



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, V S Marg, Near Siddhivinayak Temple, Prabhadevi, Mumbai- 400028

CIN: U15100MH1950GOI008187

विज्ञापन सं./Advt.No.CO/HRM/06/2021

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 the 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 set up 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, the company's upcoming prestigious projects include Rare Earth and Titanium Theme Park at Bhopal, Madhya Pradesh, and Rare Earth Permanent Magnet Plant (REPM) at Visakhapatnam, Andhra Pradesh.

In order to support future growth and manage transformation challenges, IREL invites applications (through offline mode) from eligible, qualified, talented, experienced, energetic, and dynamic Indian Nationals for the following posts (Regular and Fixed Term Basis) for its various Projects/Units/ Offices.

1.0 Details of vacancies/Posts:

A. Executive Cadre (Regular)						
Post Code	Name of the Posts	No.of Posts	Scale of Pay (IDA) / Grade / Annual CTC (in Rs.)	Qualification	Experience (In Years)	Upper Age Limit as on 21.06. 2021
PC-1	Chief Manager (Technical) /Sr. Manager (Technical)	1 No (UR)	80000-220000/70000-200000 E-5/E-4 20.44 Lakhs/17.88 Lakhs	Graduate in Engineering. Desirable: M.E / M.Tech Candidates having Ph.D. shall be given preference	Minimum 20/16 years experience in Quality Control/ R&D Laboratory preferably related to Metals/ Chemicals. Experience in bench/ pilot scale operations with a minimum of five years experience in officer's	54/48

				provided everything will be at equals.	cadre in Government/ PSU. Should have hands-on experience of working on equipment. Experience in carrying out projects related to process development/ improvement, product development, and value addition based on R&D. Knowledge in handling analytical equipment with operation in reaction monitoring, characterization, data interpretation, prepare technical reports, etc. Good communication skills with computer proficiency. Exposure to QMS system, audit management & NABL and knowledge of industrial Statutory Rules and Atomic Energy Regulations would be desirable. In the case of deserving candidates, experience and qualification shall be relaxed
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Job Requirements:

Post Code – 1 (PC-1)- **Chief Manager (Technical)/ Sr. Manager (Technical) –**

- Understands the operations of the various pilot plants during the hand-holding support provided by BARC and take up further implementation.
- Gain proficiency in the operation of the plants
- Take up skill development and impart training for operation of the plants and quality control aspects including characterization and data interpretation
- Prepare engineering proposals
- Perform/ validate process engineering calculations in metallurgical operations including hydrometallurgy, pyrometallurgy, etc.
- Develop SOPs on operation and maintenance
- Provide necessary confidence to the entrepreneurs for setting up of commercial operations, etc

Post Code	Name of the Posts	No.of Posts	Scale of Pay (IDA) / Grade / Annual CTC(in Rs.)	Qualification	Experience (In Years)	Upper Age Limit as on 21.06. 2021
PC-2	Manager (Legal)	1 No. (UR)	60000-180000/ E-3 / 15.33 Lakhs	Graduation in Law (LLB) (3 years duration) or it's equivalent	Minimum 9 years of post-qualification experience in dealing with issues pertaining to Contract Management, Arbitration & conciliation, Mines and Minerals, land acquisition, environment laws, civil & labour matters in the legal department of Govt./ PSU/Industrial Organisation / Law Firm.	42

Job Requirements

Post Code- 2 (PC-2)- **Manager (Legal):**

- The incumbent is required to handle Litigation Management, Regulatory Compliances
- Preparation of draft replies, Representation in court cases, assist in implementing legal risk & compliance policy of the company
- Prepare and vet legal agreement, Contract deeds, MoUs and Documents, Pleading papers, Dealing with advocates/ lawyers, Industrial Relations
- Compliance of statutory requirements, Contract Labour Management, etc.

Post Code	Name of the Posts	No.of Posts	Scale of Pay (IDA) / Grade / Annual CTC(in Rs.)	Qualification	Experience (In Years)	Upper Age Limit as on 21.06. 2021
PC-3	Manager (Security)	3 Nos (UR-2) OBC (NCL) - 1	60000-180000/ E-3 / 15.33 Lakhs	Should be a Graduate and not below the rank of a Captain in Indian Army or equivalent rank in Indian Navy/Indian Air-Force working/retired from Indian Defence Services. or	NA	42

				Should be a graduate and not below the rank of Dy. Commandant or equivalent in Para Military Services viz. CISF, CRPF, BSF, etc.		
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Job Requirements:

Post Code -3 (PC-3)- **Manager (Security):**

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 the fire service section is fully equipped and personnel are well trained. He shall take prompt action whenever the necessity arises.
- To carry out periodic surprise checks and maintain a record of such checks, to submit the 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 improvement 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 Physical Security Measures through management of entry-exit Gate and Watch Tower Organisation 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 effective Implementation.
- To put in place an intelligence-gathering system.
- To attend and assist in case of emergency including but not limited to fire, accident, sabotage including liaising with local police, etc and suggest corrective measures.

B. Executive Cadre (Fixed Term Basis for five years)**Selected candidates will be on probation for a period of 1 (One) year**

Post Code	Name of the Posts	No.of Posts/ Category	Scale of Pay (IDA) / Grade / Annual CTC(in Rs.)	Qualification	Experience (In Years)	Upper Age Limit as on 21.06. 2021
PC-4	Deputy General Manager (HRM)	2 Nos (UR)	90000-240000 / E-6 / 22.99 Lakhs	Graduation in any discipline with Post Graduate Degree / Post Graduate Diploma (minimum 2 years) / MBA with specialization in Human Resource Management, Personnel Management, Industrial Relations or any equivalent course from a recognized University / Institutes approved by AICTE. Post Graduate Diploma (1 Year duration and above) in the above areas will be considered for the candidates from the Ex-Serviceman category	Candidates from Ex-Servicemen Category- (i) Minimum 15 years of experience including military service. Such Ex-Servicemen must be in the rank of Lieutenant Colonel and above in Indian Army / Commander and above in Indian Navy / Wing Commander and above in Indian Air Force OR equivalent to the above-mentioned ranks in Paramilitary Forces. (ii) For Other candidates - Minimum 15 years of experience preferably in relevant facets of HRM.	53

Job Requirements

Post Code- 4 (PC-4)- **Deputy General Manager (HRM)- (Fixed Term Basis for five years) -:**

- The incumbent is required to handle all HRM functions in the Units including Industrial Relations, Compliance of statutory requirements, Contract Labour Management.
- Formulation and Implementation of HR Policies, Human Resource Planning, Performance Management, Training & Development, Welfare.
- General Administration etc.
- Co-own the agenda to develop a greater creative culture in the organisation.
- Effectively Coordinate various activities pertaining to stakeholders viz., landowners, local villagers, local administration, local associations, etc.
- Deal with Security, CSR activities, etc.
- Coordinate and attend matters incidental to the visits by foreign nationals and expatriates, VIP Visits, etc.

- (a) 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 the case where no such difference exists of major and minor specialization in dual specializations areas, the applicant can be considered in either subject to documentary evidence. In this regard, the Applicant needs to produce a certificate issued by the competent authority showing Major and Minor area of specialization or equal weightage of both courses whichever is applicable.
- (b) All qualifications/degrees must be from UGC recognized Indian University / deemed universities or AICTE approved courses from Autonomous Indian Institutions / concerned statutory council (wherever applicable).
- (c) In case of any dispute arising about the admissibility of any particular qualification, the decision of the Management of IREL shall be final and binding.

Candidates for the above post should also possess good communication skills leadership qualities and the 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 Eligibility criteria for candidates

- (i) Candidates working in Govt./PSU/ applying for the above posts should have minimum 2 years of experience (Out of total post-qualification experience) as on 21.06.2021 in the immediate below IDA pay scale or equivalent PSUs/Govt. Of IDA/CDA Pattern of pay scale as indicated in the table shown below:

Post code & grade applied for	Requisite immediate below pay scale
PC – 1: E-5/E-4	Rs.70000-200000 (revised) [Industrial Dearness Allowance (IDA)]/ Rs.60000-180000 (revised) [Industrial Dearness Allowance(IDA)]
PC – 2: E-3	Rs.50000-160000 (revised) [Industrial Dearness Allowance(IDA)]
PC – 4: E-6	Rs. 80000-220000 (revised) [Industrial Dearness Allowance(IDA)]

- (ii) Candidates from the Private Sector applying for the above posts should be drawing Annual Cost to the Company (CTC) & Annual Turnover (Enclose supporting documents) as per the table below:

Post code & grade applied for	Minimum CTC
PC – 1: E-5/E-4	The candidates should be drawing an Annual CTC of not less than Rs. 17.88 lakhs/15.33 Lakhs for a minimum period of 2 years out of 2½ years from 01.10.2017 to 31.03.2020. The average annual turnover of the company should not be less than Rs.500 crores in two financial years (FY 18-19 & FY 19-20).
PC – 2: E-3	The candidates should be drawing an Annual CTC of not less than Rs.12.77 Lakhs for a minimum period of 2 years out of 2½ years from 01.10.2017 to 31.03.2020. (Not applicable to candidates from Law Firms). The average annual turnover of the company should not be less than Rs.500 crores in two financial years (FY 18-19 & FY 19-20). (Not applicable to candidates from Law Firms).
PC – 4: E-6	The candidates should be drawing an Annual CTC of not less than Rs. 20.44 Lakhs for a minimum period of 2 years out of 2½ years from 01.10.2017 to 31.03.2020. The average annual turnover of the company should not be less than Rs. 500 crores in two financial years (FY 18-19 & FY 19-20).

Note: If a candidate fails to submit suitable documents as evidence of next below pay scale or CTC such as a payslip or salary certificate or Form - 16 and annual report of their company regarding company turnover at the time of verification prior to the interview, to corroborate the particulars furnished in the application form, his/her candidature may be rejected. The decision of the management in this regard shall be final and binding.

3.0 RESERVATION AND CONCESSION:

- a. Directives/guidelines regarding Reservations and Concessions issued by the Government of India from time to time shall be applicable.
- b. In respect of OBC–NCL, & Ex-Servicemen candidates, age relaxation shall be extended as per Government of India directives issued from time to time.
- c. The candidate claiming reservation benefit shall be required to submit the requisite details of the Caste/disability certificate issued by the competent authority.
- d. The OBC candidates who belong to ‘Creamy Layer are not entitled for concession admissible to the OBC category and such candidates have to indicate their category as UR.
- e. The candidates who belong to OBC (NCL), need to furnish their OBC – Non-Creamy Layer (NCL) certificate (not more than one year old from the date of application to IREL as per the format prescribed by the Government of India).

- f. In respect of Persons with benchmark disabilities, the upper age limit is relaxable by 10 years. Further, candidates suffering from not less than 40% of relevant disability shall be eligible for the benefit of reservation & concession.
- g. Candidates seeking reservation under EWS will have to submit an income & asset certificate issued by the Competent Authority. The prescribed format and the Competent Authority for the said certificate have been mentioned in DoPT O.M No. 36039/1/2019 dated 31.01.2019.
- h. Age relaxation of 5 years applicable for candidates who have the domicile of J&K during the period from 01.01.1980 to 31.12.1989 as per Govt of India guidelines.
- i. Age relaxation for candidates belonging to OBC(NCL)/ESM/PwBD shall be as under: -

Category	Age Relaxation (in years)
OBC (NCL)	3
PwBD-General	10
PwBD-OBC (NCL)	13
ESM	'By the length of military service increased by 3 years in case of Ex-Serviceman and commissioned officers including ECOs/SSCOs for appointment by direct recruitment subject to the condition that (i) the continuous service rendered in the armed forces by the ESM is not less than 6 months after attestation and (ii) that resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit more than 3 years.

4.0 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 may be processed based on 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 to transfer of service benefits provided his / her application is forwarded through proper channel.
- (d) In the event of selection, all such candidates will be allowed to join IREL only on the production of proper relieving orders from their previous employer.

5.0 Mode of Selection:

The mode of selection for the above posts (both Regular & Fixed Term Basis) will consist of the following:

Post Code	Name of the Posts	Mode of Selection
PC-1	Chief Manager (Technical)/ Sr. Manager(Technical)	The mode of selection for eligible applicants for various posts in Executive Cadre would be through Interview/Psychometric test/group Exercise or combination thereof
PC-2	Manager (Legal)	
PC-3	Manager (Security)	
PC-4	Deputy General Manager(HRM)- Fixed Term Basis for five years	

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

6.0 Pre-Employment Medical Examination: Before joining services, the selected candidates will have to undergo a medical examination arranged by the company Medical Officers and the decision of the Medical Officer will be final and binding.

7.0 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 rules of the company.

8.0 Wait-List of Selected Candidates:

A reasonable wait-list will be prepared and the same will be valid for a period of one year or till notifying of any such recruitment whichever is earlier.

9.0 Salary and Allowances:

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

10.0 Place of Posting: The selected candidates will be posted as mentioned below:

Post Code	Name of the Post	Place of Posting
PC-1	Chief Manager(Technical)/ Sr. Manager(Technical)	Project Office Bhopal, Madhya Pradesh
PC-2	Manager (Legal)	Corporate Office, Mumbai
PC-3	Manager (Security)	Units
PC-4	Deputy General Manager(HRM)	Units

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

11.0 Application Fee

Post Code	Name of the Post	Application Fee
PC-1	Chief Manager (Technical) / Sr. Manager (Technical)	A non-refundable application fee of Rs. 400/- (Rupees Four Hundred only) is required to be paid by General, OBC, and EWS category candidates at the time of submission of Offline Application Form. The application fee shall be paid by way of either Demand Draft/ Bankers Cheque/ At Par Cheque (subject to clearance) in favour of IREL (India) Limited payable at Mumbai . Application Fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of the Application Fee. Note: SC/ST/PwBD/ExSM/Women/ Internal candidates are exempted from payment of Application Fee.
PC-2	Manager (Legal)	
PC-3	Manager (Security)	
PC-4	Deputy General Manager(HRM)	

12.0 HOW TO APPLY (Applications to be submitted in offline mode only)

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.
2. Eligible candidates are required to apply in the prescribed format attached (through the offline mode only) along with the following documents, duly self-certified:
 - i) Date of Birth (DOB) proof:
10th class passing certificate/ School leaving certificate/ Birth certificate issued by concerned authority.
 - ii) Certificate in respect of prescribed qualification:
All semester mark sheets/certificates of Qualification (Graduation/ Post Graduation/ Professional) and other qualifications, if any indicating date of declaration of results
 - iii) Experience certificates:
Complete and proper experience certificates /documents issued by the employer in support of experience details mentioned by the candidate in the application form.
 - iv) Past Employment:
Experience certificate indicating the date of joining as well as relieving or Proof of joining which is issued after joining along with an appointment letter and proper relieving letter/acceptance of resignation letter.
 - v) Current Employment:
Proof of date of joining which is issued after joining along with appointment letter. Experience letter issued by the Competent Authority and authorized executive of the organization indicating designation and date of joining the organization by the employee concerned along with the latest payslip

OR

Appointment letter clearly mentioning the date of joining the organization and latest payslip.

vi) Proof of Payscale and Level of the post in their present organization as applicable:

Candidates must enclose the documentary evidence of next below pay scale (Govt/PSUs) & Private Sector candidates to enclose documentary evidence of Annual report of their employer indicating Annual Turnover and salary certificate or Form 16 in respect of CTC.

vii) NOC / Forwarding of application through proper channel of the present organization.

viii) Caste certificate /Disability Certificate as mentioned in the advertisement (if applicable).

ix) Discharge Certificate for candidates belonging to Defence Services (Ex-Serviceman)

x) Valid ID proof (PAN/ Card /Driving License/Voter id card/Aadhar).

xi) Demand Draft/Bankers Cheque/At Par Cheque for Rs. 400/- drawn in favour of **IREL (India) Limited** payable at **Mumbai**.

3. Applications duly signed by the candidate, with passport size photograph affixed & accompanied with a copy of above, said documents must be sent in a sealed envelope superscribing "Application for the post of" vide Advt.No./Notification No. **CO/HRM/06/2021**. The applications must reach the Deputy General Manager (Personnel), IREL (India) Limited, Plot No.1207, Veer Savarkar Marg, Prabhadevi, Mumbai- 400028 on or before **21st June 2021** through Registered Post /Courier only. Applications forwarded through any other means will not be entertained

4. IREL will not be responsible for any delay/loss in postal transit of any application or communication

5. Late applications will not be entertained. 'Incomplete applications' will be rejected

6. **Please Note:** The last date of receipt of the hard copy of the application in IREL's Office is 21st June 2021.

13.0 GENERAL CONDITIONS AND INSTRUCTIONS

(a) Only Indian nationals need to apply. Mere submission of application will not entail the right for claiming an appointment.

(b) The cut-off date for reckoning eligibility for educational qualifications, age, and experience will be 21.06.2021.

(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 fulfill 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 the 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/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, 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 the interview and the willingness of the candidate.
- (g) Merely meeting the above qualifications and experience shall not entitle a candidate to be called for an interview. Only short-listed candidates will be called for an interview. Due to the prevalent pandemic situation of Covid-19, based on the requirement, an online test/interview through Video Conferencing may be conducted. Modalities of the Virtual mode of Interview shall be intimated separately.
- (h) 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/joining (as the 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 canceled at any point of time if the candidate is found not meeting the eligibility criteria.
- (i) Candidates called for an interview will be reimbursed to and fro train fare from the nearest Railway Station through the shortest route as per the rules of the company.
- (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 the 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 the 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 advertisement will be given. Hence, prospective applicants are advised to visit the IREL website <http://www.irel.co.in> regularly 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 the 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) The 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. The 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 the company's email id: hmrrect-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 the English or Hindi version, the 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'

Application Form
IREL (India) Limited

Paste your latest
photograph here
(Self Attested)

Employment Notification No.: CO/HRM/06/2021

1	Post applied for			
2	Name			
3	Father's Name			
4	Nationality	State Domicile		
5	Date of Birth (DD/MM/YYYY)	Age as on 21.06.2021		
6	Gender	Marital Status		
7	Present Address for communication including PIN Code E-mail id:			
8	Nearest Railway Station			
9	Mobile No.			
10	Category (please tick the appropriate)	UR <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC(NCL) <input type="checkbox"/> Ex-Ser <input type="checkbox"/> PwBD <input type="checkbox"/> EWS <input type="checkbox"/>		

11. Professional & Additional Qualifications (self-attested photocopy to be enclosed)

Sl. No.	Qualification (should be as per certificate issued)	Discipline	Period		Name of the Institute / University	% Marks
			From (MM/YY)	To (MM/YY)		
1						
2						
3						

12. Relevant Experience details (relevant original certificates to be produced prior to interview)

Sl. No.	Name of the Organisation	Designation / Place of Posting	Pay Scale / Grade / Annual CTC	Period		Total period of experience
				From (DD/MM/YY)	To (DD/MM/YY)	
1						
2						

Sl. No.	Name of the Organisation	Designation / Place of Posting	Pay Scale / Grade/ Annual CTC	Period		Total period of experience
				From (DD/MM/YY)	To (DD/MM/YY)	
3						
4						
5						

Job Responsibilities (current employer)

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13. Additional Information

a)	If selected specify the minimum required joining time	
b)	Knowledge of language (Read, Write, Speak)	
c)	Whether any penalty/ punishment was awarded? If yes, give details	
d)	Whether any civil or criminal action or inquiry is going on against the applicant as far as his/ her knowledge goes? If yes, give details	
14	<p>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. If any shortcoming(s) is/are detected even after appointment, my services may be terminated.</p> <p>Undertaking: I have gone through the detailed advertisement including the qualifying requirements, eligibility conditions, General Conditions, and Instructions, etc., mentioned therein and fulfill all the eligibility criteria conditions/requirements specified therein. I undertake to produce the original certificates and testimonials as and when required by the management.</p> <p>I hereby accept and confirm the Undertaking.</p>	

Place:

Date:

Signature of Candidate

		Reference No. of the Certificate
1	Proof of Date of Birth	
2	Degree Certificate	
3	Professional Qualification	
4	Experience Certificates	
5	Others	