



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 Website: www.irel.co.in

ISO 9001:2015 & ISO14001:2015 Company

Reference No: Apprenticeship/2022-23/CC/01

Date: 30.11.2022

## Engagement of Apprentices under the Apprentices Act, 1961

(Establishment Registration No: E10222700044)

Submission of Application from 01.12.2022 to 30.12.2022

IREL (India) Limited, (formerly Indian Rare Earths Limited), is a Mini-Ratna Category-I, Premier Public Sector Undertaking under the administrative control of Department of Atomic Energy invites applications from promising, energetic, and bright candidates for APPRENTICESHIP FOR ONE YEAR DURATION for its Corporate Office, Mumbai (Maharashtra) in following trades.

Sr No	Trades	Qualification	No. of Seats	Category (UR)	Stipend(₹)
<b>Optional Trade</b>					
(a)	Executive(HR)	MBA (HRM)/ MA (IR & PM) Or equivalent qualifications	03	03	₹12000/-
(b)	Executive(Marketing)	MBA (Marketing)/ Post Graduate Diploma in Marketing Management	02	02	₹12000/-
(c)	Executive(Finance & Accounts)	CA/ICWA/ MFC/ MBA (Finance & Accounts) / Post Graduate Diploma in Financial Management	02	02	₹12000/-
<b>Special Notes:</b>					
(i)	Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.				
(ii)	The candidates will be called upon to join for training as per merit list. However, in case, selected candidates do not join, then candidates from the <b>Waiting List</b> will be called upon to join.				
(iii)	Candidates who have already undergone or are currently undergoing Apprenticeship training under the Apprentices Act, 1961 and rules made there under in any Govt. /Public Sector/Private Industrial organization are NOT eligible.				

(iv)	Maximum Age :25 Years as on 01.12.2022
(v)	During the period of training, IREL (India) Limited will not provide any other benefit or financial assistance to Apprentices.

**Selection Methodology.** The candidates who fulfils the criteria w.r.t. educational qualification, marks, age etc., will only be eligible for engagement as Apprentices on the basis of merit list based on marks scored in specified educational qualification, subject to being found “Medically Fit” by IREL (India) Limited’s Medical Officer. Wherever tie is coming, higher marks of specified educational qualification will be taken, if both are coming in tie, seniority in date of birth will be taken. Shortlisted candidates shall be intimated through the registered email id. Shortlisted candidate will have to appear for verification of documents. NO TA/DA shall be paid for verification of documents.

**Priority for Selection.** The following priority will be adopted for selection of Apprentices:

Sr	Priority	Category
(a)	I	Candidates who have the domicile of Maharashtra State (Documentary proof to be enclosed)
(b)	II	Candidates from Rest of India.

1. In case final aggregate marks are not mentioned in the pass certificate or in final mark- sheet, average marks of all the semesters / years will be considered as the marks scored in the Qualifying Examination.
2. Wherever, CGPA or other grades in qualifying examination are awarded, equivalent % of marks should be indicated in the application as per norms adopted by concerned University /Institute. The candidate shall be required to submit a certificate to this effect from the University / Institute at the time of document verification.
3. Candidates having higher/professional qualification than the prescribed qualifications (**as specified above**) need not apply, as their candidature will be cancelled. Suppression of information regarding possession or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection & termination at any time during engagement as Apprentice.
4. Candidates can apply for one Trade ONLY. Further, only one mobile number and one email ID can be used for applying for the post. The same mobile number and email ID cannot be used by any other candidate for filling application for this notification.
5. Candidates will be called for document verification in the order of merit. They will be required to submit ORIGINAL documents along with one set of self-attested photocopies of documents regarding educational qualification, age and caste/PwD (if applicable) and other documents as specified in the notification. Candidature will

be rejected in case candidates fail to produce the original document or he/she is found not satisfying the eligibility criteria.

6. Selected candidates shall undergo Medical Examination and will have to be declared "Medically Fit" by company authorized Medical Officer before engagement as Apprentice. Final selection of candidate will be subjected to medical fitness by Company Medical Officer.
7. IREL (India) Limited being highly protected area, Apprentices will be allowed entry only after submission of Police Verification Certificate duly issued by concerned Police authorities of the area in which the candidate normally resides. Candidate may take parallel action to obtain the Police Verification Certificate, which is a mandatory requirement, to be produced, upon Selection, prior to joining the training.
8. The selected candidates shall execute a Contract with respective authority as per the Apprentices Act. The candidates should NOT have undergone Apprenticeship either in IREL (India) Limited or in any other organization, earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961, as amended from time to time.
9. IREL (India) Limited shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship period. After successful completion of apprenticeship period, candidates shall be relieved from the respective work area.
10. The candidature of the applicant would be provisional and subject to subsequent verification of certificates. In case it is detected at any stage of engagement or thereafter, that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/doctored/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement, his/her engagement is liable to be terminated without assigning any further reasons.
11. The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the vacancies for training is solely at the discretion of the Management based on suitability of candidates and no claim will arise for engagement, if some of these vacancies are not filled due to unsuitability / insufficient number of candidates.
12. Applications which are incomplete or not fulfilling the eligibility criteria shall not be considered "Eligible" and treated as "Rejected".
13. Candidates applying for Optional Trade shall be considered "Eligible" only within 03 years from the date of passing their concerned qualification mentioned in the above table, others shall be treated as "Rejected". Service terms and conditions of the apprentices shall be governed by The Apprentices Act, 1961 and Apprenticeship Rules 1992 as amended from time to time.

14. The service terms and conditions of the apprentices shall be governed by The Apprentices Act, 1961 and Rules 1992 as amended from time to time.
15. Any corrigendum/addendum etc. or updates about this advertisement shall be made available on our website [www.irel.co.in](http://www.irel.co.in) only. Candidates are thus advised to periodically visit our website as all future correspondence and latest information shall be available only on the said Company website

### **General Instructions**

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of application.
2. Interested eligible candidates must register themselves in the website of NAPS for optional trade at (<http://www.apprenticeshipindia.gov.in>)
3. Candidates are requested to apply in advance before the closing date.

### **Procedure to Submit Application**

1. **Application Format/ Proforma.** The application should be submitted in the proforma given in this advertisement as in Annexure A, preferably type written on A4 size paper. The envelope should be super-scribed as:

**APPLICATION FOR ENGAGEMENT OF APPRENTICE AGAINST NOTIFICATION NO.**

Apprenticeship/2022-23/CC/01

**Discipline Applied for: \_\_\_\_\_**

2. **List of Documents to be Submitted along with Application.**

Candidates should submit self-attested photocopies of the following certificates/documents along with their application:

(a) 10th pass/Matriculation certificate/Birth Certificate issued by the concerned education board/Concerned Authority as proof of date of birth. **No other document will be accepted for verification of date of birth.**

(b) 10th Mark Sheet

(c) SC/ST/OBC(NCL)/EWS/Disability certificates by reserved category candidates in the prescribed format issued by the Competent Authority. OBC non-creamy layer status should be valid and OBC certificate issued by the Competent Authority should be latest one.

(d) The Income and Assets Certificate issued by Competent Authority by EWS candidates.

(e) Semester-wise/year-wise mark sheets and Pass certificate in respective Discipline.

(f) Nativity Certificate.

(g) Aadhaar Card.

3. **Postal Address for Submitting Application.** The duly filled in application form affixing passport size photograph of the applicant on the space provided along with all supporting documents is required to be sent to the following address:

**The Dy. General Manager (HRD),  
IREL(India) Limited  
Plot No 1207, Veer Savarkar Marg, Opp Siddhi Vinayak Mandir  
Mumbai, Maharashtra-400028**

4. **Last Date for Submitting Application:** The filled in application should reach us on or before **30.12.2022**. Applications received after 30.12.2022 for any reasons whatsoever will not be considered. IREL (India) Limited will not be responsible for any postal delay.

5. **Mode of Sending Applications:** Application should be sent by post/ courier, preferably through speed-post. Applications received through any other mode will not be considered. However, under no circumstances the company will be responsible for any delay/ loss during transit. No correspondence in this regard will be entertained.

6. **Verification of Document :** Physical verification of the original documents shall be done prior to joining date on a specific date. A Provisional Offer Letter will be sent via e-mail, if the candidate is selected. A printout of the same is to be brought during document verification. The original documents mentioned above along with a self-attested copy should be brought for verification.

.....