



# Indian Rubber Manufacturers Research Association

An Autonomous Body Under DPIIT, Ministry of Commerce & Industry, Govt. of India

## Vacancy Notice

Advt. No. IRMRA/22-23/15 dated 15.02.23

Indian Rubber Manufacturers Research Association, an Autonomous Institute under Dept. for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt of India, is a leading R&D Institution established in 1958 to cater services to Rubber and Allied Industry. IRMRA is having its headquarter and laboratory in Thane, Maharashtra, and Branch laboratories at Sri City, AP and SARPOL, Kolkata, W.B. IRMRA is looking for dynamic young professionals for the post of Admin Executive and applications are invited for following the post for its **South Centre (IRMRA, South- Central Express way, Sri City, Tirupati District, AndhraPradesh -517646).**

<b>1.</b>	<b>Name of the post</b>	<b>Admin Executive (on Contract for 03 Years)</b>
	No. of Post	01 Post.
	<b>Type of Position</b>	On Contract for 03 years and can be extended subject to satisfactory performance review every six months.
	Pay Scale	Pay scale (Level 3 as per 7 <sup>th</sup> CPC) with Initial Basic pay of 21,700 and applicable Allowances as per IRMRA Norms.
	Qualification & Experience	<b>Essential</b> Graduate with minimum 07 Years of relevant working experience. <b>OR</b> Post Graduate with minimum 05 Years of relevant working experience.  Minimum 60% marks or minimum cumulative CGPA of 7.0 out of 10 OR 3.5 out of 5.0 in the qualifying degree is essential.  <b>Desirable</b> <ul style="list-style-type: none"><li>• MBA/MMS in HR, ADMIN, FINANCE.</li><li>• Good Computer skills including Presentation skills &amp; Report writing skills etc.</li></ul> <b>Experience</b> <ul style="list-style-type: none"><li>• Candidates having working experience in NABL accredited Laboratory will be preferred.</li></ul> <b>Job Description</b> <ul style="list-style-type: none"><li>• Day to day administration with in IRMRA, South Centre(Sricity AP)</li><li>• Wage and Salary administration.</li><li>• Statutory compliances with Government as well private bodies as required including public relations.</li><li>• Man Management, Contract labor management, Facility Management, Housekeeping, Security management, Vendor management.</li><li>• Maintaining all documents and records related administration, quality management.</li><li>• Preparation of MIS required from time to time by management, daily, weekly, monthly reports.</li><li>• Customer service includes coordination, customer complaints follow-up etc.</li><li>• Carry out internal quality checks / intermediate checks as required.</li><li>• Maintaining the environmental conditions as specified in the SOPs/standards.</li></ul>

**Head Office:** Plot. No. 254/1B, Road No. 16V, Wagle Industrial Estate, Thane (West)- 400 604  
Tele No. 022 6787 3200; Fax No. 022 6787 3225 Email: [info@irmra.org](mailto:info@irmra.org); Web: [www.irmra.org](http://www.irmra.org)



# Indian Rubber Manufacturers Research Association

An Autonomous Body Under DPIIT, Ministry of Commerce & Industry, Govt. of India

Age Limit	Not more than 35 years
Place of Posting	<b>IRMRA, South Centre - Central Express Way, Sricity, Tirupati District, Andhra Pradesh)/ transferable to other laboratories of IRMRA.</b>
Mode of Selection	Written Exam ( <b>Syllabus:</b> Basic Administration ,General knowledge, labour laws etc.

## **How to Apply**

**Candidates to send recent updated resume along with the following below mentioned documents:**

- Date of Birth proof.
- Copy of Aadhar card and Latest Address Proof.
- Soft/Scanned Copy of certificates / testimonials in respect of qualifications (all semesters / year wise mark sheets, degree and diploma certificates starting from graduation onwards. Copy of Caste certificate issued by competent authority.
- Soft/Scanned copy of Complete and proper experience certificates / documents issued by employer in support of experience details mentioned by the candidates in the application.
- Closing Date regarding receipt of applications: Within 30 days from the date of publication of this advertisement.
- Application received after closing date will not be entertained and will stand rejected. No communication shall be made / entertained regarding rejection of application.
- The application to be forwarded to [director@irmra.org](mailto:director@irmra.org), [hr@irmra.org](mailto:hr@irmra.org), [pb@irmra.org](mailto:pb@irmra.org) and [info.south@irmra.org](mailto:info.south@irmra.org)
- Physical copy / original documents are not required to be sent to IRMRA in connection with this recruitment process until directed to do so.

## **OTHER TERMS & CONDITIONS & GENERAL INSTRUCTIONS**

- Candidates of Domicile of Andhra Pradesh will be preferred. Candidates should note that, if at any stage of recruitment, it is found that the candidates have submitted any false / fabricated information / documents, his / her candidature will be cancelled immediately and he / she will be liable for action as per law / rules.
- Valid email id & Mobile no. should be mentioned in the application and must remain active / valid until recruitment process is completed. No change in the email id & mobile no. will be accepted once submitted. The candidate himself/herself shall be responsible for wrong or expired email id & mobile no.
- Submission of any false / incorrect / dubious information in application shall disqualify the candidate at any stage of selection process (before or after).
- Age relaxation as per government mandate for SC/ST and OBC candidates.
- IRMRA reserves right to amend / modify vacancies notified and any provision of this advertisement in case of any errors and omissions / deviations or to cancel the advertisement and recruitment if the circumstances so warrant.
- Statutory warning:** Selection process is free, fair and based on merit. Any attempt to influence the selection process detected at any stage is liable to lead to termination of the candidature and legal action will be initiated.
- Appointment of candidates is subject to them being declared medically fit, and is also subject to service terms of contracts.
- Announcements:** All further announcements / details will only be published / provided on IRMRA's website [www.irmra.org](http://www.irmra.org) from time to time.

## **Director**

Date: 15.02.2023



# Indian Rubber Manufacturers Research Association

*An Autonomous Body Under DPIIT, Ministry of Commerce & Industry, Govt. of India*