

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 Management Trainees

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

Post Code-01

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 our future growth and transformation challenges, we invite applications from young, energetic and dynamic persons for the post of **MANAGEMENT TRAINEES** through Online Applications Mode in various disciplines as per details given below:

A. 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

B. QUALIFICATION & ELIGIBILITY CRITERIA

Post Code	IREL Discipline	Minimum Essential Qualification	Discipline of Engineering considered by IREL for positioning of MTs
01	Mechanical	B.E./B.Tech (Full-Time regular degree only) in (Mechanical/Mining/ Electrical/Chemical/Mineral) Engineering from recognized/approved Indian University/Institution with minimum 60 % aggregate marks of all semesters/years.	Mechanical Engineering/ Mechanical & Industrial Engineering/ Mechanical & Production Engineering/ Production Engineering/ Production Engineering & Management/ Production & Industrial Engineering.
02	Mining		Mining
03	Electrical	5-year Integrated Master degree in (Mechanical/Mining/ Electrical/Chemical/Mineral) Engineering from recognized/approved Indian University/Institution with minimum 60% aggregate marks of all semesters/years.	Electrical Engineering, Electrical Machine, Power Systems & High Voltage Engineering, Electrical Instrumentation & Control Engineering, Electrical & Instrumentation Engineering, Electrical & Power Engineering, Electrical & Electronics Engineering.
04	Chemical		Chemical
05	Mineral		Mineral
06	Finance	Qualified CA/CMA OR B.com (Three years regular full time degree) and MBA (Finance) (Two years regular full time degree) with minimum 60 % marks.	

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).
5. Candidates who have completed their Degree **on or before 31.12.2018** are only eligible to apply. The candidates appeared/appearing in final year/semester and awaiting their results (*of minimum Essential qualification*) are not eligible to apply.

C. NUMBER OF POSTS : 20

Post Code	Name of Discipline	Total no. of Posts
01	Mechanical	20
02	Mining	
03	Electrical	
04	Chemical	
05	Mineral	
06	Finance	

Reservation of Posts

Sl. No.	Name of Post	No. of post	UR	EWSS*	SC	ST	OBC-NCL	PwD**
1	MT	20	10	1	3	1	5	1

*** Note:-**

Reservations for Economically Weaker Sections (EWSs) shall be applicable as per DPE OM No. F. No. 20 (10)/99/-DPE-OM-Part-2019-FTS-1517 dated 1st February, 2019. (EWSs-Economically Weaker Sections)

** Out of the above 20 posts, one post is earmarked for PwDs.

RESERVATION AND CONCESSION

- a. Reservation of the post for the candidates belonging to EWSs/SCs/STs/OBCs (NCL)/ESMs/ PwD (Degree of disability shall be 40 % and above) will be maintained as per government of India directives.
- b. The candidate claiming reservation benefit shall be required to submit the requisite details of Caste/disability/ Income and asset certificate issued by the competent authority.
- c. 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.
- d. The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as UR.
- e. No Application fee will be charged from SC/ST/OBC-NCL/Ex-serviceman/Pwd/Women candidates.
- f. Age Relaxation for candidates belonging to SC/ST/OBC(NCL)/ESM/PwD shall be as under:-

Category	Age Relaxation (in years)
SC/ST	5
OBC (NCL)	3
PwD-General	10
Pwd-OBC (NCL)	13
PwD-SC/ST	15
ESM	'By the length of military service increased by 3 years in case of Ex-Service man 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 by more than 3 years.

SUITABILITY OF POSTS FOR PwDs CANDIDATES:

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

Discipline	TYPE OF DISABILITY	LEGEND
Mech., Mining, Electrical, Chemical, Mineral, Finance	SUITABLE FOR OA, OL, OAOL, HH	OA=one arm, OL=one leg, OAOL=one arm & one leg, HH= hearing handicapped.

D. SELECTION-PROCESS

Exam Centre:The written examination will be held in 06 cities (**Delhi, Mumbai, Bengaluru, Trivandrum, Bhubaneswar & Guwahati**). 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-

1. **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/EWSs	OBC (Non Creamy Layer)	SC / ST / 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 post) keeping in view the provision of reservation for EWSs/SC/ST/OBC (Non Creamy Layer)/PwD.

2. **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.
3. **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.
4. **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

5. **Offer of Appointment:** Candidates finally selected for the post will be offered appointment as per company policy. The selected candidate will be on training initially for a period of one year. On satisfactory completion of training period, the candidates shall be absorbed in the E-1 Scale of Pay as Engineers/Officers, where in he/she shall be further placed on probation 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.

6. **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.

Emoluments:-

During Training Period:-

Selected candidate shall undergo 1 year training at various units/offices of IREL. During Training period, Management Trainees, will get a consolidated amount of Rs. 40800/- per month as stipend. In addition to it, MTs will be eligible for HRA/Company accommodation as applicable and HPL, CL and medical facility for self and eligible dependant family members as per rules of the company.

After Training/Absorption Period:-

After successful completion of training, the MTs will be absorbed as Engineers/Officers in the E-1 grade of the pay of Rs. 16400-40500 (**under revision**) with a basic pay of Rs. 16400/-. 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. The CTC would be around Rs. 7.45 lakhs p.a.

Forwarding of Application:-

- (I) Applications 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.

- (II) Post of Management Trainee being a direct recruitment on an initial basic pay, the Company will not bear any liability on account of salary/Leave salary, carry forward of other service benefits whatsoever of previous employment if any.
- (III) In the event of selection, all such candidates will be allowed to join only on production of proper relieving order from their previous employers.

E. APPLICATION FEE

Candidates belonging to (UR/EWSs) categories are required to pay a Non-Refundable Application Fee of Rs 250/- (*Rs. Two hundred and fifty only*) exclusive of Bank charges as applicable.

SC/ST/PwD/ OBC(NCL)/Ex-Serviceman/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.

F. AGE LIMIT

Upper age limit is **28 years** for UR/ EWS category candidates. Cut-off date for age limit is **31.12.2018**.

G. HOW TO APPLY:-

Sequence-wise actions to be followed by the candidates for filling-up of Online Applications are as under:-

1. Visit IREL website Careers section and Click Apply Online button.
2. Read Important Instructions and Click on (√) 'I Agree' Button.
3. 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*).
4. Check User ID & Password received on your e-mail and mobile number.
5. Re-login to your account by entering user ID and password received through e-mail.
6. Fill-up application form and upload Photo, Signature and relevant Documents.
7. Check Preview of the Application Form and make corrections, if any.
8. Press Submit Button.
9. Make payment through Debit Card/Debit Card/Net Banking (*if applicable*).
10. Take Print out of application form and payment acknowledgeslip.

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/jpegformat).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) /SC/ST)
 - ❖ PWD Certificate in case of Persons with Disability candidates in prescribed format.
 - ❖ Income and asset certificate in respect of EWSs in the 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. Application of candidate applying for more than one discipline will summarily be rejected. 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.

H. GENERAL CONDITIONS AND INSTRUCTIONS

1. Only Indian Nationals are eligible to apply. Mere submission of application will not entail right for claiming Appointment.
2. Age and experience are to be counted as on 31.12.2018.
3. 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.

4. 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.
5. In order to regulate the number of candidates to be called for the 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 written Test and/or personal Interview.
6. Merely meeting the above qualifications shall not entitle a candidate to be called for written test and personal interview. Verification of original certificate with regard to age, qualification, category/disability (wherever applicable) and other documents as asked for, will be done 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. 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.
8. No TA will be paid to any candidate for appearing in the written examination.
9. 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.
10. 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.
11. For queries, candidates are advised to visit the **Frequently Asked Questions (FAQs)** section uploaded on the company's website.
12. The management reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. Management also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
13. Candidates called for personal 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.

14. All the above conditions of qualification, age limit etc. are applicable to applicants from IREL also.
15. Generation of registration slip does not imply acceptance of application or eligibility for the post.
16. Request for change of Mailing address/email ID/ category/ posts and other information as declared in the online application will not be entertained.
17. 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.
18. 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.
19. 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.
20. 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.
21. Any corrigendum/addendum in respect of the above advertisement shall be made available only on our official website i.e. <http://www.irel.co.in>. No further press advertisement will be published. Hence prospective applicants are advised to visit IREL website regularly for this purpose.
22. All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the company's website. Important information regarding recruitment will be available in IREL website and as such, candidates are advised to visit the same frequently. 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.
23. In case of any problem/s faced by the candidates, they may send email to company's email id: hrmrect-ho@irel.co.in
24. The Company reserves the right to reschedule the test date & venue etc. or alter any of the advertised condition depending upon the circumstances.
25. In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, the English version shall be final.
26. Any legal proceedings in respect of any dispute with regard to recruitment

against this advertisement can be instituted only in Mumbai Courts/Forums/Tribunals only have the sole jurisdiction to try any such dispute.

27. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.

'IREL is not responsible for printing errors if any'

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