

**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/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 professional 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.

**1.0 DETAILS OF VACANCIES AND QUALIFICATION REQUIRED**

**A.**

<b>Post/Grade/ Pay scale</b>	<b>No. of Post</b>	<b>Upper Age limit as on 31.10.2017</b>	<b>Job Specification (Qualification/ Experience As on 31.10.2017)</b>
Company Secretary E-04 / E-05  29100-54500 / 32900-58000	01	42/45 years	<p><b><u>Essential:</u></b> Graduate in any discipline. Passed Final Examination of the Institute of Company Secretaries of India (ICSI) and should have membership of the ICSI.</p> <p><b><u>Experience:</u></b> 09/12 years of post-membership experience in executive cadre in the Secretarial Department in Central PSU/ State PSU and or Public limited or listed Company.</p> <p><b><u>Desirable:</u></b> Degree in law, Computer proficiency.</p>

**Job Description**

- Organize Board Meetings, Committee meetings and Shareholders meetings of the Company (from preparation of agenda to finalization of Minutes)
- Responsible for e-filing of various Forms, Documents & Returns within statutory period.
- Maintenance of Statutory Registers and Records as per Companies Act, 2013 and rules made thereunder.
- Ensure compliance with the applicable Provisions of the Companies Act, 2013 and other Corporate and allied Laws.
- Advise Management from time to time on various rules and regulations relating to Companies Act, Corporate Governance Code, Whistle blower Policy, Composition of Board and Statutory

Committees of the Board etc.

- Replying to various parliament questions and coordinating/ arranging Parliamentary committee visits from time to time.
- Interface with ROC, SCOPE, Ministries, SEBI and Stock Exchanges etc.
- Preparing/ vetting of documents like Annual Report, MoU, Sale Purchase Agreement, non-disclosure/ Secrecy agreement, Indemnity Bond, JV agreement etc.

**B.**

<b>Name of the Posts / Grade &amp; Pay Scale</b>	<b>No. of Posts</b>	<b>Upper age limit as on 31.10.2017</b>	<b>Job Specification (Qualification/ Experience as on 31.10.2017)</b>
Dy. Manager (HRM)  E-03 / 24900-50500	3	40 years	<p><b><u>Essential:</u></b> Bachelor's degree in any discipline and PG Degree/PG Diploma/ MBA/MSW/MA with specialization in Human Resources Management / Industrial Relations/ Personnel Management /Labour Management/ Organizational Development/ Human Resources Development / Labour welfare from institutes/ universities recognized by AICTE.</p> <p><b><u>Experience:</u></b> 06 years post qualification executive experience.</p> <p><b><u>Desirable:</u></b> Degree in law, Computer proficiency.</p>
<p><b>Job Description</b> The incumbent will be required to handle HR Systems &amp; Procedures, Role profiling, Competency Mapping, Performance Management System, Compensation Packages, Employee Relations, Training &amp; Development, Organization Development, Labour legislations, Wage negotiations, RTI matters, Disciplinary actions, Conciliation &amp; Labour matters, Welfare matters, CSR, Maintenance of reservation rosters, Establishment matters &amp; Administration, conversant with administration of various aspects of Information Technology.</p>			

**2.0 RESERVATION OF POSTS**

<b>Sl. No.</b>	<b>Grade</b>	<b>Name of post</b>	<b>No. of post</b>	<b>UR</b>	<b>SC</b>	<b>ST</b>	<b>OBC (NCL)</b>	<b>PwD*</b>
1	E-4	Company Secretary	1	1				
	E-5			---	---	----	1	----
2	E-3	Dy. Manager (HRM)	3	2	1	---	---	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

<b>Discipline</b>	<b>TYPE OF DISABILITY</b>	<b>LEGEND</b>
CS/HRM	SUITABLE FOR OA, OL, OAOL, HH	OA=one arm, OL=one leg, OAOL=one arm & one leg, HH= hearing handicapped,

**ELIGIBILITY OF CANDIDATES:**

With regard to experience for the posts of Company Secretary and Dy. Manager (HRM) candidates must fulfill the following conditions:

**FOR PUBLIC SECTOR/AUTONOMOUS/GOVT. CANDIDATES**

In case of candidates from Govt./Semi-Govt./Autonomous/Public Sector Undertaking they should possess minimum 2 years of experience (out of total post-qualification experience) as stated in para 1.0 (A&B) as on 31.10.2017 in the immediate below pay scale/grade or equivalent in IDA pattern of pay scale against the post applied as indicated in the table shown below:

<b>Requisite immediate below Pay scale for applying for the grade of E-5</b>	<b>Requisite immediate below Pay scale for applying for the grade of E-4</b>	<b>Requisite immediate below Pay scale for applying for the grade of E-3</b>
29100-54500	24900-50500	20600-46500

**FOR PRIVATE SECTOR CANDIDATES ONLY**

In case of candidates from private sector, they should have an Annual CTC and Company Annual Turnover are as per the Table below.

<b>Requisite criteria for applying to the grade of E-5</b>	<b>Requisite criteria for applying to the grade of E-4</b>	<b>Requisite criteria for applying to the grade of E-3</b>
Average annual gross CTC not less than 11.48 lakhs in preceding 02 years (Period 30.09.2015 to 31.10.2017) from the cut-off date ie . 31.10.2017	Average annual gross CTC not less than 9.83 lakhs in preceding 02 years (Period 30.09.2015 to 31.10.2017) from the cut-off date ie . 31.10.2017	Average annual gross CTC not less than 8.13 lakhs in preceding 02 years (Period 30.09.2015 to 31.10.2017) from the cut-off date ie . 31.10.2017
Average annual turnover of your company not less than 100 crores in two financial year (FY 15-16 & FY 16-17)	Average annual turnover of your company not less than 100 crores in two financial year (FY 15-16 & FY 16-17)	Average annual turnover of your company not less than 100 crores in two financial year (FY 15-16 & FY 16-17)

**Please note that if candidate fails to submit the documentary evidence of below pay scale, pay slip or salary certificate or Form '16' in respect of CTC and annual report of their employer regarding Company Turnover as applicable, in order to corroborate above with duly filled in application form, his candidature may be rejected.**

### **3.0 RESERVATION / RELAXATION & CONCESSIONS**

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

- Upper age limit is relaxable by 5 years in respect of SC 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 31.10.2017) 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 Person with Disabilities (PwD), 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-Serviceman /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.

### **4.0 SALARY AND ALLOWANCES**

In addition to Basic Pay, DA @ 119% of Basic Pay, HRA (30% of Basic Pay at Mumbai) and other allowances as applicable.

### **5.0 APPLICATION FEE**

Candidates applying against the post of Company Secretary and Dy. Manager (HRM) will be required to pay an application fee of Rs. 100/- (non-refundable) by way of Demand Draft payable in favour of **Indian Rare Earths Ltd., Mumbai**. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of application fees. No application fees shall be charged from SC, ST, OBC (NCL), PwD, Ex-serviceman and women candidates. The candidate is required to write his/her name, date of birth and post applied for, on the reverse of demand draft before sending along with application form.

### **6.0 SELECTION PROCEDURE**

The selection procedure shall comprise of any / or a combination of the following:

1. Written test/job test/trade test or any combination thereof.
2. Group exercise/interview
3. Any other test(s) as may be prescribed or as decided by IREL.

## **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.

### **7.0 GENERAL CONDITIONS**

1. Only Indian nationals need to apply. Mere submission of application will not entail right for claiming Appointment.
2. The cut-off date for computing Age, experience & Annual CTC is 31.10.2017.
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 test and/or 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 Test and/or personal Interview.
6. Management reserves the right to offer a lower position to any candidate based on their performance in interview.
7. 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 Test and/or Interview. Verification of original certificate with regard to age, qualification, work experience, scale, CTC, annual turnover, category/disability (as 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.
8. 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.
9. 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.
10. All the above conditions of qualification, experience, age limit etc. are also applicable to the internal candidates of IREL.

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. 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.
13. Appointment of selected candidates is subject to Medical fitness, verification of Character and Antecedents (C&A) from the concerned authorities, Experience verification as per the rules of the company.
14. Request for change of Mailing address/email ID/ category/ posts and other information as declared will not be entertained.
15. 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. 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.

#### **8.0 FORWARDING OF APPLICATIONS OF CANDIDATES FROM GOVT. AND PUBLIC SECTOR UNDERTAKING AFTER SUBMITTING APPLICATION**

- a) Applications along with all 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 may be allowed to attend the interview subject to furnishing an undertaking/declaration to the effect that they shall forego 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.

#### **9.0 HOW TO APPLY**

- a) Application and undertaking form must be submitted strictly as per the prescribed format available on [Careers\(Recruitment section\) >Advertisement](http://www.irel.co.in) of the IREL Website <http://www.irel.co.in>.
- b) Applications must be in response to our advertisement quoting Advertisement Reference No. and Post on the application form.

- c) All instructions as given in the advertisement must be adhered to, failing which, the applicant will be disqualified for the post.
- d) The application must be forwarded with one recent passport size photograph pasted on the form, self-attested copy of proof of age, caste certificate in the prescribed format as applicable, degree certificate and experience certificate as mentioned in Para “f”.
- e) Applications must be forwarded to the address mentioned in Para “f” through Post/Courier Services only. Applications forwarded through any other means including by Fax or e-mail or hand delivery will not be entertained.
- f) Application along with self-certified copies of following documents and undertaking must be forwarded in an envelope superscribing “Advertisement Ref. No. - Advt. No. HRM/P/2017/1” & Post applied for” to following address : **GM (HRM), Indian Rare Earths Limited, Plot No. 1207, Veer Savarkar Marg, Near Siddhi Vinayak Temple, Prabhadevi, Mumbai – 400 028** by Post/Courier Service only so as to reach on or before the last date i.e **27.10.2017**. Application received after last date of receipt, due to postal delay or for any other reasons, shall not be considered at all. IREL management will not be responsible for any delay in submission of application.

➤ **Date of Birth (DOB) proof:**

- I. X<sup>th</sup> class Passing Certificate indicating DOB or
- II. School Leaving Certificate indicating DOB or
- III. Birth Certificate issued by concerned authority.

➤ **Certificate in respect of Prescribed Qualification**

- I. All semester Mark sheets indicating date of declaration of result
- II. Graduate Degree/Post Graduate Degree/Diploma certificate (as applicable).

➤ **Experience (as applicable) -** Complete and Proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the Application Form.

**I. Past Employment**

- Experience letter indicating the date of joining as well as relieving or
- Proof of date of joining which is issued after joining along with appointment letter and proper relieving letter/ acceptance of resignation letter.

**II. Current Employment**

- Proof of date of joining – which is issued after joining along with appointment letter. Experience letter issued by competent and authorized executive of the organization indicating designation and Date of joining (DOJ) the organization by the employee concerned along with latest pay slip **OR**
- Appointment letter clearly mentioning the date of joining the organization and latest Pay Slip along with Identity card issued by current employer with DOJ, Designation etc.
- Candidates must enclose the documentary evidence of below pay scale (Govt./PSUs) & private sector candidates to enclose documentary evidences of annual report of their employer having regard to annual turnover and pay slip or salary certificate or Form ‘16’ in respect of CTC.

- Caste certificate and Disability certificate as mentioned in advertisement (if applicable).
- Discharge certificate from Defence Services (for Ex- serviceman).
- Valid ID Proof: PAN Card/ Voter ID/ Aadhar Card/ Driving License etc.
- Demand Draft (DD) for Rs. 100/- (Not applicable to SC,ST, OBC (NCL), PwD, Women candidates & Ex-serviceman) draw in favour of Indian Rare Earths Ltd., payable at Mumbai.

***Candidates should ensure that they enclose all the documents mentioned above (as required) with application form before sending to IREL in the address as mentioned in “Para f” above. In the event of failure of candidate to submit any of the required documents as mentioned above, candidature of such candidate may be rejected.***

***Before applying for the post, candidates should ensure that he/ she fulfils 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.***

#### **10.0 INTIMATION REGARDING TEST, PERSONAL INTERVIEW & RESULT**

Names of provisionally eligible candidates for test and/or personal interview will be hosted on IREL website. Call letter by post / e-mail will also be sent with instructions for test and/or personal interview. Result also will be hosted only on IREL Website under the head “Recruitment”. Candidates are requested to visit IREL website time to time to get updates on the recruitment status on the recruitment status.

#### **11.0 IMPORTANT DATES**

<b>Sl. No.</b>	<b>Details</b>	<b>Date</b>
1	Date of hosting the advertisement	04.10.2017
2	Last Date for receipt of application with all required testimonial /certificate	27.10.2017
3	Notification regarding schedule of test and/or personal interview	<b>Please visit IREL website</b> <a href="http://www.irel.co.in">www.irel.co.in</a>





**Indian Rare Earths Limited**

**Application Format**  
(Please fill in **BLOCK** Letters only)

Affix your recent passport size photograph

a) Reference : Advertisement No. HRM/P/2017/1

b) Application for the post of : \_\_\_\_\_

c) Name in full :

Surname	First Name	Middle Name

d) Father's Name :

Surname	First Name	Middle Name

e) Husband's Name :

Surname	First Name	Middle Name

f) Nationality:

g) State of Domicile:

h) Gender:-

Male	Female
<input type="checkbox"/>	<input type="checkbox"/>

i) Marital Status:-

Married	Unmarried	Widower	Divorcee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

j) Date of Birth:

D	D	M	M	Y	Y	Y	Y

k) Age as on : **31.10.2017**

Year	Months	Days	

l) Whether age relaxation is sought Yes  No

m) Relaxation in Age (if sought): No. of Years \_\_\_\_\_ Under Category / Sub-Category \_\_\_\_\_

n) Category :

General	OBC (NCL)	SC	ST	Ex-Serviceman
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Tick the appropriate category and enclose valid certificate from the appropriate authority for categories other than General).

o) Religion : (Please Tick)

HINDU	MUSLIM	CHRISTIAN	SIKH	SPECIFY IF OTHERS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

p) Permanent Address:

STATE		PIN CODE					

q) Local Address/Address for communication:

STATE		PIN CODE					

r) Nearest Railway Station: \_\_\_\_\_

s) Contact Details:

Contacts Name	STD Code	Telephone No.	Mobile No.
Fax No.:		E-mail:	

t) Educational/Technical Qualification :

Sr. No.	Degree (with Discipline)	Name of Institute	Name of University	Year & Month of Passing	% of marks obtained	Class/ Division
1						
2						
3						

u) Work Experience-Post Qualification: (Mention of Pay/Pay Scale Compulsory)

Name of Organisation	Type of Org. Govt./ PSU/Pvt	Post(s) held	From	To	Years & Months	Scale of Pay and annual gross salary/ CTC	Job Responsibility

Note: You may attach additional sheet to the hard copy for qualification/Experience if the space above is insufficient. Please attach documentary proof of salary slip.

- v) Extra-Curricular activities: \_\_\_\_\_
- w) If selected specify the minimum required joining time: \_\_\_\_\_
- x) Languages known : (i) Mother tongue \_\_\_\_\_
- (ii) Other languages \_\_\_\_\_  
(Read, write and speak)

## UNDERTAKING

1) Name of the applicant : \_\_\_\_\_

2) Age as on **31.10.2017**:

Years	Months	Days		

3) Date of Birth if you are seeking age relaxation :  
(applicable for SC/ST/OBC-NCL/Ex-servicemen/PwD)

D	D	M	M	Y	Y	Y	Y

4) Whether valid certificate for the above claim of age relaxation is attached :

Yes  No

5) Professional Qualification :

i) Duration of the course :

ii) Mode of Study/Learning

Full time	Part time	Correspondence	Distance

(Tick the appropriate box).

iii) Whether the course is approved by AICTE :

Yes  No

6) Whether you possess the prescribed UGC/Autonomous Institutions qualifications and post qualification experience and fulfilling the job profile as per Advertisement. :

Yes  No

7) If you are working in a Govt./PSU/Autonomous body:

i) Whether you have 2 years post qualification experience (out of the total post qualification experience) in the immediate below pay scale or equivalent IDA/CDA pattern of scale.

Yes  No

ii) Whether you have forwarded your application through proper channel or furnished N.O.C.

Yes  No

8) If you are working in a Private Sector Organisation:

i) Whether you fulfill the criteria of Annual Turnover more than Rs.100 Crores for the period of **2015-16 & 2016-17** of the organization in which you are working.

Yes  No

ii) Whether your Annual gross salary or CTC for the above period is as per the advertisement.

Yes  No

- 9) Please attach self-attested photocopy of each of the following Certificates / Marksheets / Documents and mention details in columns.

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)	Marksheet of prescribed Qualification		
(4)	Experience Certificate (as applicable)		
(5)	Annual Turnover of the organization <b>(for private sector candidates).</b>		
(6)	Gross Annual Salary/CTC <b>(for private sector candidates).</b>		
(7)	Caste Certificate (if applicable) / Non-creamy layer certificate for OBC.		
(8)	NOC (if working in Govt./PSU)		
(9)	Discharge Certificate from Defence Services (for Ex-serviceman).		
(10)	Any other		

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 and I will not have any right to attend the interview nor will have the right to claim Travelling expenses for attending the interview. If any shortcoming(s) is/are detected even after appointment, my services may be terminated.

Place:

Date:

(Signature)