



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, वीरसावरकर मार्ग, सिद्धिविनायक मंदिर के पास, प्रभादेवी, मुंबई -400028

Plot No.1207, Veer Savarkar Marg, Near Siddhivinayak Temple, Prabhadevi, Mumbai 400 028

CIN: U15100MH1950GOI008187

**Employment Notification No: CO/HRM/03/2020-21**  
**(Detailed Advertisement)**

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 beach sand mining and mineral separation plants at Chavara (Kerala), Manavalakurichi (Tamilnadu) & Orissa Sands Complex (Odisha). The company has also set up a Rare Earths Extraction Plant (REEP) at Odisha to produce about 11,000-ton Rare Earth Chloride and associated products and High Pure Rare Earths (HPRE) plant at RED, Aluva. Further details about the company are available in the website –<http://www.irel.co.in>.

2.0 IREL (India) Limited is in the process of setting-up of a new project namely **Rare Earth & Titanium Theme Park at Bhopal, Madhya Pradesh.**

3.0 For the aforesaid project, the company invites applications from experienced senior personnel including retired executives from Government Organizations / Central Public Sector Enterprises(CPSEs) / autonomous organizations of government **for the following post on contract basis.**

Name of the Post	No. of Posts	Qualification & Experience criteria
<b>Project Co-ordinator / Project Director</b>	1 (One)	<b><u>Qualification:</u></b> B.E / B. Tech / B. Sc. Engg. Degree in any discipline or equivalent or M. Tech / M.E. or equivalent or Ph. D in Science / Technology disciplines or equivalent <b><u>Experience:</u></b> Minimum 20 years' experience in the relevant field and having experience of working in projects. The incumbent should possess atleast 2 years' experience of heading a Project.  The candidate should have effective communication, interpersonal skills, problem solving and analytical ability, result orientation and leadership qualities, role based functional competency etc.

**4.0 The other terms & conditions/stipulations for the aforesaid position are as follows:**

**4.1 Scope of work of Project Co-ordinator / Project Director:**

Supervise all projects management phases, manage project expectations with external and internal stakeholders, coordinate and track various projects through an entire project lifecycle, mentor, motivate and supervise project team members, prioritize the tasks of the project, create accurate resource requirements, partner with all departments to ensure project tasks are executed and reviewed within the predefined scope, maintain the quality of deliverables, report and escalate issues to management when necessary, manage risks and opportunities of the project, measure project performance using appropriate systems, including carrying out specific project related works assigned from time to time.

**4.2 Duration of the engagement:**

The engagement will be for a period of two years which may be extended for a period of one more year. However, the progress will be reviewed half-yearly and the contract can be terminated at any point of time during this period in case the performance is not satisfactory. In any case, the contract shall be co-terminus with the completion of the project.

**4.3 Age Limit:** The incumbents engaged in such assignments can continue up to the age of 65 years.

**4.4 Remuneration& other benefits:**

**4.4.1 For selected retired candidates:** The consolidated compensation will be Rs.1,00,000/- per month and in case of out station incumbents, House Rent Allowance (HRA) at applicable rates will also be paid.

The retired selected candidates appointed as a Project Co-ordinator / Project Director will not be entitled for any separate medical benefit/ allowance through this contractual engagement. However, any retired officer/ official of IREL will continue to draw the Retirement Medical Benefits as admissible to him during the contract period.

**4.4.2 For other selected candidates:** In case the selected candidate is yet to attain the age of superannuation in that case till the date of retirement i.e., 60 years such candidate will be paid:

a) Monthly remuneration of Rs.1,00,000/- per month. Additionally, he / she will be granted Annual Increment @ 3% for every completed year.

- b) Dearness Allowance (DA) as applicable from time to time + House Rent Allowance (HRA) at applicable rates on 4.4.2(a) mentioned above.
- c) Provident Fund Contribution @ 12% as per EPF Trust Rules.
- d) Medi-Claim coverage of Rs.1,00,000/- per year.

4.4.3 Travelling Allowance (TA) / Daily Allowance (DA) and Mobile usage charges will be reimbursed as per the entitlement applicable to the grade of General Manager (E-07) in the company.

4.4.4 The selected candidates will not be eligible for any other allowances / benefits apart from above.

4.4.5 Leave: Selected candidates will be eligible for Twelve (12) days leave in a calendar year on pro-rata basis. No remuneration for the period of his/her absence in excess of admissible leave will be paid. Also, un-availed leave in a calendar year cannot be carried forward to next calendar year.

5.0 **Selection Process:** The applications received will be scrutinized with reference to the advertised eligibility criteria and those meeting the eligibility criteria will be shortlisted for selection through personal interview. While shortlisting, a committee may also interact with the applicants and seek appropriate documents as deemed fit. The decision of selection committee shall be final.

6.0 **Place of Posting:** The successful candidates will be posted at location of the project as mentioned below:

Project Co-ordinator / Project Director	Rare Earth & Titanium Theme Park Bhopal
The company reserves the right to change the place of posting.	

## 7.0 How to Apply:

7.1 Interested eligible candidates are requested to download the application format from our website [www.irel.co.in](http://www.irel.co.in) and submit the same duly filled in and signed along with self-attested copies through E-mail to:- hrmrect-ho@irel.co.in with subject line **“Application for the post of Project Co-ordinator / Project Director”** OR through Speed Post/Courier in an envelop superscribing **“Application for the post of Project Co-ordinator/Project Director”** so as to reach The Manager (Recruitment), IREL (India) Limited, Plot No. 1207, ECIL Building, Veer Savarkar Marg, Near Siddhivinayak Temple, Prabhadevi, Mumbai, Pin-400028, Maharashtra by 03.10.2020.

- (i) Date of Birth (DoB) proof (Matriculation / X<sup>th</sup> class Passing Certificate indicating DoB).
- (ii) Certificate in respect of Prescribed Qualification: Certificate & all Mark Sheets of Degree and other qualifications as per the Qualification Criteria mentioned in Para 3.0 above.
- (iii) Certificate of other professional qualification.

- (iv) Certificate in proof of Experience clearly indicating the length and line of experience as per the experience criteria mentioned in Para 3.0 above. Documentary evidence in support of possessing atleast 2 years' experience of heading a Project.

7.2 Application received after due date will not be considered. The company reserves the right to reject any application or cancel the candidature without assigning any reason thereof.

## 8.0 **General Conditions and Instructions:**

- (a) Only Indian nationals need to apply. Mere submission of application will not entail right for claiming Appointment.
- (b) The candidates already interviewed against the previous advertisement (Employment Notification No.:CO/HRM/02/2019-20) need not to apply against this advertisement.
- (c) The cut-off date for computing experience shall be 03.10.2020 **(last date for receipt of application)**.
- (d) The candidates are required to send the duly filled in and signed application form along with self-attested copies of certificates/testimonials through E-mail or Speed Post/Courier by 03.10.2020. Duly filled in and signed application form along with all self-attested requisite documents, as mentioned above are required to be e-mailed to e-mail id: hrmrect-ho@irel.co.in or address mentioned above.
- (e) The candidates are advised to ensure while applying that they fulfil 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 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.
- (f) Intimation regarding interview etc. will be sent through e-mail only.
- (g) In order to regulate the number of candidates to be called for personal 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.
- (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

Personal Interview. Due to prevalent pandemic situation of Covid-19, based on the requirements online interviews through Video Conferencing may be conducted.

- (i) Verification of original certificates with regard to age, qualification, work experience etc., and other documents as asked for will be done at the time of interview. In case of online interviews, verification of the original documents will be done subsequently prior to joining of selected candidate. 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 will be reimbursed to and fro train fare from the nearest Railway Station from the shortest route as per the rules of the company.
- (k) Depending on the requirements, the Company reserves the right to cancel/curtail the number of posts without any further notice and without assigning any reasons 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.
- (l) Eligible and interested candidates are advised to apply well in advance so that their application reaches to us well in time. 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, Experience verification as per the rules of the company.
- (o) Request for change of Mailing address/email ID/ 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. Courts/Forums/Tribunals at Mumbai only shall have the sole and exclusive jurisdiction to try any such Case/Dispute.
- (q) Any further information / 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.
- (r) Incomplete application may be rejected, and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.

- (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 Interview Letters. 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.
- (t) In case of any problems faced by the candidates, they may send email to company's email id: **hrmrect-ho@irel.co.in**.
- (u) In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, the English version shall be final.
- (v) Any 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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Affix passport size photograph duly signed (half on the application and half on the photograph)

**Application Format for the post of Project Coordinator / Project Director**  
**(Employment Notification No.: CO/HRM/03/2020-21)**

1	Post applied for			
2	Name			
3	Father's Name			
4	Nationality	State Domicile		
5	Date of Birth (DD/MM/YYYY)	Age as on 03.10.2020		
6	Gender	Marital Status		
7	Present Address for communication including PIN Code  Email id:			
8	Nearest Railway Station			
9	Mobile No.			
	Alternate Mobile No.			
10	Category (please tick the appropriate)	UR <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC(NCL) <input type="checkbox"/>		

**11. Academic & Professional Qualification (beginning with SSC Exam) (self-attested photocopy to be enclosed) (add additional rows, if required)**

Sl. No	Qualification (should be as per certificate issued) / Year of Passing	Discipline	Period		Name of the Institute /University	% Marks
			From (MM/YY)	To (MM/YY)		
1						
2						
3						
4						
5						
6						
7						

**12. Experience details.**

**(Please indicate each of the positions/ designations along with corresponding particulars held within the organisation) (Self-attested documentary evidence to be enclosed) (add additional rows, if required)**

Sl. No.	Name of the Organisation	Designation / Place of Posting	Pay Scale / Grade/CTC	Period		Total period of experience
				From (DD/MM/YY)	To (DD/MM/YY)	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total Experience				___ Years	___ Months	___ Days

**Job Responsibilities (Details of Projects handled / period during the entire service). Please specify the project handled and period as Head of the Project) (please refer point No.3.0 of Advt) (You may attach additional sheet for Job responsibilities, if the space is insufficient).**

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### 13. Additional Information

a)	Professional Training undergone, if any and details thereof:	
b)	If selected specify the minimum required joining time	
c)	Knowledge of language (Read, Write, Speak)	
d)	Whether any penalty/ punishment was awarded to the applicant? If yes, give details.	Yes / No
e)	Whether any civil or criminal action or inquiry is going on against the applicant as far as his/ her knowledge goes? If yes, give details	Yes / No
f)	Any other relevant information (if any)	
14	<p>I hereby declare that all statements as mentioned in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above being found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualification/experience for the post, my candidature will be rejected ab-initio. If any shortcoming(s) is/are detected even after appointment, my services may be terminated.</p> <p>Undertaking: I have gone through the detailed advertisement including the qualifying requirements, eligibility conditions, General Conditions and Instructions etc., mentioned therein and fulfill all the eligibility criteria conditions / requirements specified therein. I undertake to produce the original certificates and testimonials as and when required by the management.</p> <p>I hereby Accept and confirm the Undertaking.</p>	

Place:

Date:

Signature of Candidate

Sl No.	Description	Reference No. of the Certificate & Date of Issue
1	Proof of Date of Birth	
2	Certificate in respect of prescribed Qualification	
3	Professional Qualification (Marks Sheet)	
4	Experience Certificates	
5	Others (If Any)	