal action or inquiry is going on against the applicant as far as his/ her knowledge goes ?If yes, give details			
14	I hereby declare that all statements as mentioned in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above being found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualification/experience for the post, my candidature will be rejected ab-initio. If any shortcoming(s) is/are detected even after appointment, my services may be terminated.  Undertaking: I have gone through the detailed advertisement including the qualifying requirements, eligibility conditions, General Conditions and Instructions etc. mentioned therein and fulfill all the eligibility criteria conditions / requirements specified therein. I undertake to produce the original certificates and testimonials as and when required by the management.  I hereby Accept and confirm the Undertaking.			

Place:

Date:

Signature of Candidate

		Reference No. of the Certificate
1	Proof of Date of Birth	
2	Degree Certificate	
3	Professional Qualification	
4	Experience Certificates	
5	Others	