



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/08/2022

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 Corporate Office/ Projects Site/Units/Offices.

1.0 Details of vacancies/Posts:

Name of the Post	No. of Posts	Scale of Pay (IDA) / Grade / Annual CTC(in Rs.)	Qualification	Experience (In Years)	Upper Age Limit as on 16.02.2022
Chief General Manager(HRM)	1 No. (UR)	120000-280000 (E-8) 32.30 Lakhs	Post Graduate Degree/Post Graduate Diploma/MBA/MA/MS W (2 years full time course) with specialization in Human Resource Management, Personnel Management, Industrial Relations from reputed & recognized Universities/Institution approved by AICTE. Degree in Law is desirable.	24 Years in HRM, Personnel Management, Administration, Employee Relations/ Industrial Relations, Learning & Development, CSR etc.	56

Job Requirements:**Chief General Manager (HRM):**

The incumbent shall be required to spearhead and handle the whole gamut of HR system of processes encompassing transformational and core areas of HR in Talent Acquisition, Performance Management, Competency Mapping, Employee Engagement, Learning and Development, Industrial Relations, Administration and Welfare Matters, etc.

He shall also be required to collaborate with leadership to assist in achieving the organisational goal and strategy. The incumbent shall have the experience of handling HR functions of multi-locational multi-unit organisations with more than 3500 employees including contract, outsourced employees. He should have thorough knowledge on Labour / Employment related laws and shall be effective in corporate communication.

Desirable: Should have proficiency in computer based work environment.

Name of the Post	No. of Posts	Scale of Pay (IDA) / Grade / Annual CTC(in Rs.)	Qualification	Experience (In Years)	Upper Age Limit as on 16.02.2022
Chief Manager (Projects)/	1 No. (UR)	80000-220000/ E-5/20.44 Lakhs	Graduate in Engineering	Minimum 20/16 years experience in Construction Management of Mechanical, Electrical, Civil works, Installation, testing, commissioning of equipment, Structural Works, Project Documentation, Planning. Good communication skills with computer Proficiency.	54 / 48
Sr. Manager (Projects)	1No. (UR)	70000-200000/ E-4 / 17.88 Lakhs	Desirable: M.E / M.Tech Candidates shall be given preference provided everything will be at equals.	In case of deserving candidates experience and qualification shall be relaxed	

Job Requirements:**Chief Manager (Projects) / Sr. Manager (Projects):**

The incumbent is required to plan, budget, monitor and report on the project with project management tools for the project assigned for execution including the following:

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and budget

- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Ensure resource availability and allocation.
- Develop a detailed project plan to monitor and track progress.
- Manage changes to the project scope, schedule and costs using appropriate verification techniques.
- Measure project performance using appropriate tools and techniques.
- Report and escalate to management as needed the problems of projects.
- Evaluate and assess result of project.

Name of the Post	No. of Posts	Scale of Pay (IDA) / Grade / Annual CTC(in Rs.)	Qualification	Experience (In Years)	Upper Age Limit as on 16.02.2022
Manager (Security)	1 No. OBC (NCL) [Carry forward vacancy]	60000-180000/ E-3 / 15.33 Lakhs	Should be a Graduate and not below the rank of Captain in Indian Army or equivalent rank in Indian Navy/Indian Air-Force working/retired from Indian Defence Services. or Should be a graduate and not below the rank of Dy. Commandant or equivalent (Pay Level-11) in Para Military Services viz. CISF, CRPF, BSF etc.	NA	42

Job Requirements:

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) 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 areas 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 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 Eligibility criteria for candidates

- (i) Candidates working in Govt./PSU/ applying for the above posts should have minimum 2 years of experience (Out of total post qualification experience) as on 16.02.2022 in the immediate below IDA pay scale or equivalent PSUs/Govt. of IDA/CDA Pattern of pay scale as indicated in the table shown below:

Name of the Post & grade applied for	Requisite immediate below pay scale
CGM(HRM) E-8	Rs.100000-260000 (revised) [Industrial Dearness Allowance(IDA)]
CM(Projects) E-5 / SM(Projects) E-4	Rs.70000-200000 (revised) [Industrial Dearness Allowance (IDA)]/ Rs.60000-180000 (revised) [Industrial Dearness Allowance(IDA)]

- (ii) Annual CTC of the candidates from the Private Sector applying for the above posts & Annual Turnover (Enclose supporting documents) of his present employer should meet with the requirements as shown in the table below for the respective posts:

Name of the Post & grade applied for	Minimum CTC
CGM(HRM) E-8	The candidates should be drawing Annual CTC of not less than Rs. 26.92 lakhs for a minimum period of 2 years out of 2½ years during 01.10.2018 to 31.03.2021. Average annual turnover of the company should not be less than Rs.1000 crores in two financial years (FY 19-20 & FY 20-21).

Name of the Post & grade applied for	Minimum CTC
CM(Projects) E-5 / SM(Projects) E-4	The candidates should be drawing Annual CTC of not less than Rs. 17.88 lakhs/15.33 Lakhs for the post of CM(Projects) / SM(Projects) respectively for a minimum period of 2 years out of 2½ years during 01.10.2018 to 31.03.2021. Average annual turnover of the company should not be less than Rs.1000 crores in two financial years (FY 19-20 & FY 20-21).

Note: If a candidate fails to submit suitable documents as evidence of next below pay scale or CTC such as pay slip or salary certificate or Form - 16 and annual report of their company regarding company turnover at the time of verification prior to interview, to corroborate the particulars furnished in the application form, his/her candidature may be rejected. The decision of the management in this regard shall be final and binding.

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 OBC–NCL & 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 details of Caste/disability certificate issued by the competent authority.
- d. 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.
- e. 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).
- f. In respect of Persons with benchmark disabilities, upper age limit is relaxable by 10 years. Further, candidates suffering from not less than 40% of relevant disability shall be eligible for the benefit of reservation & concession.
- g. 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 shall be as per DoPT O.M No. 36039/1/2019 dated 31.01.2019.
- h. 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.
- i. Age relaxation for candidates belonging to OBC (NCL)/ESM/PwBD shall be as under:

Category	Age Relaxation (in years)
OBC (NCL)	3
PwBD-General	10
PwBD-OBC (NCL)	13

Category	Age Relaxation (in years)
ESM	'By the length of military service increased by 3 years in case of Ex-Service man and commissioned officers including ECOs/SSCOs for appointment by direct recruitment subject to the condition that (i) the continuous service rendered in the armed forces by the ESM is not less than 6 months after attestation and (ii) that resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit more than 3 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 initially 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, 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.

5.0 Mode of Selection:

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

Name of the Posts	Mode of Selection
Chief General Manager (HRM)	The mode of selection for eligible applicants for various posts in Executive Cadre would be through Interview/Psychometric test/group Exercise or combination thereof.
Chief Manager (Projects)/ Sr. Manager(Projects)	
Manager (Security)	

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

- #### 6.0 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.

- #### 7.0 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.

8.0 Wait-List of Selected Candidates:

Reasonable wait-list will be prepared 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.

9.0 Salary and Allowances:

Besides Basic Pay, Candidates will be paid 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.

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

Name of the Post	Place of Posting
Chief General Manager(HRM)	Corporate Office, Mumbai
Chief Manager(Projects)/ Sr. Manager(Projects)	Project Sites / Offices
Manager (Security)	Units

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

11.0 Application Fee

Name of the Post	Application Fee
Chief General Manager(HRM)	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 IREL (India) Limited payable at Mumbai . Application Fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of Application Fee.
Chief Manager(Projects)/ Sr. Manager(Projects)	
Manager (Security)	

Note: PwBD/ExSM/Women/ Internal candidates are exempted from payment of Application Fee.

12.0 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:
10th 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 pay slip.

- vi) Proof of Pay scale and Level of post in their present organization as applicable:
Candidates must enclose the documentary evidence of next below pay scale (Govt/PSUs) & Private Sector candidates to enclose documentary evidences of Annual report of their employer indicating Annual Turnover and salary certificate or Form 16 in respect of CTC .
- vii) NOC/Forwarding of application through proper channel of the present organization.
- viii) Caste certificate /Disability Certificate as mentioned in the advertisement (if applicable).
- ix) Discharge Certificate for candidates belonging to Defence Services(Ex-Serviceman)
- x) Valid ID proof (PAN/ Card /Driving License/Voter id card/Aadhar).
- xi) 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 superscribing "Application for the post of" vide Advt. No./Notification No. **CO/HRM/08/2022**. 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 **16th February 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 16.02.2022.

13.0 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 16.02.2022.
- (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/skill 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, annual turnover, 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.
- (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.

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