



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

Vacancy Circular / Notice

विज्ञापनसं./Advt.No.CO/HRM/31/2024

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 online mode) from eligible, qualified, talented, experienced, energetic and dynamic Indian Nationals for the following post (Regular) for its OSCOM Unit, Odisha.

1.0 Details of vacancies/Posts:

Name of the Post Scale of Pay (IDA) / Grade / Annual CTC (in Rs.)	No. of Posts Place of posting	Qualification	Upper Age Limit as on 11.09.2024
Sr. Manager (Security) Rs.70000-200000 E-4 Grade Rs. 21 Lakhs (excluding PRP)	1 Post (Unreserved) Matikhalo, Chatarpur (Ganjam), Odisha	Should be a Graduate retired from the Indian Defence Services in the rank not below that of Major in Indian Army or equivalent rank in Indian Navy/Indian Air-Force/Para Military Services viz. CISF, CRPF, BSF AR, ITBP, NSG, SSG, etc. Experience in security management is essential. Desirable: (a) Reading/Speaking of Odiya language. (b) Fire Fighting Knowledge/experience.	38

Job Requirements:

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) 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).
- (b) 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 55% marks in aggregate in respect of SC/ST candidates.
- (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 post/s 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 RESERVATION AND CONCESSION:

- a. Directives/Guidelines regarding Reservations and Concessions issued by the Government of India from time to time shall be applicable.

- b. Suitability of post for PwBD candidates: This post is not suitable for the PwBD candidates.

3.0 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 will 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.

4.0 Mode of Selection:

The mode of selection for eligible applicants would be through Interview/Psychometric test/group exercise or combinations thereof.

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

- 5.0 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.

- 6.0 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.

7.0 Wait-List of Selected Candidates:

The Selection Committee at its discretion may empanel candidates in waiting list after the selection process 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.

8.0 Salary and Allowances:

Besides Basic Pay, Candidates will be paid Industrial Dearness Allowance, HRA/Company accommodation as applicable, Perks and allowances, Annual Increments, Benefits such as leave encashment, medical facilities for self and dependents family members, loans and advances, PF, Gratuity, PRP, Uniforms etc.

9.0 Place of Posting: The selected candidate will be posted at Matikhalo, Chatarpur(Ganjam), Odisha.

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

10.0 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/ESM category candidates, Women and Internal candidates are exempted from payment of Application Fee.

11.0 HOW TO APPLY

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

- (a) Visit IREL website Careers section and Click Apply Online button.
- (b) Read Important Instructions and Click on (√) 'I Agree' Button.
- (c) Register by filling up necessary details (*Name of post, original category, applied category, Mobile No. and e-mail ID and click on Submit Button*).
- (d) Check Application Sequence No., User ID & Password received on your e-mail and mobile number.
- (e) Re-login to your account by entering user ID and password received through e-mail.
- (f) Fill-up application form and upload Photo, Signature and relevant Documents.
- (g) Check Preview of the Application Form and make corrections, if any.
- (h) Press Submit Button.
- (i) Take print out of your application form for future reference.

Note: Do not send **hard copy** of filled application form to IREL.

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, keep ready with you 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) Personal and Educational qualification details.
 - (d) Scanned Copy of Recent Photograph (not more than 3 months old in jpg/jpeg format). Size (20 kb-50 kb).

- (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.
 - ❖ Service Certificate/Discharge Certificate from Defence/Paramilitary Services.

12.0 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 **11.09.2024 (closing date of application)**.
- (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. 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) 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.
- (h) Verification of original certificates 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 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.
- (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 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.
- (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.

'IREL is not responsible for printing errors if any'