

**INDIAN RARE EARTHS LIMITED**  
**(A Government of India Undertaking)**  
**Orissa Sands Complex (OSCOM), Matikhala (P.O)**  
**Chatrapur (Ganjam), Odisha-761 045**

**Advt.No.OSCOM/HRM/RECT/2013/1**

Indian Rare Earths Ltd. (IREL), a Mini-Ratna Category-1 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 the following personnel for its OSCOM Unit located at Matikhala, Chatrapur in Odisha.

Applications are invited from Indian Nationals for the following posts on regular basis in the Industrial Dearness Allowance (IDA) Pay Scale.

Sl. No	Name of the Posts	No. of posts	Pay Scale(IDA pattern)(Grade) (Rs.)	Required Qualification & Experience	Upper age limit as on 01.07.2013
1	Tradesman-A (Operation)	12	8670-3%-24400 (W-IV)	I.T.I Certificate holder with 10 years experience in operation of Chemical and allied Process Industry	35
2	Boiler Operator-A/ Tradesman-A (Boiler Operation)	02	8670-3%-24400 (W-IV)	I.T.I. Certificate holder with First Class Boiler Certificate of Competency and 8 years experience in a Boiler House in a reputed Industrial establishment	35
3	Tradesman (Operation)	23	8550-3%-24060 (W-III)	I.T.I. Certificate holder with 5 years experience in operation of Chemical and allied Process Industry <b>OR</b> For non-I.T.I. Candidates: Literate with 10 years experience in operation of Chemical and allied Process Industry	35

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4	Tradesman (Electrical)	04	8550-3%-24060 (W-III)	I.T.I. Certificate holder in Electrical Discipline with 5 years of experience in related field/trade in a reputed Industrial Establishment <b>OR</b> For non-I.T.I. Candidates -Literate with 10 years experience in related field/trade in a reputed Industrial Establishment	35
5	Tradesman (Instrumentation)	02	8550-3%-24060 (W-III)	I.T.I. Certificate holder in Instrument Mechanic Discipline with 5 years experience in related field/trade in a reputed Industrial Establishment <b>OR</b> For non-I.T.I. Candidates: Literate with 10 years experience in related field/trade in a reputed Industrial Establishment	35
6	Junior Driver	03	8550-3%-24060 (W-III)	VIII Std. passed with Heavy Vehicle License and 5 years experience in operating/driving heavy machineries/vehicles like Fork Lift, Tractor, Tipper etc.	35

**Reservation of posts**

Grade	Name of Post	Total No.of posts	UR	SC	ST	OBC-N CL
8670-3%-24400 (W-IV)	Tradesman- A (Operation) Boiler Operator/ Tradesman-A (Boiler Operation)	14	7	2	3	2

8550-3%-24060 (W-III)	Tradesman(Operation) Tradesman(Electrical) Tradesman(Instrumentation) Junior Driver	32 (One post is reserved for PwD)	16	6	7	3
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**ALLOWANCES AND BENEFITS:**

In addition to Basic Pay , D.A @60.10%(as on date) of Basic Pay, HRA-@10% of Basic Pay and allowances and benefits including Leave, E.P.F., L.T.C., Gratuity, Post Retirement Medical Scheme, Medical facilities for self & family, Annual Allowance, Children Educational allowance etc. are also admissible as per rules of the Company.

**RESERVATION/RELAXATION & CONCESSIONS :**

Reservation/Concessions for candidates belonging to Scheduled Caste (SC)/Scheduled Tribe (ST)/Other Backward Classes – Non-Creamy Layer (OBC-NCL)/Ex-Servicemen (XSM) & Persons with Disabilities (PwD) categories would be as per Government Directives.

Upper age limit is relaxable by 5 years in respect of SC/ST candidates and by 3 years in respect of Other Backward Classes – Non-Creamy layer (OBC-NCL) candidates. Candidates belonging to OBC-NCL category must produce valid Certificate as a proof for their belonging to ‘Other Backward Classes (OBC)’ category and not belonging to “Creamy layer” in the format prescribed by the Govt .of India, from a Competent Authority, failing which they would not be eligible for the applicable benefits. In respect of Persons with Disabilities (PwDs), upper age limit is relaxable by 5 years which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC-NCL, subject to production of Valid Certificate in support of claim.

**GENERAL CONDITIONS:**

1. Only Indian Nationals need apply. Mere submission of application will not entail right for claiming Appointment.
2. Age and experience are to be counted as on 1<sup>st</sup> July 2013.
3. Persons who have retired on attaining the age of superannuation from the Govt./PSUs including Indian Rare Earths Ltd. and under the Voluntary Retirement Scheme (VRS) are not eligible to

apply.

4. The candidates are advised to ensure while applying that they fulfill the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respect. In case, it is detected at any stage of recruitment process that a 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 summarily rejected. If any of the above shortcomings is detected even after appointment, his/her services will be terminated without any notice.

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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 standard/criteria OR to relax the minimum eligibility standards/criteria including age limit in otherwise suitable candidates depending upon the response to the advertised posts.
6. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for interview. Only short-listed candidates will be notified/called for Test/or Interview.
7. Candidates called for interview will be reimbursed to and fro 2<sup>nd</sup> Class Sleeper train fare from the nearest Railway Station by the shortest route from the place of interview.
8. Depending on the requirements, the Company reserves the right to cancel/curtail/increase the number of posts without any further notice and without assigning any reason thereof.
9. All the above conditions of qualification, experience, age limit etc. are applicable to applicants from IREL also.
10. Knowledge of Odia Language is desirable.
11. Bringing influence at any stage of the selection process will disqualify the candidate.

**Forwarding of applications of candidates from Govt.and Public Sector Undertaking:**

- a. Persons employed in State Government/Central Government/Semi-government Autonomous Bodies/State and Central PSUs etc. should forward their applications 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 agrees for the same.

- c. In case the application is 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 he/she shall forego the benefits of carry forward of past service from his/her previous employer to IRE Ltd.
- d. In case the selected candidate is in a position to submit a consent letter/NOC from his/her previous employer with respect to transfer of service benefits even afterwards, he/she will be entitled for the same on joining IRE Ltd.
- e. In the event of selection, all such candidates will be allowed to join IRE Ltd. only on production of proper Relieving Order from their previous employer.

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#### **HOW TO APPLY:**

- a. Application must be submitted strictly as per the prescribed format available on the IREL Website. Incomplete application shall not be entertained.
- b. Application must be in response to our advertisement quoting Advertisement Reference No. and post on the application form.
- c. All instructions as given on IREL website must be adhered to, failing which the applicant will be disqualified for the post.
- d. Name of the post applied for must be **superscribed on the envelope** containing the application.
- e. The application must contain one recent passport size photograph pasted on the form, self attested copies of Certificates in support of age, Category (other than General), Educational/Technical Qualification and Experience in the prescribed format as applicable, certificates and experience certificate.
- f. Applications must be forwarded to IREL through Speed Post/Registered Post only.

Applications forwarded through any other means including by FAX or e-mail shall not be entertained.

- g. Applications must reach **the Senior Manager (HRM), Indian Rare Earths Limited, Orissa Sands Complex (OSCOM), P.O: Matikhalo, Chatrapur, (Ganjam), Odisha- PIN-761 045 on or before 31.07.2013**. IREL will not be responsible for any delay/loss in postal transit of any application or communication.

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**INDIAN RARE EARTHS LIMITED**

**APPLICATION FORMAT**

**(Please fill in BLOCK Letters only)**

1. Reference : Advertisement No. OSCOM/HRM/RECT/2013/1

2. Application for the post of \_\_\_\_\_

3. Name in full :

Surname	First Name	Middle Name

4. Father's Name :

Surname	First Name	Middle Name

5. Husband's Name :

Surname	First Name	Middle Name

6. Nationality:

State of Domicile :

7. Gender:

Male	Female		Married	Unmarried	Widow	Divorce

8. Date of Birth:

Age as on 01.07.2013

	D	D	M	M	Y	Y	Y	Y		Years	Months		Days	

9. Whether age relaxation is sought Yes

No

10. Relaxation in Age(if sought) : No of years\_\_\_\_\_ Under Category/Sub-category\_\_\_\_\_

11. Category:

GEN	OBC (NCL)	SC	ST	PwD	Ex-Serviceman

(Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than general)

12. Religion : (Please Tick)

HINDU	MUSLIM	CHRISTIAN	SIKH	SPECIFY, IF OTHER

13. Permanent Address:

STATE	PIN CODE						

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14. Local Address/Address for communication :

STATE	PIN CODE						

15. Nearest Railway Station : \_\_\_\_\_

16. Contact Details:

Contacts Name	STD Code	T e l e p h o n e n o .	M o b i l e n o .																	

Fax. No. \_\_\_\_\_

E-mail ID \_\_\_\_\_

17. Educational/Technical Qualification:

Sr. No.	Educational Qualification	Name of Institution & Board/Council/ University	Year & Month of Passing	% of Mark Obtained	Class/Division



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18. Work Experience-Post Qualification(Mention of Pay/Pay Scale Compulsory) :

Name of Organization	Type of Org Govt./ PSU/PVT	Post (s) held	From	To	Total Years & Months	Scale of Pay and Annual Gross Salary/CTC	Job Responsibility

**Note: You may attach additional sheet to the hard copy for qualification/ Experience if the above space is insufficient.**

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19. Extra Curricular Activities : \_\_\_\_\_

20. Is selected specify the minimum required joining time: \_\_\_\_\_

21. Languages known: (i) Mother tongue \_\_\_\_\_  
(ii) Other Languages \_\_\_\_\_  
(Read, Write and Speak)

22. Please attach self-attested photocopy of each of the following Certificates/ Mark sheets/

Documents and mention details in columns.

		Reference No. of the Certificate	Date of Issue
1	Proof of Date of Birth		
2	Certificate in respect of prescribed Qualification		
3	Mark sheet of prescribed Qualification		
4	Experience Certificate (as applicable)		
5	Caste Certificate (if applicable)/ Non-creamy layer certificate for OBC.		
6	NOC (if working in Govt./PSU)		
7	Discharge Certificate from Defence Service (for Ex-Serviceman)		
8	Certificate in support of belonging to PwD Category, if applicable		
8	Any other		

I hereby declare that all statements as mentioned in this application are true, complete and correct to the best of my knowledge and believe. 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 for the post, my candidature will be rejected ab-initio and I will not have any right to attend the interview nor will have the right to claim Travelling expenses for attending the interview. If any shortcoming(s) is/are detected even after appointment, my services may be terminated.

Place :

Date :

(Signature of Applicant)

