



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/19/2023

**Detailed advertisement for recruitment for the post of
Management Trainees in various disciplines**

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 Mineral Sand Mining and Mineral Processing 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 refined Rare Earths in the form of Oxide/Compounds. IREL (India) Limited has also setup a joint venture with the Industrial Development Corporation of Odisha Limited for setting up a new Mineral Sand Mining and Mineral Processing 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 our future growth and transformation challenges, we invite applications from young, energetic and dynamic persons for the post of **MANAGEMENT TRAINEES** through Online Applications Mode in different disciplines as per details given below:

1. IMPORTANT DATES:

i.	Opening date for On-line Registration of Applications	21.07.2023
ii.	Last date of On-line Submission of Applications	20.08.2023
iii.	Last date of Online payment	20.08.2023
iv.	Downloading of Admit Cards	2 nd week of September 23
v.	Tentative Date of Written Examination	4 th week of September 23 or 1 st week of October 23

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2. DETAILS OF VACANCY / POSITION:

a) Number of Posts

Name of Post	Discipline	Total number of posts
MT-Technical	Mechanical	35
	Mining	
	Electrical	
	Chemical	
	Mineral	
MT-HR	HR	
MT-Finance	Finance	

IREL reserves the right to increase or reduce the number of post in any or all the disciplines at its discretion before and/or during the selection process.

b) Stipend/ Pay-Scale

During Management Trainee period	Rs 57000/- per month as stipend
On completion of training period	Assistant Managers in the E-1 grade of the pay of Rs. 40,000-140,000/- with a basic pay of Rs. 40,000/-. Approx. CTC 13.25 lakhs per annum, excluding Performance Related Pay (PRP) and in-patient hospitalisation benefits for self and dependents, as per the rules of the company.

c) Reservation of Posts: Category wise break-up of vacancies

UR	EWS	SC	ST	OBC (NCL)	PwBD*
14	3	5	3	10	1

Abbreviations: UR- Unreserved, EWS- Economically Weaker Section, SC- Schedule Caste, ST- Scheduled Tribe, OBC(NCL)- Other Backward Classes (Non-Creamy Layer)

*Out of the above 35 vacancies, 01 vacancy is earmarked for PwBD candidate.

d) Age Limit: 27 years as on 20.08.2023

e) Relaxation in age limit:

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

Category	Relaxation allowed (in years)	
UR/ EWS	Nil	
OBC(NCL)	3	
SC/ST	5	
i PwBD	UR/EWS	10
ii PwBD	OBC(NCL)	10+3
iii PwBD	SC/ST	10+5
Ex-servicemen and Commissioned Officers	By the length of military service increased by 3 years in case of Ex-Service men and commissioned officers	

	including ECOs/SSCOs for appointment by direct recruitment subject to applicable rules.
Central/ State Govt./ Semi-Govt./ PSU/ Govt. Autonomous Organisations	5 years. This relaxation will not be over and above the relaxation provided in other categories.
Domicile of J&K during the period from 01.01.1980 to 31.12.1989	

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

f) Suitability of posts for PwBD candidates:

Discipline	TYPE OF DISABILITY	LEGEND
HR, Finance	SUITABLE FOR OA, OL, OAOL, HH	OA=one arm, OL=one leg, OAOL=one arm & one leg, HH= hearing handicapped

The PwBD appointed will be adjusted against the vacancy of respective categories viz, UR/EWS/SC/ST/OBC(NCL).

g) Qualification and Eligibility Criteria

Post Code	Discipline	Minimum Essential Qualification
01	Mechanical	B.E./B. Tech or its equivalent in relevant discipline.
	Mining	
	Electrical	
	Chemical	
	Mineral	
02	HR	Two years fulltime Post Graduate Degree (MBA/MSW)/ Post Graduate Diploma with specialization in Human Resources Management/ Personnel Management/ Industrial Relations/ Organizational Development/ Human Resource Development/ Labour welfare or its equivalent. Desirable: Degree in law.
03	Finance	Qualified Chartered Accountant (CA)/Cost Accountant (CMA) OR B. Com and MBA (Finance) or its equivalent.

- i. Engineering degrees allowed for each discipline of Post code 01 are as follows:

Disciplines advertised	Disciplines acceptable as per prescribed qualification
Mechanical	Mechanical/Mechanical & Industrial Engineering/ Mechanical & Production Engineering/Production Engineering/ Production Engineering & Management / Production & Industrial Engineering
Mining	Mining
Electrical	Electrical Engineering, Electrical Machine, Power Systems & High Voltage Engineering, Electrical Instrumentation & Control Engineering, Electrical & Instrumentation Engineering, Electrical & Power Engineering, Electrical & Electronics Engineering
Chemical	Chemical
Mineral	Mineral

- ii. Only the above mentioned disciplines will be considered. Courses/ disciplines with equivalence to the above will not be considered.
- iii. All the above 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.
- iv. Fraction of percentage in educational qualification will be ignored and will not be rounded off to the next higher integer i.e. 59.9% will be treated as less than 60%.
- v. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/ Institute. The applicant shall also submit the conversion formula for deriving CGPA to percentage equivalence issued by the concerned University/ Institution, failing which the application is liable to be rejected
- vi. 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 area of specialization or equal weightage of both courses whichever is applicable.
- vii. The courses mentioned above should be of full-time/regular nature and should be recognized by the State/Central Government/UGC/AICTE (as applicable).
- viii. Applicants whose final results are awaited and/or are appearing for the final year/ semester examination during 2023, but are otherwise eligible, may also apply. If selected they will be required to submit the final result indicating completion of degree and percentage of marks before the date of joining as specified by IREL.
- ix. In case of any dispute arising about admissibility of any particular qualification, the decision of the Management of IREL shall be final and binding.

3. SELECTION PROCESS

The selection procedure shall comprises the following-

- a. **Written Examination:** 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 be a penalty of 0.25 marks for each wrong answer. No marks will be awarded for un-attempted questions. The question paper shall be set in bilingual i.e. English and Hindi only. However, in case of any typographical error in Hindi, the English version of the question shall be considered as valid. The minimum marks required to be obtained to be considered for personal interview will be as follows:

GENERAL(UR), EWS & OBC (NCL)	Minimum 40 marks in each paper
SC / ST / PwBD	Minimum 30 marks in each paper

Candidates are required to appear in the written examination at their own expenses and if shortlisted in the Computer Based Test as per the above criteria, they will be called for Personal Interview as per their merit in the ratio of 1:5 (5 candidates called against 1 vacancy) keeping in view the provision of reservation for SC/ST/OBC (Non Creamy Layer)/PWD. Management reserves the right to shortlist the candidates for Computer Based Test/Interview. Final selection will be based on the consolidated merit of Computer Based Test and Personal Interview.

Exam Centre: The written examination will be held in **Delhi, Mumbai, Chennai, Kolkata, Ahmedabad, Bhopal, Lucknow, Bengaluru, Kochi, Bhubaneswar, Vishakhapatnam, Guwahati and Nagercoil**. Candidates may opt/choose 2 examination centres in order of their preferences. The centre(s) opted will not be changed at a later stage after submission of Application Form. IREL reserves the right to allocate any examination centre or change the centre opted by the candidate.

- b. Personal Interview:** List of candidates who are declared as shortlisted for the Interview will be uploaded on the Company website and they will be intimated about the date, time and venue through E-mail only. The Interview call letters are also required to be downloaded/ printed from the Company's website on the announcement of Interview schedule. Similarly, the final list of selected candidates will also be uploaded in the website and they will also be intimated about the joining date and other formalities through Email.
- c. Pre-Employment Medical Examination:** Before joining services, the selected candidates will have to undergo medical examination arranged by the company Medical Officers and the decision of the Medical Officer will be final and binding.
- d. Character and Antecedents (C & A) verification etc.:** Appointment of selected candidates shall be further subject to verification of 'Character and Antecedents' and 'Special Verification' from the concerned authorities and experience verification as per rules of the company.
- e. Offer of Appointment:** Candidates finally selected for the post will be offered appointment as per company policy. The selected candidate will be on training initially for a period of one year. On satisfactory completion of training period, the candidates shall be absorbed in the E-1 grade, Scale of Pay Rs 40000-140000/- as Assistant Managers, where he/she shall be further placed on probation for a period of one year and shall be

confirmed on successful completion of the probationary period. Performance of the selected candidates shall be reviewed periodically with reference to the task assigned to him/her from time to time.

- f. **Service Agreement Bond:** Selected candidates will be required to execute a Service Agreement Bond of Rs. 3,00,000/- (Rupees Three Lakhs only) for Gen/OBC(NCL) candidates and Rs. 2,00,000/- (Rupees Two Lakhs only) for SC/ST/PwBD/EWS candidates for serving IREL (India) Limited for a minimum period of 3 years after successful completion of training and being appointed in the regular rolls of the company.

4. CAREER PATH:

IREL has a conducive and challenging work environment and offers attractive opportunities for growth through various on the job training and various assignments, learning and development etc.

5. EMOLUMENTS:

- a. Selected candidate shall undergo one year training at various units/offices of IREL. During Training period, Management Trainees will get an approximate gross amount of Rs. 57000/- per month as stipend. In addition to it, Management Trainees will be given Half Pay Leave (HPL), Casual Leave (CL) and medical facility for self and eligible dependant family members as per rules of the company.
- b. After successful completion of training, the Management Trainees will be absorbed as Assistant Managers in the E-1 grade of the pay of Rs. 40,000-140,000/- with a basic pay of Rs. 40,000/-. Besides Basic pay, candidates will be paid Industrial Dearness Allowance (IDA), HRA/Company accommodation, perks and allowances and other benefits such as Leave Encashment, Medical Facilities for self and dependant family members, Contributory PF, Gratuity, PRP, Uniform etc. The CTC would be around 13.25 lakhs per annum excluding Performance Related Pay (PRP) for Mumbai location. In addition to the above, candidates are also eligible for Post-Retirement Medical benefits after retirement.

6. 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 failing which he/she will not be allowed to attend interview.
- b. Post of Management Trainee being a direct recruitment on an initial basic pay, the Company will not bear any liability on account of salary/Leave salary, carry forward of other service benefits whatsoever of previous employment if any even in the event of application through proper channel/submission of NOC.
- c. 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.

7. PLACE OF POSTING:

Candidates may be posted anywhere in Units/ Offices of IREL. **Only candidates willing to serve anywhere in India should apply.**

8. 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.

9. HOW TO APPLY:

a. Sequence-wise actions to be followed by the candidates for filling-up of Online Applications are as under:

- i. Visit IREL website Careers section and Click Apply Online button.
- ii. Read Important Instructions and Click on (✓) 'I Agree' Button.
- iii. 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*).
- iv. Check Application Sequence No., User ID & Password received on your e-mail and mobile number.
- v. Re-login to your account by entering user ID and password received through e-mail.
- vi. Fill-up application form and upload Photo, Signature and other relevant Documents.
- vii. Check Preview of the Application Form and make corrections, if any.
- viii. Press Submit Button.
- ix. 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

- i. The candidate shall apply through On-line mode only, as per the qualifications and eligibility criteria mentioned in the advertisement.
- ii. Before starting to fill-up, the online application, the candidate shall keep the following details/documents/information handy:
 - (a) E-Mail ID (valid at least for one year).
 - (b) Mobile No. (valid at least for one year).
 - (c) Personal, educational qualification and experience details.
 - (d) Scanned Copy of Recent Photograph in jpg/jpeg format (Size - 20kb-50kb).
 - (e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10 kb-20kb).
 - (f) 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.**
 - ❖ Experience Certificates / documents in support of experience, if any.
 - ❖ PWD Certificate in case of Persons with Disability candidates in prescribed format.
 - ❖ Service Certificate in case of Ex-servicemen.

10. 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 **20.08.2023 (closing date for submission of online application)**.
- c. A candidate can apply for one discipline only. Application of candidate applying for more than one discipline will be rejected. In case of multiple applications for the same discipline, the last application would be considered as final and all other applications made prior to the last-one, shall be treated as null and void.
- 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 respect. 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 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. Management reserves the right to offer a lower position to any candidate based on their performance in interview and willingness of the candidate, however not for the reason that the candidate possesses lower qualification or lesser years of experience than notified.
- g. Admission to written examination will be purely provisional. Candidature will be subject to verification of details/documents at the time of interview or even at a later stage.
- h. 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. Based on the requirement, online test/interview through Video Conferencing will be considered. Modalities for mode of test / Interview (as the case may be) shall be intimated separately.
- i. Verification of original certificates will be done only at the time of interview. 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.
- j. Candidates called for interview (in case of face-to-face interview) 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 interview 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.
- k. 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.
- l. All the above conditions of qualification, experience, age limit etc. are similarly applicable to the internal candidates of IREL.
- m. 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.
- n. 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.

- o. 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.
- p. Request for change of Mailing address/email ID/category/ posts and other information as declared will not be entertained.
- q. 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.
- r. 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.
- s. 'Incomplete application', in any respect shall be rejected and no further correspondence shall be entertained.
- t. 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.
- u. 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.
- v. In case of any problems faced by the candidates, they may send an email to company's email id: hrmrect-ho@irel.co.in
- w. Resolution of doubts: In case of doubts and interpretation, the decision of IREL shall be final and binding.
- x. In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, English version shall prevail.
- y. 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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