



आईआरईएल (इंडिया) लिमिटेड

IREL (India) Limited

भारत सरकार का उपक्रम- परमाणु ऊर्जा विभाग

(A Govt. of India Undertaking – Dept. of Atomic Energy)

प्लॉटनं. 1207, वीर सावरकर मार्ग, सिद्धि विनायक मंदिर के पास, प्रभादेवी, मुंबई-400028

Plot No.1207, Veer Savarkar Marg, Near Siddhivinayak Temple, Prabhadevi,  
Mumbai- 400028

CIN: U15100MH1950GOI008187

### **Advt.No.CO/HRM/20/2023**

### **B. Advertisement for recruitment for various posts of Non-Unionized Supervisors (Posts for experienced persons - S1 & S2 Grade)**

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 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 future growth and manage transformation challenges, IREL invites applications (through online mode) from eligible, qualified, talented, energetic, and dynamic Indian Nationals for the following posts (on Regular Basis) for its various Projects/Units/Offices:

#### **1. IMPORTANT DATES:**

i.	Opening date for On-line Registration of Applications	30.10.2023 (14:00 HRS)
ii.	Last date of On-line Submission of Applications	14.11.2023 (23:59 HRS)
iii.	Last date of Online payment	14.11.2023 (23:59 HRS)

## 2. DETAILS OF POSTS:

Sl. No.	Name of the Posts	No. of Posts	Grade / Scale of Pay/ approx. CTC per annum	Post Qualification Experience	Maximum Age
1	Junior Rajbhasha Adhikari	04	S-1 Grade Rs.25000-68000/-  Rs 7.25 Lakhs	03 Years	30 Years
2	Junior Supervisor (Chemical)	04			
3	Junior Supervisor (Admin)	04			
4	Mining Mate	08			
5	Mining Surveyor	01			
6	Mining Foreman	04	S-2 Grade Rs.26500-72000/-  Rs 7.7 Lakhs	06 Years	33 Years
7	Supervisor (Electrical)	02			
8	Supervisor (Civil)	02			
9	Supervisor (Finance)	03			

In addition to Basic Pay, candidates appointed in the above posts will be eligible for Industrial Dearness Allowance, HRA/Company accommodation as applicable, Allowances as applicable, Annual Increments, benefits such as Leave Encashment, medical facility for self and dependent family members, loans and advances, life insurance, Performance Related Pay (PRP) as per Rules, Uniforms, etc. as applicable under Rules in force from time to time. The incumbents will also be eligible for post-retirement benefits viz medical scheme, PF, Gratuity, pension scheme etc.

## 3. RESERVATION:

Grade	Post reserved for
S-1	UR-09, EWS-02, OBC(NCL)-06, SC-03, ST-01
S-2	UR-07, EWS-01, OBC(NCL)-02, SC-01

## 4. SUITABILITY OF POSTS FOR PWBD CANDIDATES:

Name of the posts	Physical requirements	Categories of the disabled suitable for jobs
Junior Rajbhasha Adhikari	S, RW, SE, H, C	OL
Junior Supervisor(Chemical)	S, ST, W, BN, MF, SE, RW	OA, OL, OAL, HH

Junior Supervisor (Admin)	S, ST, W, RW, SE, H, C	OL, BL, OA
Mining Mate	S, ST, W, L, MF, SE, RW,C	OA
Mining Surveyor	S, ST, W, L, MF, SE, RW,C	OA
Mining Foreman	S, ST, W, L, MF, SE, RW,C	OA
Supervisor (Electrical)	S, ST, W, BN, RW, MF, SE, H	OL
Supervisor (Civil)	S, ST, W, BN, L, PP, KC, MF, RW, SE, H, C	OL, OA, HH
Supervisor (Finance)	S, ST, BN, MF, RW, SE, HC	OA, OL, BL, HH

Abbreviations used:

S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, PP=Pulling & Pushing, KC=Kneeling & Crutching, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, HH= Hearing Handicapped

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

#### 5. QUALIFICATION & EXPERIENCE:

Sl. No.	Post	Qualification	Experience
1	Junior Rajbhasha Adhikari	Bachelor's Degree in Hindi or English with Hindi as one of the subjects Or Master's Degree in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; Or Master's degree in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level	03 years (for bachelor's degree)/ 01 year (for master's degree) of relevant post qualification experience in translation from English to Hindi and Hindi to English. Knowledge of Official Languages Act, 1963 and Official Language Rules, 1976.
2	Junior Supervisor (Chemical)	Diploma in Engineering/ Graduate in Science with Chemistry as major subject	Minimum 03 Years post qualification experience in relevant field.
3	Junior Supervisor (Admin)	Graduate in any discipline from a recognized Indian University.	
4	Mining Mate	HSC with Mining Mate Certificate of Competency issued by DGMS as per Metaliferrous Mines Regulations (MMR), 1961	

5	Mining Surveyor	Diploma in Mines Survey/ Mining Engineering with Survey Certificate of Competency in Mining Survey from DGMS as per Metaliferrous Mines Regulations (MMR), 1961	
6	Mining Foreman	Diploma in Mining with Foreman Competency Certificate issued by DGMS as per Metaliferrous Mines Regulations (MMR), 1961	Minimum 06 Years post qualification experience in relevant field.
7	Supervisor (Electrical)	03 years Diploma in Electrical with Electrical Supervisor Certificate of Competency and License under the Indian Electricity Rules, 1956.	
8	Supervisor (Civil)	03 years Diploma in Civil Engineering.	
9	Supervisor (Finance)	Graduate or Post-Graduate in Commerce.	Minimum 06 Years post qualification experience in processing payments and maintenance of accounts of an organization. Should have worked on computers and have knowledge of various software used in finance and accounting function.

5.1 For all the above posts, the required qualification(s) must have been acquired through a regular / full-time course from Universities / Institutions recognized / accredited by councils / bodies like UGC / AICTE etc. set up by Central / State government for the purpose.

5.2 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 50% marks in aggregate in respect of SC/ST candidates.

5.3 Fraction of percentage in educational qualification will not be ignored and will not be rounded off to the next higher integer i.e. 59.9% will be treated as less than 60%.

5.4 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.

5.5 Working knowledge in office automation tools viz., MS Office, windows etc is essential.

## 6. AGE RELAXATION

6.1 The candidate claiming reservation benefit shall be required to submit the requisite caste/ disability/ other relevant certificate issued by the competent authority.

6.2 Age relaxation for various categories shall be as under: -

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

## 7. FORWARDING OF APPLICATIONS OF CANDIDATES FROM GOVT. AND PUBLIC SECTOR UNDERTAKING.

- 7.1 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 Second Level Test failing which their candidature will be cancelled.
- 7.2 In the event of selection, candidates from Central Public Sector Enterprises (CPSEs) listed under DPE will be entitled to transfer of service benefits provided his / her application is forwarded through proper channel.
- 7.3 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.
- 7.4 Internal candidates are required to forward printout of online application form to Recruitment Section, Corporate Office, Mumbai through proper channel.

## 8. MODE OF SELECTION:

- 8.1 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.
- 8.2 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.
- 8.3 IREL reserves the right to cancel / withdraw any question / questions from the written test even at the time of evaluation, if required.
- 8.4 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

8.5 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.

8.6 The Second Level test/s would be qualifying in nature.

8.7 The candidates who attend second level test and fail to qualify will not be selected, irrespective of their score in the written test.

8.8 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. WRITTEN TEST CENTRES (TENTATIVE):

**Exam Centre:** The written examination will be held in **Mumbai, Nagpur, Trivandrum, Kochi, Bhubaneswar, 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.

#### 10. PRE-EMPLOYMENT MEDICAL EXAMINATION:

Before joining, the selected candidates will have to undergo medical examination arranged by the company prescribed Medical Officer(s) and the decision of the Company will be final and binding.

#### 11. 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.

#### 12. WAIT LIST OF SELECTED CANDIDATES:

A 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.

#### 13. PLACE OF POSTING:

Candidates will be posted in any of the Units/ Offices/ projects sites of IREL. Further the job is transferrable to any of the Units/ Offices/ projects sites of IREL. **Only candidates willing to serve anywhere in India should apply.**

#### 14. APPLICATION FEE:

A non-refundable application Fee of ₹ 500/- (Rupees Five Hundred only) (inclusive of GST) is required to be paid by male applicants belonging to General (UR), EWS and OBC(NCL) categories at the time of submission of online application form. Candidates can opt to pay through net banking/Credit/Debit card/UPI. 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. Females and SC/ST/PwBD/ESM category candidates are exempted from payment of application fee.

## 15. HOW TO APPLY

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

- (i) Visit IREL website [www.irel.co.in](http://www.irel.co.in) Careers section and Click on Apply Online button.
- (ii) Read Important Instructions and Click on (√) 'I Agree' Button.
- (iii) Register by filling up necessary details (post applied, 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 relevant Documents.
- (vii) Check Preview of the Application Form and make corrections, if any.
- (viii) Make payment through Debit Card/Credit Card/Net-banking/UPI (if applicable)
- (ix) Press Submit Button.
- (x) Take print out of your application form for future reference/ for forwarding through proper channel.

**Note:** - Do not send **hard copy** of filled-in application form to IREL (India) Limited unless forwarded through proper channel.

### 15.2 General Instructions for filling up of Application

- (i) The candidates shall apply through On-line mode only in case he/she possess the qualifications and fulfils eligibility criteria mentioned in the advertisement.
- (ii) Before starting to fill-up the online application, candidates are advised to keep ready the following details/documents/information:
  - A. E-Mail ID (valid at least for one year).
  - B. Mobile No. (valid at least for one year).
  - C. Required details such as personal data, educational qualifications, experience and other information.
  - D. Details of Debit Card/Credit Card/Net banking for making fee payment (if applicable)
  - E. Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (20 kb-50kb).
  - F. Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10 kb-20kb).
  - G. Scanned Copies of following documents (in pdf format):
    - a. Documentary proof of Date of Birth (Matriculation/10<sup>th</sup>/12<sup>th</sup>/HSC Certificate).
    - b. Final/ Provisional Degree/ ITI / Diploma/ Graduation etc., as applicable.
    - c. Experience Certificates / documents in support of experience including competency certificates as desired for respective posts.
    - d. PWD Certificate [in case of Persons with Benchmark Disability (PwBD) candidates] in prescribed format.

- e. Discharge / Service Certificate in case of Ex-servicemen.
  - f. Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
  - g. Income and asset certificate in respect of EWS in prescribed format
  - h. Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
  - i. Scribe certificate, if applicable (may be downloaded during filling of application).
  - j. Certificate in the prescribed format issued by Competent Authority in respect of J & K Domicile.
- (iii) A candidate can apply for one post/discipline only. Application of candidate applying for more than one post/discipline will summarily be rejected. In case of multiple applications for the same post/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.

## **16. GENERAL CONDITIONS AND INSTRUCTIONS**

- 16.1 Only Indian nationals need to apply. Mere submission of application will not entail right for claiming Appointment.
- 16.2 The cut-off date for computing Age and experience is **14.11.2023 (closing date of application)**.
- 16.3 Persons who have retired from the Govt./PSUs including IREL (India) Limited under the Voluntary Retirement Scheme (VRS) will not be eligible to apply.
- 16.4 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 / or are detected even after appointment his/her services will be terminated without any notice.
- 16.5 Intimation regarding Written Test, Skill Test/Trade Test/Computer Proficiency Test as applicable and psychometric test etc. will be sent through e-mail only.
- 16.6 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.
- 16.7 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.
- 16.8 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.
- 16.9 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.

- 16.10 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.
- 16.11 All the above conditions of qualification, experience, age limit (age relaxation as stipulated above) etc. are also applicable to the internal candidates of IREL.
- 16.12 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.
- 16.13 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.
- 16.14 Appointment of selected candidates shall be 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.
- 16.15 Request for change of Mailing address/email ID/category/ posts and other information as declared will not be entertained.
- 16.16 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.
- 16.17 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>. Hence, prospective applicants are advised to visit the IREL website <http://www.irel.co.in> on regular basis for the above purpose.
- 16.18 'Incomplete application', in any respect, shall be rejected and no further correspondence shall be entertained.
- 16.19 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.
- 16.20 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.
- 16.21 In case of any problems faced by the candidates, they may send email to company's email id: **hrmrect-ho@irel.co.in**
- 16.22 In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, the English version shall prevail.
- 16.23 Any attempt for canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
- 16.24 No TA/DA will be paid to any candidate appearing for the written test.

- 16.25 If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/ her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- 16.26 Generation of registration slip does not imply acceptance of application or eligibility for the post.
- 16.27 IREL is not responsible for printing errors if any.

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