

Indian Rare Earths Ltd
(A Govt. of India Undertaking – Dept. of Atomic Energy)
 Plot No.1207, Veer Savarkar Marg, Prabhadevi, Mumbai 400 028

Advt. No.HRM/MTs/P/2017/1

Indian Rare Earths Ltd (IREL) a Mini-Ratna category – I Public Sector Undertaking under the administrative control of the Department of Atomic Energy is the industry leader in the area of Beach Sand Minerals like ilmenite, rutile (titanium ores), zircon, monazite, sillimanite, etc., and producer of rare earths (Lanthanides) chemicals, thorium nitrate etc. The company requires proactive professionals for the following positions for its Corporate Office, Mumbai and its Units located in Kerala, Tamilnadu, and Odisha.

Applications are invited from Indian nationals for the following posts on regular basis in the Industrial Dearness Allowance (IDA) pay scale.

1. Details of Vacancies and Qualification required

| | | | | |
|---|---|--------------|---|---|
| 1 | Management Trainees (Tech) | | | |
| | Discipline | No. of Posts | Upper age limit as on 31.03.2017 | Essential qualification |
| | -Mechanical -Mining -Chemical -Mineral -Electronics & Instrumentation (E&I) | 12 | 28 | A first class full time Bachelors Degree in Engineering/Technology,/B.Sc. Engineering in the discipline of Mechanical / Mining / Chemical / Mineral/ Electronics & Instrumentation from a recognized University/Institutions approved by AICTE with 60% marks or equivalent CGPA in the aggregate of all the Semesters / Years or corresponding CGPA Ratings, where CGPA/OGPA/DGPA or letter grade is awarded its equivalent of marks must be indicated in the application form as per norms adopted by university/institute. |

Grouping of Technical Disciplines Qualification wise

| Discipline | Includes |
|-------------------------------|--|
| Mechanical | Mechanical/ Mechanical & Industrial Engineering/ Mechanical & Production Engineering/ Production Engineering/ Production Engineering & Management/ Production & Industrial Engineering. |
| Mining | Mining |
| Chemical | Chemical |
| Mineral | Mineral |
| Electronics & Instrumentation | Electronics / Electronics & Communication /Instrumentation & Control / Instrumentation & Electronics / Applied Electronics & Instrumentation / electronics & Instrumentation /Electronics & Telecommunication. |

| | | | | |
|---|---------------------------------|---------------------|---|--|
| 2 | Management Trainees | | | |
| | Discipline | No. of Posts | Upper age limit as on 31.03.2017 | Essential qualification |
| | Finance | 4 | 28 | Chartered Accountant/Cost Accountant. (CMA) Desirable : Computer Proficiency |
| | Human Resource Management (HRM) | 4 | | Post Graduate Degree/Post Graduate Diploma in MBA/MSW, (2 years full time course), with specialization in Human Resource Management, Personnel Management, Industrial Relations from reputed & recognized Universities/Institution approved by AICTE with 60% marks or equivalent CGPA in the aggregate of all the Semesters / Years or corresponding CGPA Ratings, where CGPA/OGPA/DGPA or letter grade is awarded its equivalent of marks must be indicated in the application form as per norms adopted by university/institute Desirable: Degree in law , Computer proficiency. |

Reservation of posts

| Sl. No. | Grade | Name of post | No. of post | UR | SC | ST | OBC-NCL | PwD |
|---------|-------|----------------------|-------------|----|----|----|---------|-----|
| 1 | MT | MTs – Tech/ HRM/Fin. | 20 | 11 | 3 | 1 | 5 | 1 * |

***SUITABILITY OF POSTS FOR PWD CANDIDATES:**

Reservation and appointment to PWDs shall be admissible in accordance with DoPT O.M. No. 36012/24/2009-Estt(Res) dated 03.12.2013. Disabilities identified for the above posts.

| Discipline | TYPE OF DISABILITY | LEGEND |
|---------------|-----------------------------------|---|
| HRM/Fin./Tech | SUITABLE FOR OA, OL, OAOL, LV, HH | OA=one arm, OL=one leg, OAOL=one arm & one leg, LV=low vision, HH= hearing handicapped, |

2. RESERVATION / RELAXATION & CONCESSIONS:

Reservation/Concessions for candidates belonging to SC/ST/OBC-NCL/Ex-SM & PwD categories would be made as per Government Directives.

- Upper age limit is relaxable by 5 years in respect of SC/ST candidates. Upper age limit is relaxable by 3 years in respect of OBC-NCL candidates, provided a recently obtained certificate (issued not older than six months as on 31.03.2017) of not belonging to the “Creamy layer” in the format prescribed by the Govt. of India, from a Competent Authority is produced by the candidates at the time of interview. The upper age limit is also relaxable by 05 years for candidates domiciled in the State of Jammu & Kashmir between 01.01.1980 and 31.12.1989.

- In respect of Persons with Disabilities (PwDs), upper age limit is relaxable by 10 years, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC-NCL. Further, PwD candidates suffering from not less than 40% of the relevant disability shall not be eligible for the benefit of reservation. Candidates who wish to avail the benefit of reservation are required to submit a disability certificate issued by the Competent Authority in the prescribed format in this regard.
- Relaxation will be extended as per rules in respect of Ex-Servicemen /Commissioned Officers/ECOs/SSCOs who have rendered at least 5 years of Defence Service and have been released on completion of assignment.
- Age of a candidate, after all applicable Age Relaxations should not exceed 56 years in case of PwD candidates and 55 years for other candidates.

3. EMOLUMENTS AND BENEFITS AND TRAINING PERIOD

MTs during their training period are entitled for monthly stipend of Rs. 16400/- along with other allowances as applicable.

The training will be for a period of 01 year. On successful completion of the training, the incumbent will be appointed as Engineer/Officer (E-1 Grade) in the respective cadre on probation for 01 year in the pay scale of ` 16400-40500 with other allowances as per rules of the company.

4. Application Fee

Candidates applying against the post of MTs will be required to pay an application fee of Rs. 250/- (non-refundable) through online. (Candidate will be levied service tax and service charges from their transaction bank as applicable). No application fees shall be charged from SC, ST, OBC (NCL), PwD, Ex-serviceman and women candidates.

Candidates are required to make application fee payment through debit card/credit card /net-banking. The candidate will be automatically directed to make online payment (wherever fees is applicable).

No other mode of payment will be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of application fees.

For submitting online application fees please read the instruction mentioned in "How to submit application fees link".

5. SELECTION PROCEDURE

The selection procedure shall be based on written test followed by personal interview. Eligible candidates will be called for written test comprising multiple choice questions (bilingual i.e Hindi & English) from General Awareness, English language, Reasoning Ability, Numerical ability and Subject/discipline knowledge. The written test shall be of ninety minutes duration comprising of 100 multiple choice questions. The center of written test will be informed in due course of time. Please note that there will not be any negative marking in written test exam. Provisionally qualified candidates in the written test shall be called for the personal interview.

Wait list of selected candidates

Reasonable and limited wait list will be prepared and the same will be valid for a period of one year or after notifying any such recruitment whichever is earlier.

6. GENERAL CONDITIONS:

1. Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming Appointment.
2. Age and experience are to be counted as on **31.03.2017**.
3. Persons who have retired from the Govt./PSUs including Indian Rare Earths Ltd. under the Voluntary Retirement Scheme (VRS) will not be eligible to apply.
4. The candidates are advised to ensure while applying that they fulfill the eligibility criteria and other requirements mentioned and that the particulars furnished by them are correct in all respect. Their candidature at all stage is purely provisional. In case it is detected at any stage of recruitment process that the candidate does not fulfill 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 or are detected even after appointment his/her services will be terminated without any notice.
5. In order to regulate the number of candidates to be called for the 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. Only short-listed candidates will be notified for written Test and/or personal Interview.
6. Merely meeting the above qualifications shall not entitle a candidate to be called for written test and personal interview. Verification of original certificate with regard to age, qualification, category/disability (wherever applicable) and other documents as asked for, will be done only at the time of interview. The candidature of a candidate shall be cancelled at any point of time if the candidate is found not meeting the eligibility criteria.
7. Candidates called for personal interview will be reimbursed to and fro train fare from the nearest Railway Station from the shortest route as per the rules of the company.
8. Depending on the requirements, the Company reserves the right to cancel/curtail the number of posts without any further notice and without assigning any reason thereof. IREL also reserve 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.
9. All the above conditions of qualification, age limit etc. are applicable to applicants from IREL also.
10. Generation of registration slip does not imply acceptance of application or eligibility for the post.
11. 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.
12. Minimum percentage of marks in the essential qualification as indicated above shall be aggregate of all semesters to be calculated taking average of all semesters/years, irrespective of the weightage to any particular semester/ year by the institute/University. No rounding off will be done.

13. Wherever CGPA/OGPA/DGPA or Letter Grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by the University/Institute. In case it is not available decision of IREL shall be treated as final.
14. 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.
15. Appointment of selected candidates is subject to Medical fitness, verification of Character and Antecedents (C&A) from the concerned authorities, as per the rule of the company.
16. Request for change of Mailing address/email ID/ category/ posts and other information as declared in the online application will not be entertained.
17. Any legal proceedings in respect of any dispute with regard to the recruitment against this advertisement can be instituted only in Mumbai. Courts/Forums/Tribunals at Mumbai only shall have the sole and exclusive jurisdiction to try any such Case/Dispute.
18. Please visit our website <http://www.irel.co.in> and click on 'Recruitment' Directory for more information.
19. **Any 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> regularly for above purpose.**

7. Forwarding of applications of candidates from Govt. and Public Sector Undertaking after submitting online application:

- a) Printout of duly filled in online Applications along with all requisite documents of candidates working in State Government/Central Government /Semi-Government/Autonomous Bodies/State and Central PSUs etc. are to be sent through proper channel or produce NOC at the time of interview.
- b) In the event of selection, such candidates will be entitled for benefits of carry forward of past service provided his / her employer agree for the same.
- c) In case the applications are not received through proper channel or the candidate is not in a position to produce "No Objection Certificate" (NOC) at the time of interview, then he/she will be allowed to attend the interview subject to furnishing an undertaking/declaration to the effect that they shall forgo the benefits of carry forward of past service from his/her previous employer to IREL.
- d) In case the selected candidate is in a position to submit a consent letter / NOC from his previous employer with respect to transfer of service benefits, even afterwards, he/she will be entitled for the same on joining IREL
- 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.

HOW TO APPLY FOR MTs

1. Log on to Indian Rare Earths Limited website <http://www.irel.co.in> and navigate to the Recruitment section > Advertisement.
2. Click on the link —<https://applycareer.co.in/irel/2017/april/>.
3. Please click for detailed instructions about - 'How to fill up the Application Form' & 'How to submit application fees' in the website.
4. Please select the appropriate post to which the application is intended. Note that applications to multiple posts are accepted but multiple applications to a single post will lead to cancellation of the candidature.
5. Please note that only submission of job application through online does not guarantee of selection. Selection will be strictly based on the published eligibility criteria in Advt. No. HRM/MTs/P/2017/1.
6. The list of provisionally eligible candidates will be uploaded on the IREL website.
9. List of "Non –eligible" candidates and the reasons for rejection will be available on the IREL website. Any queries relating to reasons for rejection may be mailed to: hrmrect-ho@irel.co.in.
10. In case of difficulty relating to process of application or for reporting any difficulties encountered, candidates may contact on email hrmrect-ho@irel.co.in or numbers 022-24211630.
11. The last date of submission of online application form is **18.05.2017 till 24.00 hours**.
12. After filling up the ON-LINE application, candidate is required to take a print of the filled in application form. Duly signed undertaking format generated with print out of application form along with self-certified copies of following documents must be forwarded in an envelope superscribing "**Advertisement Ref. No. HRM/MTs/P/2017/1 & Post applied for**" to **Post Box No. 3076, Lodhi Road, New Delhi-110003** by **Ordinary post only** so as to reach on or before the last date i.e **31.05.2017**. Application received after last date of receipt, due to postal delay or for any other reasons, shall not be considered.
 - a. Date of Birth (DOB) proof:
 - I. Xth Std. Passing Certificate indicating DOB
 - OR
 - II. School Leaving Certificate OR
 - III. Birth Certificate.
 - b. Certificate in respect of Prescribed Qualification
 - I. Mark sheets of each semester indicating date of declaration of result
 - II. Final Degree Certificate.
 - d. Experience certificate (if any)
 - c. Valid ID Proof: PAN Card/ Voter ID/ Aadhar Card/ Driving License etc.
 - d. Caste certificate and Disability certificate as mentioned in advertisement (if applicable).
 - e. Discharge certificate from Defence Services (for Ex- serviceman).

In the event of failure of candidate to submit any of the required documents as mentioned above, candidature of such candidate shall be liable to be rejected.

13. Before applying for the post, candidates should ensure that he/ she fulfills the eligibility criteria and other conditions mentioned in this advertisement. IREL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/ she has applied. The application fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

INTIMATION FOR WRITTEN TEST:

- ⇒ On the basis of information given in the Online Application Form, Admit Card of provisionally eligible candidates for the written test will be available for download from website: <https://applycareer.co.in/irel/2017/april/> as per schedule given on the website. Keep checking the website regularly for any updates.
- ⇒ Download Admit Card – On the due date for Admit Card, re-login to the website: <https://applycareer.co.in/irel/2017/april/> for downloading Admit Card for written test, containing the details of the time schedule, venue will be available.
- ⇒ Print Admit Card - Take a printout of the Admit Card. Candidates will not be allowed to appear in the written test without a valid Admit Card.
- ⇒ The same will also be forwarded to your email id as provided in the application form.

INTIMATION FOR PERSONAL INTERVIEW:

Names of provisionally eligible candidates for interview will be hosted on IREL website. Call letter by post / e-mail will also be sent with instructions for interview.

Intimation regarding Personal Interview & Result:

List of provisionally ‘Eligible Candidates’, ‘Non-Eligible Candidates’, ‘Interview Schedule’ and ‘Result’ etc. will be hosted only on IREL Website under the head “Recruitment”. Candidates are requested to visit IREL website time to time to get themselves updated on the recruitment status.

Important Dates

| Sn. | Details | Date |
|------------|---|---|
| A | Commencement of IREL Online Application | 03.05.2017 |
| B | Last Date of IREL Online Application | 18.05.2017 (till 24.00 hours) |
| C | Last Date for receipt of application with all required testimonial /certificate | 31.05.2017 |
| D | Notification regarding schedule of written test/ Personal Interview | Please visit IREL website |

-----X-----