

**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/EA/P/2016/3**

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 as **Executive Assistant** to **Chief Executive** for its Corporate Office, Mumbai.

Applications are invited from Indian nationals for the following post on regular basis in the Industrial Dearness Allowance (IDA) pay scale.

**1. Details of Vacancy and Qualification required**

Discipline	No. of Post	Upper age limit as on 31.12.16	Essential qualification and <u>Experience</u>	<u>Job Description</u>
Executive Assistant E-02/ (20600-46500)	1	35	<p>Essential: Graduate with 1st class in any discipline from a recognized University with 05 years post qualification experience as Personal Secretary/ Executive Assistant.</p> <p style="text-align: center;"><b>OR</b></p> <p>Graduate with 1<sup>st</sup> class in any discipline with diploma in secretarial services with 1<sup>st</sup> class from a recognized Institute with 03 years post qualification experience as Personal Secretary /Executive Assistant</p> <p style="text-align: center;"><b>OR</b></p> <p>MBA or Post Graduate Degree (02 years full time regular course) with 03 years post qualification experience as Personal Secretary/Executive Assistant. Qqualification must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved courses.</p> <p>Desirable: Computer literacy-Computer diploma for duration of 1 year from Govt/Govt. recognized institutes with proficiency in MS office, MS office Excel. Power-point. Shorthand speed of 100 WPM.</p>	<p>-Managing internal and external communication on behalf of the Chief Executive.</p> <p>-Must be able to handle a wide range of administrative and executive support related tasks independently.</p> <p>-Must maintain confidentiality and professionalism while dealing at all levels.</p> <p>-Excellent writing /drafting skills.</p> <p>-Excellent calendar management skills.</p> <p>-Experience in scheduling travel arrangement.</p> <p>-Keeping records of meetings.</p>

**Note :**

With regards to experience for the post of Executive Assistant as mentioned above private sector candidates must full fill the following conditions:

## **FOR PRIVATE SECTOR CANDIDATES ONLY**

In case of candidates from Private Sector, applying for the post mentioned above, they should have a minimum 2 years of experience as on 31.12.2016 (out of the total post qualification experience) in a company with an **annual turnover not less than Rs.100 crores**. The candidates will be required to produce documentary evidence viz. annual report of their employer of last 2 years at the time of interview failing which candidates will not be allowed to attend the interview.

### **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>
1	E-2	Executive Assistant	01	01	--	--	--

## **2. RESERVATION / RELAXATION & CONCESSIONS:**

Reservation/Concessions for candidates belonging to Ex-SM & PwD categories would be made as per Government Directives.

- The upper age limit is relaxable by 05 years for candidates domiciled in the State of Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- In respect of Persons with Disabilities (PwDs), 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-Servicemen /Commissioned Officers/ECOs/SSCOs who have rendered at least 5 years of Defence Service and have been released on completion of assignment.

## **3. SALARY AND ALLOWANCES**

In addition to Basic Pay, DA @ 120.30% of Basic Pay, HRA (30% of Basic Pay at Mumbai) and other allowances as applicable. *The approximate CTC corresponding to the minimum of the Scale of Pay would be 08.38 lakhs.*

## **4. Application Fee**

Candidates applying against the post of Executive Assistant will be required to pay an application fee of Rs. 100/- (non-refundable) by way of Demand Darft payable in favour of **Indian Rare Earths Ltd., Mumbai** (candidate will be levied service tax and service charges on DD as applicable). 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.

## **5. 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.

## **6. GENERAL CONDITIONS:**

1. Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming Appointment.
2. Age and experience are to be counted as on **31.12.2016**.
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. 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, annual turnover, category/disability (wherever is applicable) and other documents as ask 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 post without any further notice and without assigning any reason 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 applicable to internal candidates of IREL also.
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 rule 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.

**7. Forwarding of applications of candidates from Govt. and Public Sector Undertaking after submitting online 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 will 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.

**HOW TO APPLY**

- a) Application and undertaking form must be submitted strictly as per the prescribed format available on Recruitment section >Advertisement 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/2016/3” & 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 **23 January 2017**. Application received after last date of receipt, due to postal delay or for any other reasons, shall not be considered at all.
- **Date of Birth (DOB) proof:**
    - I. X<sup>th</sup> class Passing Certificate indicating DOB or
    - II. School Leaving Certificate OR
    - III. Birth Certificate issued by authority.
  - **Certificate in respect of Prescribed Qualification**
    - I. 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.
  - Private sector candidates must enclose the proof of annual turnover (not less than Rs. 100 crores) viz. Annual report of their employer of last 02 years (2014-15 & 2015-16)
  - 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 liable to be rejected.**

- g) 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.**

**INTIMATION FOR INTERVIEW:**

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.

**Intimation regarding Personal Interview & Result:**

List of provisionally ‘Eligible Candidates’, list of ‘Not-Eligible Candidates’, ‘Interview Schedule’, ‘Result’ etc. will be hosted only on IREL Website under the head “Recruitment”. Candidates are requested to visit IREL website time to time to get themselves updated on the recruitment status on the recruitment status.

**Important Dates**

Sn.	Details	Date
A	Date of hosting the advertisement	04.01.2017
B	Last Date for receipt of application with all required testimonial /certificate	23.01.2017
C	Notification regarding schedule of test and/or personal interview	<b>Please visit IREL website</b>

