



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, Veer Savarkar Marg, Near Siddhivinayak Temple,  
Prabhadevi, Mumbai- 400028  
CIN: U15100MH1950GOI008187

विज्ञापनसं./Advt.No.CO/HRM/32/2025

**DETAILED ADVERTISEMENT**  
**FOR APPOINTMENT OF EXECUTIVES ON REGULAR BASIS**

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 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 setup Joint Ventures (JVs) viz. Industrial Development Corporation of Odisha Limited (IDCOL) for setting up a new Atomic Mineral Mining and Mineral separation plant in Ganjam District in Odisha; Tamil Nadu Minerals Limited (TAMIN) for mining and mineral separation and UKTMR JSC, Kazakhstan for setting up Titanium Slag Plant in Odisha. Besides, company's upcoming prestigious projects include Rare Earth and Titanium Theme Park at Bhopal, Madhya Pradesh.

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

Opening date and time for online registration and submission of application	20.03.2025 (14:00 HRS)
Closing date and time for online submission of application	10.04.2025 (14:00 HRS)

Click here to apply: \_\_\_\_\_

## 1.0 SUMMARY OF VACANCIES/POSTS

Table-1

Sl. No.	Post	Grade/ Pay Scale CTC (Approx.) P.A.	No. of Posts	Initial Place of Posting
<b>FINANCE</b>				
1	General Manager (Finance) <a href="#">Click here for details</a>	E-7 100000-260000 Rs.32.27 Lakhs	1	Corporate Office, Mumbai
2	Deputy General Manager(Finance) <a href="#">Click here for details</a>	E-6 90000-240000 Rs.29.04 Lakhs	1	OSCOM, Odisha
3	Chief Manager (Finance) <a href="#">Click here for details</a>	E-5 80000-220000 Rs.25.81 Lakhs	1	OSCOM, Odisha
4	Senior Manager (Finance) <a href="#">Click here for details</a>	E-4 70000-200000 Rs.22.59 Lakhs	1	Corporate Office, Mumbai
5	Assistant Manager (Finance) <a href="#">Click here for details</a>	E-1 40000-140000 Rs.12.90 Lakhs	2	Corporate Office, Mumbai
<b>HRM</b>				
1	Deputy General Manager (HRM) Ex-servicemen <a href="#">Click here for details</a>	E-6 90000-240000 Rs.29.04 Lakhs	1	OSCOM, Odisha
2	Chief Manager (HRM) <a href="#">Click here for details</a>	E-5 80000-220000 Rs.25.81 Lakhs	1	Corporate Office, Mumbai
3	Assistant Manager (HRM) <a href="#">Click here for details</a>	E-1 40000-140000 Rs.12.90 Lakhs	2	RED, Aluva; Manavalakurichi, Tamil Nadu
<b>RAJBHASHA</b>				
1	Assistant Manager (Rajbhasha) <a href="#">Click here for details</a>	E-1 40000-140000 Rs.12.90 Lakhs	2	Corporate Office, Mumbai; Chavara, Kerala
<b>BUSINESS DEVELOPMENT &amp; MARKETING</b>				
1	Deputy General Manager (Business Development) <a href="#">Click here for details</a>	E-6 90000-240000 Rs.29.04 Lakhs	1	OSCOM, Odisha
2	Deputy Manager (Marketing) <a href="#">Click here for details</a>	E-2 50000-160000 Rs.16.13 Lakhs	2	OSCOM, Odisha; Corporate Office, Mumbai

Sl. No	Post	Grade/ Pay Scale CTC (Approx.) P.A.	No. of Post	Initial Place of Posting
<b>CIVIL</b>				
1	Chief Manager (Civil) <a href="#">Click here for details</a>	E-5 80000-220000 Rs.25.81 Lakhs	1	OSCOM, Odisha
2	Manager (Civil) <a href="#">Click here for details</a>	E-3 60000-180000 Rs.19.36 Lakhs	3	OSCOM, Odisha; Chavara, Kerala; Manavalakurichi, Tamil Nadu
3	Deputy Manager (Civil) <a href="#">Click here for details</a>	E-2 50000-160000 Rs.16.13 Lakhs	1	Corporate Office, Mumbai
<b>TECHNICAL</b>				
1	Deputy General Manager (Environment, Social and Governance) <a href="#">Click here for details</a>	E-6 90000-240000 Rs.29.04 Lakhs	1	Corporate Office, Mumbai
2	Deputy General Manager (Commercial/Purchase) <a href="#">Click here for details</a>	E-6 90000-240000 Rs.29.04 Lakhs	1	OSCOM, Odisha
3	Deputy General Manager(Projects) <a href="#">Click here for details</a>	E-6 90000-240000 Rs.29.04 Lakhs	1	Corporate Office, Mumbai
4	Chief Manager (Projects) <a href="#">Click here for details</a>	E-5 80000-220000 Rs.25.81 Lakhs	1	Corporate Office, Mumbai
5	Chief Manager (Commercial/Purchase) <a href="#">Click here for details</a>	E-5 80000-220000 Rs.25.81 Lakhs	1	Manavalakurichi, Tamil Nadu
6	Manager (Electrical) <a href="#">Click here for details</a>	E-3 60000-180000 Rs.19.36 Lakhs	3	2-OSCOM, Odisha 1-Chavara, Kerala
7	Manager (Mechanical) <a href="#">Click here for details</a>	E-3 60000-180000 Rs.19.36 Lakhs	1	Chavara, Kerala
8	Deputy Manager (Mineral) <a href="#">Click here for details</a>	E-2 50000-160000 Rs.16.13 Lakhs	1	Manavalakurichi, Tamil Nadu

Note: CTC is shown based on the HRA applicable at X class city and excluding Medical & PRP

## 1.1 DETAILS OF VACANCIES/POSTS:

### FINANCE:

Table-2

Name of the post Age Limit Initial Place of Posting	Prescribed Minimum Qualification	Minimum Relevant Post Qualification Experience (in yrs)	Job Description:
General Manager (Finance), 50 Years Corporate Office, Mumbai		20 years in financial management, treasury operations, budgeting, accounting, internal and external audits, and financial planning within relevant industries etc.	<ul style="list-style-type: none"> <li>• The incumbent will be required to handle Accounts finalization including audit thereof, sales accounting, costing, project accounting</li> <li>• Treasury management</li> <li>• Investment of surplus fund</li> <li>• Negotiation / discounting of bills</li> <li>• Costing, Project accounting</li> <li>• MIS, budgetary control</li> <li>• Direct and Indirect taxation</li> <li>• Internal audit and corporate taxation.</li> <li>• Working experience in tender procedures, computerised accounts and risk management is desirable.</li> </ul>
Deputy General Manager (Finance) 46 Years OSCOM, Odisha	Qualified Chartered Accountant (CA)/ Cost Accountant (CMA) <b>OR</b> B. Com and MBA (Finance) or its equivalent.	16 years in financial management, treasury operations, budgeting, accounting, internal and external audits, and financial planning within relevant industries etc.	
Chief Manager (Finance) 42 Years OSCOM, Odisha		13 Years in financial management, treasury operations, budgeting, accounting, internal and external audits, and financial planning within relevant industries.	
Senior Manager (Finance) 38 years Corporate Office, Mumbai		10 Years in financial management, treasury operations, budgeting, accounting, internal and external audits, and financial planning within relevant industries.	
Assistant Manager (Finance) 28 Years Corporate Office, Mumbai		02 Years in financial management, treasury operations, budgeting, accounting, internal and external audits, and financial planning within relevant industries.	

**Note:** Experience in various areas viz. Banking Operations/Financial Audit/Corporate Taxation/Costing/ Budgeting/MIS/Forex Management is essential.

## HRM:

Table-2

Name of the post Age Limit Initial Place of Posting	Prescribed Qualification	Minimum Qualification	Minimum Relevant Post Qualification Experience (in yrs)	Job Description:
Deputy General Manager (HRM) <b>Ex-Serviceman</b> 46 Years OSCOM, Odisha	Bachelor's degree in any discipline and Post Graduate Degree (MBA/MA/MSW)/Post Graduate Diploma with specialization in Human Resources Management, Personnel Management, Industrial Relations, Organizational Development, Human Resource Development / Labour Welfare or its equivalent.  <b>Desirable:</b> Degree in law, computer proficiency.	Bachelor's degree in any discipline and Post Graduate Degree (MBA/MA/MSW)/Post Graduate Diploma with specialization in Human Resources Management, Personnel Management, Industrial Relations, Organizational Development, Human Resource Development / Labour Welfare or its equivalent.  <b>Desirable:</b> Degree in law, computer proficiency.	16 years of experience including military service for Ex-Servicemen. 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.  <b>Note: Post qualification experience is not applicable.</b>	<ul style="list-style-type: none"> <li>The incumbent is required to handle all HRM and Admin functions in the Unit including Industrial Relations, Compliance of statutory requirements, Contract Labour Management.</li> <li>Formulation and Implementation of HR Policies, Human Resource Planning, Performance Management, Training &amp; Development, Welfare.</li> <li>General Administration etc.</li> <li>Co-own the agenda to develop a greater creative culture in the organisation.</li> <li>Effectively coordinate various activities pertaining to stake-holders viz., landowners, local villagers, local administration, local associations, etc.</li> <li>Security, CSR activities, etc.</li> </ul>
Chief Manager (HRM) 42 Years Corporate Office, Mumbai	Bachelor's degree in any discipline and Post Graduate Degree (MBA/MA/MSW)/Post Graduate Diploma with specialization in Human Resources Management, Personnel Management, Industrial Relations, Organizational Development, Human Resource Development / Labour Welfare or its equivalent.	Bachelor's degree in any discipline and Post Graduate Degree (MBA/MA/MSW)/Post Graduate Diploma with specialization in Human Resources Management, Personnel Management, Industrial Relations, Organizational Development, Human Resource Development / Labour Welfare or its equivalent.	13 years of experience in handling strategic HR functions such as workforce planning, talent management, and employee engagement, etc.	<ul style="list-style-type: none"> <li>The incumbent is required to handle all HRM and Admin functions in the Unit including Industrial Relations, Compliance of statutory requirements, Contract Labour Management.</li> <li>Formulation and Implementation of HR Policies, Human Resource Planning, Performance Management, Training &amp; Development, Welfare.</li> <li>General Administration etc.</li> <li>Co-own the agenda to develop a greater creative culture in the organisation.</li> <li>Effectively coordinate various activities pertaining to stake-holders viz., landowners, local villagers, local administration, local associations, etc.</li> <li>Security, CSR activities, etc.</li> </ul>
Assistant Manager (HRM) 28 Years RED, Aluva	Bachelor's degree in any discipline and Post Graduate Degree (MBA/MA/MSW)/Post Graduate Diploma with specialization in Human Resources Management, Personnel Management, Industrial Relations, Organizational Development, Human Resource Development / Labour Welfare or its equivalent.  <b>Desirable:</b> Degree in law, computer proficiency.	Bachelor's degree in any discipline and Post Graduate Degree (MBA/MA/MSW)/Post Graduate Diploma with specialization in Human Resources Management, Personnel Management, Industrial Relations, Organizational Development, Human Resource Development / Labour Welfare or its equivalent.  <b>Desirable:</b> Degree in law, computer proficiency.	02 Years of experience in Human Resource Management (HRM), Industrial Relations (IR), or General HR functions, etc.	<ul style="list-style-type: none"> <li>The incumbent is required to handle all HRM and Admin functions in the Unit including Industrial Relations, Compliance of statutory requirements, Contract Labour Management.</li> <li>Formulation and Implementation of HR Policies, Human Resource Planning, Performance Management, Training &amp; Development, Welfare.</li> <li>General Administration etc.</li> <li>Co-own the agenda to develop a greater creative culture in the organisation.</li> <li>Effectively coordinate various activities pertaining to stake-holders viz., landowners, local villagers, local administration, local associations, etc.</li> <li>Security, CSR activities, etc.</li> </ul>

**Note:** For HRM positions, candidates conversant with the vernacular language (Odia/Tamil/Malayalam) will be preferred.

**Rajbhasha:****Table-2**

<b>Name of the post</b> <b>Age Limit</b> <b>Initial Place of Posting</b>	<b>Prescribed Minimum Qualification</b>	<b>Minimum Relevant Post Qualification Experience (in yrs)</b>	<b>Job Description:</b>
Assistant Manager (Rajbhasha) 28 Years Corporate Office, Mumbai; Chavara, Kerala	Master's Degree in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level. Or Master's degree in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.	02 years of post-qualification experience in translation of Technical and Non- technical documents from English to Hindi or Vice Versa under Central/State Governments / Autonomous Bodies / Statutory Organizations / PSUs.	<ul style="list-style-type: none"> <li>• Translating documents from English to Hindi and vice versa</li> <li>• Conducting training sessions for employees, organizing events, and preparing reference materials</li> <li>• Organizing meetings of the Official Language Implementation Committee, and preparing agendas and minutes</li> <li>• Preparing quarterly progress reports on the implementation of the Official Language</li> <li>• Working with other departments to ensure that the official language is used in all relevant operations</li> </ul>

**Business Development & Marketing:****Table-2**

<b>Name of the post</b>	<b>Prescribed Minimum Qualification</b>	<b>Minimum Relevant Post Qualification Experience (in yrs)</b>	<b>Job Description:</b>
Deputy General Manager (Business Development) 46 Years OSCOM, Odisha	B.E./B. Tech or its equivalent in any discipline with MBA or its equivalent.	16 years of cumulative experience during the last 10 years in Business Development including Business Expansion or Market Research or Product Development & Improvement/ Brand Positioning/ Product Distribution/ Commercial Contracts	<ul style="list-style-type: none"> <li>• The incumbent shall be responsible to drive company's business, increasing its revenue, identifying and developing new business opportunities, organizing research &amp; development activities, building and expanding the presence of the company both locally as well as in the global market goals.</li> <li>• Identification of new business opportunities by analysing market trends, formulating strategic plans and setting long term and short-term business growth objectives. Implementing cost-effective strategies for business growth.</li> <li>• Developing strategies to increase sales and revenue.</li> <li>• Exploring potential markets for new products and adapting business strategies based on evolving market demands</li> <li>• Identifying and engaging with potential investors and business partners, exploring opportunities for merger &amp; acquisition (M&amp;A) and expanding into new industries and market through strategic partnerships.</li> <li>• Identifying and mitigating legal risks.</li> </ul>
Deputy Manager (Marketing) 32 Years OSCOM, Odisha; Corporate Office, Mumbai	B.E./B. Tech or its equivalent in any discipline.  <b>Desirable:</b> MBA or its equivalent with specialization in Sales/Marketing	05 Years post qualification experience in Institutional Sales & Marketing, Export and Trading/Services. Exposure in minerals business will be preferred	<ul style="list-style-type: none"> <li>• Sales &amp; Exports of Heavy Minerals.</li> <li>• Necessary statutory clearances for smooth execution of orders.</li> <li>• MIS and documentation.</li> <li>• Institutional sales.</li> </ul>

**Civil:****Table-2**

<b>Name of the post</b>	<b>Prescribed Minimum Qualification</b>	<b>Minimum Relevant Post Qualification Experience (in yrs)</b>	<b>Job Description:</b>
Chief Manager (Civil) 42 Years OSCOM, Odisha		13 Years relevant experience civil engineering, construction, and project management, preferably in the mining, infrastructure, or heavy industry sectors	The Incumbent will play a pivotal role in planning, designing, executing, and maintaining civil engineering works across IREL's operational sites and projects. The incumbent will ensure efficient project delivery while maintaining compliance with regulatory standards, cost-effectiveness, and adherence to organizational goals.
Manager (Civil) 35 Years OSCOM, Odisha; Chavara, Kerala; Manavalakurichi, Tamil Nadu	Bachelor's degree in engineering / B.E/ B. Tech/B. Sc. Engineering in Civil or its equivalent in relevant discipline	08 Years relevant experience civil engineering, construction, and project management, preferably in the mining, infrastructure, or heavy industry sectors	<ul style="list-style-type: none"> <li>• Review and approve designs, drawings, and specifications for construction projects.</li> <li>• Provide technical guidance and resolve on-site engineering challenges to ensure smooth project implementation.</li> <li>• Evaluate and select contractors, vendors, and consultants through tendering and bidding processes.</li> <li>• Collaborate with internal departments, external agencies, and stakeholders to ensure seamless project execution.</li> <li>• Prepare and manage project budgets, ensuring optimal utilization of resources and cost control.</li> </ul>
Deputy Manager (Civil) 32 Years Corporate Office, Mumbai		05 Years relevant experience civil engineering, construction, and project management, preferably in the mining, infrastructure, or heavy industry sectors.	

**Technical:****Table-2**

<b>Name of the post</b>	<b>Prescribed Minimum Qualification</b>	<b>Minimum Relevant Post Qualification Experience (in yrs)</b>	<b>Job Description:</b>
Deputy General Manager (Environment, Social and Governance) 46 Years Corporate Mumbai	Office, B.E./B. Tech/ M. Tech/M. Sc or equivalent in Environmental Engineering/ Science.  In case of M. Sc or its equivalent qualification, 1-year additional post qualification experience is required than that of applicable to the candidates possessing B.E/B.Tech or its equivalent qualification.	16 Years' experience in Environmental compliance and sustainability  The candidate should be working in similar levels of responsibilities in lead role at least for the preceding two years i.e. prior to last date of application.  <b>Desirable:</b> Consultancy experience ESG-Sustainability Integration & Advisory. ESG-Sustainability Report writing experience as per GRI-2021 (Min. 3 years SASB & BRSR)	The incumbent is responsible for ensuring compliance of all statutory regulations, ESG & mitigation measures. The Job Description shall include the following duties: <ul style="list-style-type: none"> <li>Understanding and developing ESG frameworks for IREL's needs, integrating stakeholders' perspectives.</li> <li>Conduct stakeholder engagement and materiality assessments.</li> <li>Monitor regulatory changes and their implications for IREL (National &amp; Global).</li> <li>Develop and implement sustainability initiatives.</li> <li>Monitor and report on sustainability metrics.</li> <li>Lead training and awareness programs on ESG practices.</li> <li>Engage with external/internal stakeholders on sustainability efforts and establish feedback loops.</li> <li>Identify and assess ESG-related risks within the organization.</li> <li>Develop risk mitigation strategies and plans.</li> <li>Monitor ESG risks and report findings to senior management.</li> <li>Collaborate with risk management teams to integrate ESG factors.</li> <li>Ensure compliance with ESG reporting standards (e.g., GRI, SASB).</li> <li>Preparation of ESG reports for internal and external stakeholders.</li> <li>Coordinate with various internal teams for data accuracy.</li> <li>Collaborate with various departments to gather relevant data, data management and reporting.</li> </ul>

Name of the post Age Limit Initial Place of Posting	Prescribed Minimum Qualification	Minimum Relevant Post Qualification Experience (in yrs)	Job Description:
Deputy General Manager (Commercial/Purchase) 46 Years OSCOM, Odisha	<p>B.E. / B.Tech or its equivalent in relevant discipline.</p> <p><b>OR</b></p> <p>M.Sc/ MBA or PGDM in marketing or its equivalent in relevant Discipline</p> <p>In case of M. Sc or its equivalent qualification, 1 year additional post qualification experience is required than that of applicable to the candidates possessing B.E/B.Tech or its equivalent qualification.</p>	16 Years of experience in procurement, supply chain management, contracts, or commercial functions, preferably in the mining, mineral processing, or heavy engineering sector.	<p>The incumbent shall be responsible for overseeing procurement operations, ensuring compliance with government policies, and optimizing supply chain management. Key job responsibilities typically include:</p> <ul style="list-style-type: none"> <li>Developing and implement procurement policies and strategies in alignment with organisational goals.</li> <li>Ensuring all procurement activities in compliance with General Financial Rules (GFR), Public Procurement Policy and GeM (Government e-Marketplace) requirements.</li> <li>Forecasting material and service requirements ensuring timely procurement.</li> <li>Identification, evaluation and on boarding vendors through transparent selection processes.</li> <li>Maintaining long term vendor relationships while ensuring competition and fair pricing.</li> <li>Assess vendor performance and optimize sourcing strategies</li> <li>Invitation of tenders, Overseeing bid evaluation, techno-commercial assessment, and final contract award</li> <li>Ensure proper execution and monitoring of purchase orders and contracts</li> <li>Controlling procurement costs and prevent budget overruns, Optimising purchasing decisions to improve cost efficiency long with conducting cost-benefit analysis for procurement decisions.</li> <li>Coordination with all concerned for inventory management</li> <li>Negotiate contracts to secure cost-effective and quality supplies.</li> <li>Identification and mitigation of risk related to procurement, such as price fluctuations and supply chain disruptions. Handling vendor disputes and ensuring legal compliance in contract enforcement.</li> </ul>

Name of the post Age Limit Initial Place of Posting	Prescribed Minimum Qualification	Minimum Relevant Post Qualification Experience (in yrs)	Job Description:
Deputy General Manager (Projects) 46 Years Corporate Mumbai	Office, B.E. / B.Tech / B. Sc. Engg. or its equivalent in any discipline	16 years of experience in various areas of Project Management of Mechanical, Electrical, Civil Projects.  Candidates possessing PMP/PRINCE2 certification shall be given preference.	<ul style="list-style-type: none"> <li>• Project execution including installation, testing, commissioning of equipment, Structural Works.</li> <li>• Project planning, estimation, budgeting etc.</li> <li>• Managing reports and necessary documentation.</li> <li>• Monitor and control by utilizing the latest agile tools and software.</li> <li>• Risk mitigation.</li> <li>• Ensure safety and statutory compliances.</li> </ul> <p>In addition to the above, the incumbent should have command on project execution, monitoring and control by utilizing the latest agile tools and software's like MS Project/Primavera. Candidates possessing PMP/PRINCE2 certification shall be given preference.</p>
Chief Manager (Projects) 42 Years Corporate Office, Mumbai		13 Years of experience in various areas of Project Management of Mechanical, Electrical, Civil Projects.  Candidates possessing PMP/PRINCE2 certification shall be given preference.	

Name of the post Age Limit Initial Place of Posting	Prescribed Minimum Qualification	Minimum Relevant Post Qualification Experience (in yrs)	Job Description:
Chief Manager (Commercial/Purchase) 42 Years Manavalakurichi, Tamil Nadu	B.E. / B.Tech / B. Sc. Engg. or its equivalent in any discipline	13 Years of experience in procurement, supply chain management, contracts, or commercial functions, preferably in the mining, mineral processing, or heavy engineering sector.	<p>The incumbent shall be responsible for overseeing procurement operations, ensuring compliance with government policies, and optimizing supply chain management. Key job responsibilities typically include:</p> <ul style="list-style-type: none"> <li>Developing and implement procurement policies and strategies in alignment with organisational goals.</li> <li>Ensuring all procurement activities in compliance with General Financial Rules (GFR), Public Procurement Policy and GeM (Government e-Marketplace) requirements.</li> <li>Forecasting material and service requirements ensuring timely procurement.</li> <li>Identification, evaluation and on boarding vendors through transparent selection processes.</li> <li>Maintaining long term vendor relationships while ensuring competition and fair pricing.</li> <li>Assess vendor performance and optimize sourcing strategies</li> <li>Invitation of tenders, Overseeing bid evaluation, techno-commercial assessment, and final contract award</li> <li>Ensure proper execution and monitoring of purchase orders and contracts</li> <li>Controlling procurement costs and prevent budget overruns, Optimising purchasing decisions to improve cost efficiency long with conducting cost-benefit analysis for procurement decisions.</li> <li>Coordination with all concerned for inventory management</li> <li>Negotiate contracts to secure cost-effective and quality supplies.</li> <li>Identification and mitigation of risk related to procurement, such as price fluctuations and supply chain disruptions. Handling vendor disputes and ensuring legal compliance in contract enforcement.</li> </ul>

<b>Name of the post Age Limit Initial Place of Posting</b>	<b>Prescribed Minimum Qualification</b>	<b>Minimum Relevant Post Qualification Experience (in yrs)</b>	<b>Job Description:</b>
Manager (Electrical) 35 Years 2-OSCOM, Odisha 1-Chavara, Kerala	B.E. / B.Tech / B. Sc. Engg. or its equivalent in Electrical Engineering	08 Years of experience in Electrical maintenance of large manufacturing setups.	<ul style="list-style-type: none"> <li>• Electrical maintenance of the plant including other utilities.</li> <li>• Preventive and troubleshooting maintenance of machineries, transformers and various other electrical installations.</li> <li>• Ensure safety and statutory compliances.</li> <li>• Implementing and maintaining energy management systems.</li> </ul>
Manager (Mechanical) 35 Years Chavara, Kerala	B.E. / B.Tech / B. Sc. Engg. or its equivalent in Mechanical	08 Years of experience in mechanical engineering and maintenance of large manufacturing setups	<ul style="list-style-type: none"> <li>• The incumbent will be responsible for planning, supervising, maintenance &amp; repair of project machinery and equipment.</li> <li>• Ensure compliance with statutory and regulatory requirements related to mechanical systems and equipment.</li> <li>• Conduct safety audits and risk assessments for mechanical systems.</li> <li>• Maintain detailed records of maintenance schedules, equipment performance, and project progress. Analyze data related to machinery and equipment for informing performance</li> <li>• Explore and adopt new technologies and practices to improve mechanical operations and efficiency.</li> <li>• Identification of potential hazards and implement preventive measures</li> <li>• Supervising of jobs undertaken by reporting technician and workers.</li> </ul>

Name of the post Age Limit Initial Place of Posting	Prescribed Minimum Qualification	Minimum Relevant Post Qualification Experience (in yrs)	Job Description:
Deputy Manager (Mineral) 32 Years Manavalakurichi, Tamil Nadu	B.E. / B.Tech or its equivalent in in Mineral processing/Mineral Engineering	05 Years of experience in the relevant discipline	<p><b>1. Process Development &amp; Optimization:</b></p> <ul style="list-style-type: none"> <li>Application of mineral beneficiation processes including flotation, magnetic separation, gravity separation, and other methods to maximize recovery and improve product quality.</li> <li>Monitor and troubleshoot existing beneficiation processes to enhance performance, reduce energy consumption, and minimize waste.</li> <li>Develop Process flow diagram, carry out mass balancing of circuits and ensure Process control</li> <li>Conduct on-site testing and research to identify ways to improve systems.</li> </ul> <p><b>2. Operations Management:</b></p> <ul style="list-style-type: none"> <li>Oversee the day-to-day operations of the beneficiation plant to ensure optimal performance.</li> <li>Monitor and control the Plant feed, process flow and operating parameters to ensure quality of processed minerals.</li> <li>Ensure efficient operation of mineral processing equipment and ensure high recovery rates of valuable minerals.</li> <li>Identify root causes of process inefficiencies or defects and apply corrective actions.</li> <li>Ensure all mineral processing activities adhere to safety protocols and environmental regulations.</li> <li>Provide technical support and guidance to Jr. Engineers, Operators and other staff involved in beneficiation process.</li> </ul> <p><b>3. Data Analysis &amp; Reporting:</b></p> <ul style="list-style-type: none"> <li>Collect and analyse process data to track efficiency, performance and product quality.</li> <li>Prepare detailed report on results of beneficiation process for improvements.</li> </ul>

**Vacancy and Reservation:**

**Table-3**

<b>Designation, Grade</b>	<b>UR</b>	<b>SC</b>	<b>ST</b>	<b>OBC (NCL)</b>	<b>EWS</b>	<b>Total</b>	<b>PwBD</b>
General Manager(E-7)	1	-	-	-	-	1	Horizontal reservation as per Gol guidelines.
Deputy General Manager(E-6)	4	1	-	1	-	6	
Chief Manager (E-5)	3	-	-	2	-	5	
Senior Manager (E-4)	-	-	-	1	-	1	
Manager (E-3)	3	1	-	2	1	7	
Deputy Manager (E-2)	3	1	-	-	-	4	
Assistant Manager (E-1)	2	1	-	-	2	5	

- (a) In case a course of study offers dual specialization in two functional areas i.e. in one major discipline and in one minor discipline, the applicant shall be considered only in the discipline of major specialization. However, if there is no such difference, applicant can be considered in either discipline 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 disciplines whichever is applicable.
- (b) The courses mentioned above should be of full-time/regular nature and should be recognized by the State/Central Government/UGC/AICTE (wherever applicable).
- (c) For non-technical posts, qualification awarded through Online/Distance Learning courses by Universities established by an Act of Parliament or State Legislature, Institutions deemed to be Universities u/s 3 of UGC Act 1956 and Institutions of National Importance declared under an Act of Parliament provided they have been recognized by AICTE or UGC, as the case may be, will also be considered.
- (d) All the above qualifying qualifications should be with "First Class" (60% marks in aggregate) in respect of UR/OBC (Non-Creamy Layer)/EWS candidates and with 55% marks in aggregate in respect of SC/ST candidates. **Requirement of 60%/55% marks will not be applicable for qualified CAs/CMAs.**
- (e) In case of any dispute arising about admissibility of any particular qualification, the decision of the Management of IREL shall be final and binding.
- (f) Suitable candidates for the above post will possess good communication and behavioral skills.
- (g) Knowledge of working in an automated environment and proficiency in office automation tools are essential.

**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.**

## 1.2 Eligibility Criteria for candidates:

(i) Candidates working in Govt. /PSU applying for the post should have minimum 2 years of experience (**Out of Total post qualification experience**) as on 10<sup>th</sup> April 2025 in the immediate below IDA pay scale equivalent PSUs/Govt. of IDA/CDA Pattern of pay scale as indicated in the table shown below.

Name of the Post & Grade applying for	Requisite immediate below pay scale	
General Manager (E-7)	90000-240000/- [IDA]	Level 13 [CDA-7 <sup>th</sup> CPC]
Deputy General Manager(E-6)	80000-220000/- [IDA]	Level 12 [CDA-7 <sup>th</sup> CPC]
Chief Manager (E-5)	70000-200000/- [IDA]	Level 11 [CDA-7 <sup>th</sup> CPC]
Senior Manager (E-4)	60000-180000/- [IDA]	Level 11 [CDA-7 <sup>th</sup> CPC]
Manager (E-3)	50000-160000/- [IDA]	Level 10 [CDA-7 <sup>th</sup> CPC]
Deputy Manager (E-2)	40000-140000/- [IDA]	Level 10 [CDA-7 <sup>th</sup> CPC]
Assistant Manager (E-1)	Not Applicable	

**Note:** The candidate should submit documents in support minimum 2 years residency period in the immediate below pay scale and latest payslip.

(ii) Annual CTC of the candidates from the Private Sector applying for the above posts should meet with the requirements as shown in the table below for respective posts:

Name of the Post & Grade applying for	Should possess a minimum CTC per annum in Lakhs during last 2 years
General Manager (E-7)	29.04
Deputy General Manager(E-6)	25.81
Chief Manager (E-5)	22.59
Senior Manager (E-4)	19.36
Manager (E-3)	16.13
Deputy Manager (E-2)	12.90
Assistant Manager (E-1)	Not Applicable

**Note:** The candidate should submit Offer letter, Latest Payslip and Form-16 of the last 2 financial years (2022-23 & 2023-24). The decision of the management in this regard shall be final & binding.

## 1.3 SALARY AND ALLOWANCES:

The Basic salary will be at the minimum of the scale, however, for deserving candidates higher starting pay will be considered as per the applicable norms at the discretion of the appointing authority.

Candidates selected from State/Central Government/Semi-Government/Autonomous Bodies/State and Central PSUs will be eligible for pay protection as per applicable rules.

Only candidates from Central Public Sector Enterprises (CPSEs) listed under DPE, will be eligible for service benefits to be transferred to IREL subject to the written consent and transfer of funds from the current employer, subject to relevant rules.

Besides Basic Pay, Dearness Allowance, HRA/Company accommodation as applicable, perks and allowances, annual increments, benefits such as leave encashment, medical

facilities for self and dependents family members, loans and advances, PF, Gratuity, Performance Related Pay (PRP), Post-Retirement Medical Scheme (PRMS), Uniforms etc. will be available, as per company's Rule.

## **2.0 PLACE OF POSTING:**

Initial place of posting shall be as indicated in Table-1. However, the incumbents are liable to be posted/transferred to any of the Units/Offices/Establishments of the company.

## **3.0 AGE RELAXATION:**

Age relaxation for various categories shall be as under:

<b>Category</b>	<b>Relaxation allowed (in years)</b>		
UR/EWS	Nil		
OBC(NCL)	3		
SC	5		
i PwBD	UR/EWS		10
ii PwBD	OBC(NCL)		10+3
iii PwBD	SC		10+5
Ex-Servicemen	By the length of military service increased by 3 years in case of Ex-Servicemen and commissioned officers including ECOs/SSCOs for appointment by direct recruitment subject to applicable rules.		
Central/State Govt./ Semi-Govt./PSU/Govt. Autonomous Organisations	All categories		5
Domicile of J&K during the period from 01.01.1980 to 31.12.1989	UR/EWS		5
	OBC(NCL)		5+3
	SC		5+5
Departmental (Internal) Candidates	10		

In any case, the upper age (including all relaxations) of the applicant should not exceed 56 years.

## **4.0 RESERVATION:**

- Directives/guidelines regarding Reservations and Concessions issued by the Government of India from time to time shall be applicable.
- The candidate claiming reservation benefit shall be required to submit the requisite caste/ disability certificate issued by the competent authority.
- In case there is no vacancy under SC/ST/OBC-NCL category in the advertised disciplines, for General Category Post/Vacancy, candidates of SC/ST/OBC-NCL meeting with all general category eligibility can apply, but their consequent relaxation in age and percentage of marks otherwise applicable for reserved categories will not be considered.

## **5.0 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 fill the application online and forward the printout of the application along with all relevant documents through proper channel to;

***Chief General Manager (HRM),  
IREL (India) Limited,  
Plot No. 1207, ECIL Building, Veer Savarkar Marg,  
Near Siddhivinayak Temple,  
Prabhadevi, Mumbai-400028.***

(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 on the basis of 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/she will be relieved in the event of his selection for appointment in IREL (India) Limited.

(c) Candidates other than from CPSEs, listed under DPE, will be eligible for consideration only on immediate absorption basis and will not be entitled for transfer of service benefits.

(d) 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.

(e) Departmental (internal) candidates are required to apply online and forward the hard copy of the application through proper channel.

## **6.0 MODE OF SELECTION:**

a) Shortlisting will be done based on the information/declaration submitted by the candidate at the time of submission of online application. In case any false declaration is found during the verification of documents prior to/during the Personal Interview, candidate will not be allowed to appear the interview and no TA/DA will be paid.

b) Shortlisting of the candidate will be done based on the criteria mentioned at Table-2. In addition to the same, experience from Mining, Metallurgical, Chemical, Power, Manufacturing / Production sectors will have advantage. The management reserves the right to raise the minimum eligibility standards/criteria with respect to qualifying marks, years of experience, etc. to restrict the number of candidates for shortlisting.

c) The assessment will be made through Personal Interview/Psychometric test/group exercise or combinations thereof. In case of number of screened in candidates are more, IREL reserves the right to conduct multiple levels of interviews as need be.

d) Based on the performance in personal interview, organizational requirement, vacancies to be operated and suitability, the candidates will be selected.

e) Mere meeting the advertised specification does not entitle a candidate to be called for Personal Interview.

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

## **7.0 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 Competent Authority will be final and binding.

## **8.0 CHARACTER & ANTECEDENTS VERIFICATION:**

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.

## **9.0 WAIT-LIST OF SELECTED CANDIDATES:**

A reasonable waitlist will be prepared and the same will be valid for a period of one year. Waitlist will be invoked only when requirement for the same arises.

## **10.0 APPLICATION FEE:**

Non-refundable Application Fee of ₹ 500/- (Rupees Five Hundred only) (inclusive of GST) is required to be paid online by the candidates at the time of submission of online Application Form. No other mode of payment of Application Fee would be accepted. Application Fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of Application Fee.

**Note:** SC/ST/PwBD/ESM category candidates, Women and Internal candidates are exempted from payment of Application Fee.

## **11.0 HOW TO APPLY:**

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

- (a) Visit IREL website Careers section and Click Apply Online button.
- (b) Read Important Instructions and Click on (✓) 'I Agree' Button.
- (c) Register by filling up necessary details (*discipline opted, name, original category, applied category, PwBD category, Mobile No. and e-mail ID and click on Submit Button*).
- (d) Check Application Sequence No., User ID & Password received on your e-mail and mobile number.
- (e) Re-login to your account by entering user ID and password received through e-mail.
- (f) Fill-up application form and upload Photo, Signature and relevant Documents.
- (g) Check Preview of the Application Form and make corrections, if any.
- (h) Press Submit Button.
- (i) Take print out of your application form for future reference.

**Note:** Do not send **hard copy** of filled application form to IREL other than those forwarded through proper channel.

## **B. General Instructions for filling up of Application:**

(a) The candidate shall apply through On-line mode only, as per the qualifications and eligibility criteria mentioned in the advertisement.

(b) Before starting to fill-up, the online application, keep ready with you the following details/documents/information:

- (i) E-Mail ID (valid at least for one year).
- (ii) Mobile No. (Valid at least for one year).
- (iii) Personal and Educational qualification details.
- (iv) Scanned Copy of Recent Photograph (not more than 3 months old in jpg/jpeg format). Size (20 kb-50 kb).
- (v) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10 kb-20kb).
- (vi) Scanned Copies of documents (in pdf format), as follows:
  - ❖ Documentary proof of Date of Birth (Matriculation/10<sup>th</sup>/12<sup>th</sup>/HSC Certificate).
  - ❖ **Certificate and mark list of the qualifying qualification only.**
  - ❖ Experience Certificates/documents in support of experience.
  - ❖ PWD Certificate in case of Persons with Disability candidates in prescribed format.
  - ❖ Service Certificate in case of Ex-servicemen.
  - ❖ **Latest Curriculum Vitae (CV) in PDF mentioning job responsibilities in detail.**

## **12.0 GENERAL CONDITIONS AND INSTRUCTIONS:**

(a) Only Indian nationals need to apply. Mere submission of application will not entail right for being screened in or for appointment.

(b) The cut-off date for reckoning eligibility for educational qualifications, age and experience will be **10<sup>th</sup> April 2025 (closing date of submission of online application).**

(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 fulfil 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 recruitment process that the candidate does not fulfil 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. Management reserves the right to offer a lower position to any candidate based on their performance in interview and willingness of the

candidate, however not for the reason that the candidate possesses lower qualification or lesser years of experience than notified.

- (g) Merely meeting the specified qualifications and experience shall not entitle a candidate to be called for interview. Only short-listed candidates will be called for interview. Based on the requirement, online test/interview through Video Conferencing may be conducted. Mode of test / Interview (as the case may be) shall be intimated separately to shortlisted candidates.
- (h) Verification of original certificates will be done only at the time of interview/joining (as 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 cancelled at any point of time if the candidate is found not meeting the eligibility criteria.
- (i) Candidates called for interview (in case of face-to-face interview) will be reimbursed to and fro III AC rail fare for posts E-1 to E-5 Grades; II AC rail fare for posts in E-6 & E-7 Grades from the nearest Railway Station of the correspondence address provided by the candidate to the place of interview by the shortest route as per the Rules of the company, on production of tickets. Candidates travelling through other modes will be reimbursed the expenses limited to III AC/II AC rail fare, as applicable.
- (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 before the last date. 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 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 notifications will be given. Hence, prospective applicants are advised to visit IREL website <http://www.irel.co.in> on regular basis 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 above recruitment process shall be done through e-mail/notices on the company's website only. Candidates are advised to check their email/visit IREL website regularly for updates.
- (t) 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.
- (u) In case of any problems faced by the candidates, they may send an email to company's email id: [hrmrect-ho@irel.co.in](mailto:hrmrect-ho@irel.co.in).
- (v) Resolution of doubts: In case of doubts and interpretation, the decision of the Appointing Authority shall be final and binding.
- (w) In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, 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.'

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