

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 Manager/Chief Manager (IT/Systems)

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

Post Code- 03

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 (Tamil Nadu) & 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 **Manager/Chief Manager (IT/Systems)** through Online Applications Mode as per details given below:-

1.0 IMPORTANT DATES

Opening date and time for On-line Registration of Applications	12.03.2019
Closing date and time for On-line Submission of Applications	01.04.2019, 23.59 hrs
Date of downloading of Interview call letters	To be intimated later
Date of Interview/ Test	To be intimated later

2.0 DETAILS OF VACANCY AND QUALIFICATION

For Manager/Chief Manager (IT/Systems)

Name of the Post / Grade & Pay Scale	No. of Post & CTC (Approx.) for the	Upper Age limit as on 31.12.18	Job Specification (Qualification/ Experience As on (31.12.2018))

	post		
Manager/Chief	No. of post-01	42/45 years	Essential: B.E/B.Tech./M.Tech in Computer Engineering/Computer Science/Computer Technology/Information Technology from a recognized University/Institute OR Master's degree in Computer Application i.e. MCA from recognized university/Institute.
Manager (IT/Systems) (E-04/E-05) 29100-54500/ 32900-58000 (Under Revision)	CTC-13.22/ 15.00 Lakhs		

Experience:

9/12 years Post Qualification experience in any of the following:-

Systems Management, Implementation and maintenance of ERP, Network Administration and Maintenance in reputed Public/Private Sectors Organizations.

Desirable:

Candidate should have good administrative skills to implement and coordinate all system related initiatives across the company. Exposure to Networking (LAN/WAN), Intranet and Module Software development using open source software component like JAVA, ASP, PostgreSQL, CSS, HTML, Knowledge of System Security (e.g. intrusion detection system) Cloud Management Services and data backup/recovery.

3.0 RESERVATION OF POSTS

Sl. No.	Grade	Name of post	No. of post	UR	EWS	SC	ST	OBC (NCL)	PwD*
1	E-4/ E-5	Manager/Chief Manager (IT/Systems)	1	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
Manager/ Chief Manager (IT/Systems)	SUITABLE FOR OA, OL, OAOL	OA=one arm, OL=one leg, OAOL=one arm & one leg

Note :-

1. 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

2. 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 Manager/Chief Manager (IT/Systems), 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-4	Requisite immediate below IDA Pay scale for applying for the grade of E-5
24900-50500 (Pre-revised)	29100-54500 (Pre-revised)

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-4	Requisite criteria for applying to the grade of E-5
Average annual gross CTC not less than 11.31 lakhs in preceding 02 years (Period 1-1-17 to 31.12.2018).	Average annual gross CTC not less than 13.22 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)	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.

4.0 RESERVATION / RELAXATION & CONCESSIONS

- In respect of Person with Disabilities (PwD), upper age limit is relaxable by 10 years. 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 52/55 years in case of PwD candidates.
- 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.

5.0 APPLICATION FEE - NIL

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.

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.

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

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. Take Print out of application form and keep it for future references.

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 weeks old in jpg/jpeg format).Size (20 kb-50kb)
- (e) Scanned Copy of Signature with Blank ink pen (in jpg/jpeg format). Size (10 kb-20kb)
- (f) 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
 - ❖ 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)
 - ❖ 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. 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.
9. All the above conditions of qualification, experience, age limit etc. are also applicable to the internal candidates of IREL.
10. 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.
11. 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.
12. 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.
13. Request for change of Mailing address/email ID/ category/ posts and other information as declared will not be entertained.

14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. In case of any problems faced by the candidates, they may send email to company's email id: hrmrect-ho@irel.co.in
20. In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, the English version shall be final.
21. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.

'IREL is not responsible for printing errors if any'