

INDIAN RARE EARTHS LIMITED

(भारत सरकार का उपक्रम)

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

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

COMPLETE ADVERTISEMENT MUST BE READ BEFORE FILLING UP ONLINE APPLICATION

Recruitment of Officer/ Sr. Officer (Finance)

विज्ञापन संदर्भ संख्या Advertisement Ref. No. : HRM/LE/2019

Post Code- 02

Indian Rare Earths Ltd. (IREL) is a Govt. of India undertaking, Mini Ratna category- 1 company under the Department of Atomic Energy (DAE) incorporated on August 18,1950, 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 (OSCOM) (Odisha) with installed capacity to produce 5,10,000 ton per annum (TPA) of ilmenite and also associated minerals such as rutile, zircon, sillimanite, garnet etc. IREL has also set up a Chemical Plant at Odisha to produce about 11,000 ton Rare Earth Chloride and associated products and High Pure Rare Earths (HPRE) plant at RED, Aluva to produce separated Rare Earth Oxide/Carbonates. IREL is also in the process of facilitation, setting up of industry in value chain of minerals produced other than expanding its existing capacity in near future. In the process of expansion, IREL has also setup a joint venture with Odisha Industrial Development Corporation (IDCOL). Further details about the company are available in the website – <http://www.irel.co.in>.

In order to support the future growth and transformation challenges, we invite applications from experienced, energetic and dynamic persons for the post of **Officer/Sr. Officer (Finance)** through Online Applications Mode as per details given below:-

1.0 IMPORTANT DATES

| | |
|--|-------------------------|
| Opening date and time for On-line Registration of Applications | 23.03.2019, 10.00 hrs |
| Closing date and time of On-line Submission of Applications | 12.04.2019, 23.00 hrs |
| Date of downloading of Admit Cards | 06.06.2019 onwards |
| Date of Written Examination | 16.06.2019 (Tentative) |
| Downloading of Call letters for Interview | Will be intimated later |
| Date of Interview | Will be intimated later |

2.0 DETAILS OF VACANCIES AND QUALIFICATION REQUIRED

For Officer/Sr. Officer (Finance)

| Name of the Posts / Grade & Pay Scale | No. of Post & CTC (Approx.) for the post | Upper age limit as on 31.12.18 | Job Specification (Qualification/ Experience) as on 31.12.2018. |
|---|---|--------------------------------|--|
| Officer/Sr. Officer (Finance) (E-1/E-2) 16400-40500/20600-46500 (Under Revision) | No. of post-04 CTC-7.45/9.36 Lakhs | 35/38 years | Essential: Qualified Chartered Accountant (CA)/Cost Accountant(CMA) OR B.com (Three years regular full time course) and MBA (Finance) (Two years regular full time course) with at least 60 % marks. |
| Experience:- 1/3 years post qualification executive experience in any of the following:- Accounts Finalization in compliance with all Statutory requirements/ financial Audit/ Corporate Taxation/Costing/Budgeting/MIS/Forex Management. | | | |
| Desirable: - Computer Proficiency in MS Office (Word, Excel, Power Point). | | | |

3.0 RESERVATION OF POSTS

| Sl. No. | Grade | Name of post | No. of post | UR | EWS | SC | ST | OBC (NCL) | PwD* |
|---------|-------------|-------------------------------|-------------|----|-----|-----|-----|-----------|------|
| 1 | E-1/ E-2 | Officer/Sr. Officer (Finance) | 4 | 3 | --- | --- | --- | 1 | 1 |

*SUITABILITY OF POSTS FOR PwD CANDIDATES:

Reservation and concession to PwDs shall be admissible in accordance with government guidelines issued from time to time.

| Discipline | TYPE OF DISABILITY | LEGEND |
|-------------------------------|-------------------------------|--|
| Officer/Sr. Officer (Finance) | SUITABLE FOR OA, OL, OAOL, HH | OA=one arm, OL=one leg, OAOL=one arm & one leg, HH= hearing handicapped, |

Note :-

1. Wherever CGPA/OGPA/DGPA or Letter Grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by the University/Institute. In case it is not available decision of IREL shall be treated as final.
2. Rounding of %age will not be acceptable under any circumstances, hence 60% of

marks and above will only be considered.

3. 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 Applicant need to produce certificate by the competent authority showing Major and Minor area of specialization or equal weightage of both courses whichever is applicable
4. 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).In case of any dispute arising about admissibility of any particular qualification, the decision of the Management of IREL shall be final and binding. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved/recognized by (AIU/UGC/AICTE).

ELIGIBILITY OF CANDIDATES:

With regard to experience for the posts of Officer/Sr. Officer (Finance), 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 2.0 as on 31.12.2018 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:

| |
|--|
| Requisite immediate below IDA Pay scale for applying for the grade of E-2 (Sr. Officer) |
| 16400-40500 |

FOR PRIVATE SECTOR CANDIDATES ONLY

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

| |
|--|
| Requisite criteria for applying to the grade of E-2 (Sr. Officer) |
| Average annual gross CTC not less than 7.45 lakhs in preceding 02 years (Period 1-1-17 to 31.12.2018). |
| Average annual turnover of your company not less than 100 crores in two financial year (FY 16-17 & FY 17-18) |

Please note :-

1. **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.**
2. **'CTC' and 'Annual Turnover' requirement in respect of Eligibility criteria is not applicable for the candidates applying for E-1 Post i.e. Officer-Finance.**

4.0 RESERVATION / RELAXATION & CONCESSIONS

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

- 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 31.12.2018 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 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 Defense Service and have been released on completion of assignment.
- Age of a candidate, after all applicable Age Relaxations should not exceed 48/51 years in case of PwD candidates as per rules.

5.0 SELECTION-PROCESS

For Finance Discipline at E-1/E-2 level, decision of written exam or direct interview or both will be taken depending on the total no. of eligible candidates.

Exam Centre:The written examination will be held in 03 cities (Mumbai, Thiruvananthapuram & Bhubaneswar). 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.

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 (Aptitude Related) will consist of 50 Objective type questions on General Knowledge/Awareness, Reasoning, Numerical ability and General English and Paper-II – Professional Knowledge (Discipline related) with 50 objective type questions with multiple choice answers in each Paper. Each question will carry 1 mark and there is no penalty for 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 qualifying criteria of the examination will be as follows:

| Minimum Qualifying criteria in the written examination | | |
|--|--------------------------------|--|
| UR | OBC (Non Creamy Layer) | PWD |
| Minimum 25 marks in each paper | Minimum 25 marks in each paper | Minimum 23 marks in aptitude related paper and Minimum 22 marks in professional (Discipline related paper. |

Candidates need to qualify both the papers. Candidates are required to appear in the written examination at their own expenses and if shortlisted in the Written 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 OBC (Non Creamy Layer)/PwD.

- b. **Personal Interview:** List of candidates who are declared as qualified/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/SMS and Post. 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 website and to candidates Email and Post.
- 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. **C & A Verification etc:-** Appointment of selected candidates is further subject to verification of 'Character and Antecedents' and 'Special Verification' from the concerned authorities, 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 Probation

initially 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 time to time.

Wait list of Candidates:- Reasonable and limited waitlist will be prepared and the same will be valid for a period of one year or after notify any such recruitment which- ever is earlier.

- f. **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

Note:-

1. Before applying, candidates should ensure that they fulfill the eligibility criteria as on the cut-off date (**31.12.2018**). Admission to written examination will be purely provisional. Candidature will be subject to verification of details/documents at the time of interview, if shortlisted or even at a later stage.
2. Candidates may be posted anywhere in Units/Offices of IREL.
3. There will be 50% weightage for both Written Test and Personal Interview.

6.0 APPLICATION FEE

Candidates belonging to (UR) category are required to pay a Non-Refundable Application Fee of Rs 100/- (*Rs. One hundred Only*) exclusive of bank charges as applicable. OBC(NCL)/PwDs/Ex-Service man/Women candidates are exempted from the payment of Application Fee. Application fee will be paid through On-line mode i.e. Debit Card/Credit Card/Net Banking etc. There will not be any other mode of payment of application fee. In case a candidate deposits the fee in any wrong account or through any other mode, IREL will not be responsible for non-receipt of application fee. Fee once paid will not be refunded under any circumstances. Candidates are therefore advised to verify their eligibility conditions before applying.

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 SALARY & ALLOWANCES

Besides Basic pay, candidates will be paid Industrial dearness allowance, HRA/Company accommodation as applicable, perks and allowances, Periodical Increment and other benefits such as Leave Encashment, Medical Facilities for self and dependant family members, Contributory PF, Gratuity, PRP, Uniform etc

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

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 (*discipline opted, name, original category, applied category, PwD category, Mobile No. and e-mail ID and click on Submit Button*).
- d. Check 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. Make payment through Debit Card/Debit Card/Net Banking (*if applicable*).
- j. Take Print out of application form and payment acknowledge slip.

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) Details of Debit Card/Credit Card/Net Banking for making fee. (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 Blank ink pen (in jpg/jpeg format). Size (10 kb-20kb)
 - (g) Scanned Copies of documents (in jpg/jpeg format), as follows:
 - ❖ Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate)
 - ❖ Final/Provisional Degree/Certificate for Graduation & Post Graduation, as applicable
 - ❖ Caste Certificate in respect of reserved categories in prescribed proforma(OBC Non Creamy Layer,)
 - ❖ PWD Certificate in case of Persons with Disability candidates in prescribed format
 - ❖ Service Certificate in case of Ex-servicemen.
 - ❖ Scribe Certificate, if applicable (may be downloaded during filling-up of application)
 - ❖ Declaration from recognized Non creamy layer status in respect of OBC (NCL) candidates in prescribed format.
 - ❖ Certificate in the prescribed format issued by the competent authority in respect of J&K domicile.
- (iii) A candidate can apply for one discipline only. 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.

10.0 GENERAL CONDITIONS AND INSTRUCTIONS

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 31.12.2018.

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. Management reserves the right to offer a lower position to any candidate based on their performance in interview and willingness of the candidate.
6. 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 certificates 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.
7. 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.
8. 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.
9. No modifications are allowed after candidate submits the online application form. If any discrepancies are found between the data filled by the candidate online and the original testimonies, his candidature is liable to be rejected.
10. The management 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.
11. All the above conditions of qualification, experience, age limit etc. are also applicable to the internal candidates of IREL.
12. 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.

13. 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.
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.
17. Incomplete On-line application, in any respect shall 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.
18. No TA will be paid to any candidate for appearing in the written examination.
19. For queries, candidates are advised to visit the **Frequently Asked Questions (FAQs)** section uploaded on the company's website.
20. 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 Admit Card/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.
21. In case of any problems faced by the candidates, they may send email to company's email id: hrmrect-ho@irel.co.in
22. The Company reserves the right to reschedule the test date & venue etc. or alter any of the advertised condition depending upon the circumstances.
23. In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, the English version shall be final.
24. Minimum percentage of marks in the essential qualification as indicated above shall be aggregate of all semesters to be calculated taking average of all semesters/years, irrespective of the weightage to any particular semester/ year by the institute/University. No rounding off will be done.

25. Generation of registration slip does not imply acceptance of application or eligibility for the post.
26. Wherever CGPA/OGPA/DGPA or Letter Grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by the University/Institute. In case it is not available decision of IREL shall be treated as final
27. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.

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