



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

Advt.No.CO/HRM/25/2024

**DETAILED ADVERTISEMENT FOR APPOINTMENT OF
NON-UNIONIZED SUPERVISORS ON REGULAR 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 posts (Regular) for its various Projects/Units/Offices through online mode.

Opening date and time for online registration and submission of application	19.02.2024 (14:00 HRS)
Closing date and time for online submission of application	11.03.2024 (14:00 HRS)

1.0 DETAILS OF VACANCIES/POSTS:

Name of the Post	No. of Posts (Reserved for)	Scale of Pay (IDA)/ Grade/ Annual approx. CTC (in Rs.)	Upper Age Limit (in years)
Personal Secretary	3 (UR-1, EWS-1, OBC-NCL-1)	Rs.25000-68000/- S-1 Grade 7.5 Lakhs per annum	30

*CTC is shown based on the HRA applicable at X class city

Performance Related Pay (PRP) is not included in the CTC shown

Qualification: Graduate in any discipline from a recognized University with English as a compulsory or elective subject or as the medium of examination at the degree level. Knowledge of Computer is essential and the applicant should be proficient in MS Office, etc.

The incumbent should have excellent verbal communication, written communication & interpersonal skills.

Experience: 3(Three) years relevant post qualification work experience (on rolls or through manpower agency) of independently managing secretarial activities of Office of the GM/Director/MD/CMD or equivalent under Central / State Governments / Autonomous Bodies / Statutory Organizations / PSUs. Typing speed of 40 wpm in English and Stenographic skills.

Name of the Post	No. of Posts (Reserved for)	Scale of Pay (IDA)/ Grade/ Annual approx. CTC (in Rs.)	Upper Age Limit (in years)
Jr. Supervisor- Marketing	3 (UR-1, SC-1, OBC-NCL-1)	Rs.25000-68000/- S-1 Grade 7.5 Lakhs per annum	30

*CTC is shown based on the HRA applicable at X class city

Performance Related Pay (PRP) is not included in the CTC shown

Qualification: Graduate in any discipline from a recognized University with English as a compulsory or elective subject or as the medium of examination at the degree level. Knowledge of Computer is essential and the applicant should be proficient in MS Office, etc.

The incumbent should have excellent verbal communication, written communication & interpersonal skills.

Experience: 3(Three) years relevant post qualification work experience in the field of Sales/Exports. Candidates from mineral/ Chemical background will be preferred.

- In case a course of study offers dual specialization in two functional areas i.e. in one major discipline and in one minor discipline, the applicant shall be considered only in the discipline of major specialization. However, if there is no such difference, applicant can be considered in either discipline 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 disciplines whichever is applicable.
- The courses mentioned above should be of full-time/regular nature and should be recognized by the State/Central Government/UGC/AICTE (wherever applicable).
- All the above qualifying qualifications should be with "First Class" (60% marks in

aggregate) in respect of UR/OBC (Non-Creamy Layer)/EWS candidates and with 55% marks in aggregate in respect of SC/ST candidates.

- 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.
- e) Suitable candidates for the above post will possess good communication and behavioral skills.
- f) Knowledge of working in an automated environment and proficiency in office automation tools are essential.

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 table.

2.0 SALARY AND ALLOWANCES:

- a) The Basic salary will be at the minimum of the scale, however, for deserving candidates higher starting pay will be considered as per the applicable norms at the discretion of the appointing authority.
- b) Besides Basic Pay, 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, Performance Related Pay (PRP), Uniforms etc. will be available.

3.0 PLACE OF POSTING:

The initial place of posting will be at Corporate Office, Mumbai. However, the incumbents are liable to be posted/transferred to any of the Units / Offices / Establishments of the company.

4.0 AGE RELAXATION:

- a) The candidate claiming reservation benefit shall be required to submit the requisite caste/ disability/ other relevant certificate issued by the competent authority.
- b) Age relaxation for various categories shall be as under: -

Category	Relaxation allowed (in years)
UR/ EWS	Nil
OBC(NCL)	3
SC/ST	5
PwBD	10 years in addition to relaxation allowed in UR/EWS/OBC(NCL)/SC/ST
Domicile of J&K during the period from 01.01.1980 to 31.12.1989	5 years. This relaxation will not be over and above the relaxation provided in other categories.
Ex-servicemen and Commissioned Officers	Actual period of service rendered in defence services + 3 years

In any case, the upper age (including all relaxations) of the applicant should not exceed 56 years.

5.0 RESERVATION:

UR	EWS	OBC-NCL	SC	ST
2	1	2	1	0

6.0 SUITABILITY OF POSTS FOR PwBD CANDIDATES:

Physical requirements	Categories of the disabled suitable for jobs
S, ST, BN, W, RW, SE, H, C	OA, OL

Abbreviations used:

S=Sitting, ST=Standing, BN= Bending, W= Walking, RW=Reading & Writing, SE=Seeing, H= Hearing, C=Communication, OA=One Arm, OL=One Leg

7.0 FORWARDING OF APPLICATIONS OF CANDIDATES FROM GOVT. AND PUBLIC SECTOR UNDERTAKING

- Persons employed in State/Central Government/Semi-Government/Autonomous Bodies/State and Central PSUs etc. are required to fill their application along with all relevant documents through proper channel.
- Applications from candidates working in State/Central Government/Semi-Government/Autonomous Bodies/State and Central PSUs etc, not initially submitted through proper channel, may be processed on the basis of advance copies, but the candidate, if called for Skill Test / Trade Test / Computer Proficiency Test and Psychometric Test [Second Level Test], 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.
- 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.
- 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.
- 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.

8.0 MODE OF SELECTION:

- The mode of selection for all the posts would consist of (i) Written Test [First Level Test] (ii) Skill Test / Trade Test / Computer Proficiency Test and Psychometric Test [Second Level Test] as applicable and/or any combination thereof as may be prescribed or decided by the Competent Authority. The written test will be Computer Based Test (CBT). The candidates fulfilling the eligibility requirements/criteria viz. Age, qualification, experience etc. will be called for written test (objective type) comprising of Multiple-Choice Questions.
- The question paper booklet for written test will be in bi-lingual form i.e. both Hindi & English. However, in case of any typographical error in Hindi, the English version of the question shall be considered as valid.
- IREL reserves the right to cancel / withdraw any question / questions from the written test even at the time of evaluation, if required.
- The written examination will be held for a duration of 2 Hours (in one sitting) consisting of two Papers. Paper-I will consist of 100 Objective type questions on

Professional Knowledge (Discipline related) and Paper-II will consist of 50 objective type questions on General Knowledge/Awareness, Reasoning, Numerical ability and General English with multiple choice answers in each Paper. Each question will carry 1 mark. There will not be any negative marking for any wrong answer. No marks will be awarded for un-attempted questions. The minimum marks required in the computer based test to qualify for next selection process will be as under:

GENERAL(UR), EWS & OBC (NCL)	Minimum 40% marks in each paper
SC / ST / PwBD	Minimum 35% marks in each paper

- e) Based on the merit obtained in the Computer Based Test (CBT), the candidates will be called for second level Test (Skill Test / Trade Test / Computer Proficiency Test as applicable and Psychometric Test) in the ratio of 1:5 following reservation norms.
- f) The Second Level test/s would be qualifying in nature.
- g) The candidates who attend second level test and fail to qualify will not be selected, irrespective of their score in the written test.
- h) Final selection of those who qualify the second level Test (Skill Test / Trade Test / Computer Proficiency Test as applicable and Psychometric Test) will be based on the marks obtained in the written test only. The merit list for final selection will be prepared on the basis of performance in the written test.

9.0 WRITTEN TEST CENTRES (TENTATIVE):

The Written Test centres will be held tentatively at **Mumbai, Bhopal, Vishakhapatnam, Trivandrum, Kochi, Chennai, Nagercoil, Cuttack and Bhubaneswar**. Candidates may opt/choose test centres in the order of their preferences. The centre(s) opted shall not be changed at a later stage after submission of application. IREL reserves the right to add/ delete centres depending on the number of candidates and to allocate any test centre or change the centre opted by the candidate.

10.0 PRE-EMPLOYMENT MEDICAL EXAMINATION:

Before joining services, the selected candidates will have to undergo medical examination as per the directions of the company.

11.0 CHARACTER & ANTECEDENTS VERIFICATION:

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 rules of the company.

12.0 WAIT-LIST OF SELECTED CANDIDATES:

A reasonable waitlist will be prepared and the same will be valid for a period of one year. However, instructions issued by the Administrative Ministry in this regard from time to time would be followed.

13.0 APPLICATION FEE:

Non-refundable Application Fee of ₹ 500/- (Rupees Five Hundred only) (inclusive of GST) is required to be paid online by the candidates at the time of submission of online Application Form. 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.

14.0 HOW TO APPLY:

A. 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.

B. General Instructions for filling up of Application:

- a) The candidate shall apply through On-line mode only, as per the qualifications and eligibility criteria mentioned in the advertisement.
- b) Before starting to fill-up, the online application, keep ready with you the following details/documents/information:
 - i. E-Mail ID (valid at least for one year).
 - ii. Mobile No. (valid at least for one year).
 - iii. Personal and Educational qualification details.
 - iv. Scanned Copy of Recent Photograph (not more than 3 months old in jpg/jpeg format). Size (20 kb-50 kb).
 - v. Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10 kb-20kb).
 - vi. 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 only.**
 - ❖ 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 mentioning job responsibilities in detail.**

15.0 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 **11.03.2024 (last date of submission of online applications)**.
- 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, Skill Test/Trade Test/Computer Proficiency Test as applicable and psychometric test etc. will be sent through e-mail only.
- f) In order to regulate the number of candidates to be called for the test, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria.
- g) Merely meeting the above qualifications and experience shall not entitle a candidate to be called for Written Test, Skill Test/Trade Test/Computer Proficiency Test as applicable and Psychometric Test. Only short-listed candidates will be called for the Tests.
- h) Verification of original certificates / documents with regard to age, qualification, work experience, scale, category/disability (as applicable) and other documents as asked for will be done at the time of medical/joining (as the case may be). 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 Skill Test/Trade Test/Computer Proficiency Test as applicable and Psychometric Test 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 test 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.
- j) The number of posts and the reservation mentioned are tentative. 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 before the last date. 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 test 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 only. Candidates are advised to check their email/ visit IREL website regularly for updates.
- 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.
- 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 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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