

**INDIAN RUBBER MANUFACTURERS RESEARCH ASSOCIATION (THANE) MS  
RECRUITMENT ON DIRECT RECRUITMENT BASIS**

**(Advt. No. IRMRA/RECRUT./ADVT/2017-18-12 DT.18.08.2017**

Indian Rubber Manufacturers Research Association (IRMRA) invites applications from Indian Nationals for filling up of vacancies in the following posts at IRMRA Office at various locations, as per the details given below:

Sr. No.	Name of the Post / Place & Position	Pay Scale	No. of vacancy (ies)	Method of Recruitment	Maximum Age Limit	Educational & other Qualifications required	Experience
1	<b>Asst Director (Technical) No. of Posts-02 (SARPOL. Kolkata &amp; Sricity, Chennai)</b>	Rs.15900-39100 + GP Rs. 6600	2	Direct Recruitment	50	Ph.D in Rubber Technology/Polymer Technology from reputed institute	Minimum 10 years working experience in the field of Rubber/Polymer science and technology should have hands on experience in analytical chemistry and he / she should be able to promote and facilitate leading edge research including collaborative and inter-disciplinary research in rubber and allied technologies and acquiring research funded projects from financial institutes. he should be able to develop network between IRMRA and Researchers in the field of public/private sector, locally/nationally/internationally. Experience in ISO 17025:2005 (NABL accreditation) also for accreditation as per ISO / IEC 17020:2013 are desirable.
1	<b>Asst Director Administrative / HR / Commercial No. of Posts-01 (SARPOL. Kolkata &amp; Sricity, Chennai)</b>	Rs.15900-39100 + GP Rs. 6600	1	Direct Recruitment	50	MA / M.Com / MSW with MBA degree in operations management is desirable.	Minimum 15 years working experience in the field of handling general administration / human resource / commercial. The candidate will be the overall incharge for HR / Administration / Commercial depts and will report to Director, Head Office. He should be able to coordinate function of three different locations e.g. Thane, Chennai & Kolkata and will have to travel various locations. He / she should have experience in handling multiple loations which is desirable. He /she will monitor operations from Head office. The operation includes handling of trade unions, peaceful negotiation with trade union. Handling of court cases, recruitment, employee development, training and motivation, supply chain management, payroll managemet, statutory compliance required by finance section is must, vendor payments, finance management, taxation, balancesheet finalisation of all the three locations, coordination of internal audit of multiple locations, timely completion of statutory payments, outstanding collection. He / she should also be able to guide and mentor staff working in multiple locations of IRMRA.

**GENERAL INSTRUCTIONS:**

- Emoluments** : Besides pay + grade pay, the posts carry DA, HRA and Transport Allowance at Central Govt. rates / other benefits includes gratuity, group insurance, medical allowance and LTA as per IRMRA's rules.
- Placement** : Employment in IRMRA's various locations(Thane/Chennai/Kolkatta) on tranferable basis.
- 7th pay commission may be applicable depending upon the clearance from Ministry.
- For deserving candidates pay fixation may be considered
- How to apply:**

**Candidates to sent recent updated resume with the folloiwng below mentioned documents:**

- a) Date of birth proof.
- b) Caste / Tribe certificate (in case of SC / ST / OBC category. Age relaxation is applicable to SC / ST /OBC candidates as per Govt. norms.
- c) All certificates / testimonials in respect of qualifications (all semesters / year wise mark sheets, degree and diploma certificates starting from graduation onwards.
- d) Complete and proper experience certificates / documents issued by employer in support of experience details mentioned by the candidates in the application.
- e) NOC / forwarding letter from the employer in case the candidate is employed in central / state govt / undertakings / automomous organistions / universities etc.
- f) Candidates should ensure that they submit all the documents mentioned above. In the event of failure of candidate to submit any of the required documents as mentioned above within the stipulated period, candidature of such candidate shall be liable to be rejected
- g) Application should be duly signed and affixing the latest passport size colour photograph alongwith self attested copies of the testimonials / documents mentioned abvoe should be sent to "The Director, Indian Rubber Manufacturers Research Association, Plot No.254/1B, Road No.16 V, Wagle Industrial Estate, Thane (W) - 400 604 by regd. / speed post only. Envelope containing application should be prescribed with the name of post applied for e.g. "Application for the post of ....." on the top right corner of the envelope.
- h) Closing Date regarding receipt of applications: 27th September 2017 upto 14.00 hrs.
- i) Application received after closing date will not be entertained and will stand rejected. No communication shall be made / entertained regarding rejection of application.
- j) No original documents are required to be sent to IRMRA in connection with this recruitment process untill directed to do so.
- k) Travel expenses will be admisible to the candidates for appearing for Interview. Three Tier A/C train fare for to and fro journeys from normal place of residence by shortest route shall be payable after submitting the necessary documents (tickets).

**SELECTION PROCESS:** Candidates possessing the essential qualifications, experience and age limit shall be eligible for the post. Selection process will involve screening of applications by screening committee. Venue/entry exit point will be intimated in the call letter. The canidates will be selected on the basis of merit and merit shall be determined by the aggregate marks obtained during Interview. Therefore, candidate should keep visiting the website [www.irmra.org](http://www.irmra.org) for important announcement / information throughout the selection processes at various stages.

**OTHER TERMS & CONDTIIONS & GENERAL INSTRUCTIONS**

Only Indian Nationals are eligible to apply. Candidates should note that, if at any stage of recruitment, it is found that the candidates has 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.

Any representation / recommendation for recruitment will make the candidature of a candidate liable for disqualification.

Valid email id & Mobile no. should be mentioned in the application and must remain active / valid until recruitment processes are completed. No change in the email id & mobile no. will be accepted once submitted. The candidate himself shall be responsible for wrong or expired email id & mobile no.

Candidate should note that their candidature at all stages of recruitment is purely provisional, subject to satisfying the prescribed eligibility conditions as per recruitment rules for particular post & other orders. Submission of any false / incorrect / dubious information in application shall disqualify the candidate at any stage of selection processes (before or after Interview ).

Canvassing in application will be a disqualification.

IRMRA will not be responsible for postal delays / loss / failure during any stage of recruitment processes.

IRMRA reserves right to amend / modify vacancies notified and any provision of this advertisement in case of any errors and omissions / deviation s or to cancel the advertisement and recruitment if the circumstances so warrant.

Statutory warning : Selection in IRMRA is free, fair and merit based. Any attempt to influence the selection process detected at any stage is liable to lead to termination of the candidature of service and legal action against the concerned individual will be initiated.

Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the courts situated at Mumbai.

Appointment of candidates is subject to his / her being declared medically fit, and also subject to service and conduct rules applicable to IRMRA. Decision of IRMRA will be final and binding on candidates.

**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.