



Indian Rubber Manufacturers Research Association

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

Vacancy Notice

Advt. No. IRMRA/20-21/10/02 dated 11/02/2021

Indian Rubber Manufacturers Research Association, an Autonomous Institute under Dept. for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt of India, is a leading R&D institution established in 1958 to cater services to Rubber and Allied Industry. IRMRA is having its headquarters and Laboratory in Thane, Maharashtra and branch laboratories at Sri City, AP and SARPOL, Kolkata, WB. IRMRA is looking for dynamic young professionals for various posts and Applications are invited for following non-technical posts.

1. Name of the post	Assistant Director (Commercial) - Unreserved
No. of Post	01
Scale of Pay	Level 11 as per 7 th CPC (Rs. 67700-208700) Grd. Pay Rs 6600, Group A
Essential Qualification & Experience	Essential M. Com / CA / ICWA With Bachelor's Degree in Commerce/ Finance from a recognized University/Institute OR MBA in Finance or equivalent degree (equivalence letter issued by UGC) with Bachelor's Degree in Commerce/ Finance from a recognized University/ Institute. 60 % marks or equivalent cumulative CGPA in qualifying exam. For reserved category relaxation in marks will be applicable as per DOPT guidelines issued from time to time Experience: <ul style="list-style-type: none">• Minimum 20 years of relevant experience with at least 8 years experience at senior level position, head of finance / accounts dept. of any organization preferably from a Research institute/ Autonomous Bodies.• Taxation, Financial Management, Human Resource Management, PC / Internet skill, Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.• Take hands-on lead position of developing, implementing, and maintaining a comprehensive job cost system.• Direct and oversee all aspects of the Finance & Accounting functions of the organization. Knowledge of statutory compliance and asset management, Export & import documentation.• Knowledge on SAP and computer proficiency.
Age Limit	Not more than 50 years
Mode of Selection	Interview
2. Name of the post	Junior Officer (Establishment) - Unreserved
Number of Post	01
Scale of Pay	Level 7 as per 7 th CPC (Rs. 44900 - 142400) GP Rs 4600, Group B
Essential Qualification & Experience	MBA in HR management with Bachelor's Degree in Arts/ Commerce from a recognized University/Institute. Minimum of 8 years of experience (out of which 2 years at supervisory level.
Age Limit	Not more than 40 years
Mode of Selection	Written Exam

Head Office: Plot. No. 254/1B, Road No. 16V, Wagle Industrial Estate, Thane (West)- 400 604, Maharashtra

Tele No. 022 6787 3200: Fax No. 022 6787 3225 Email: info@irmra.org; Web: www.irmra.org



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3.	Name of the post	Junior Officer (Accounts & Finance) - Unreserved
	Number of Post	01
	Scale of Pay	Level 7 as per 7 th CPC (Rs. 44900 - 142400) GP Rs 4600, Group B
	Essential Qualification & Experience	Essential MBA in Finance management with Bachelor's Degree in Commerce from a recognized University/Institute. Minimum of 8 years experience (out of which 2 years at supervisory level.
	Age Limit	Not more than 40
	Mode of Selection	Written Exam

Note 1: Qualifications regarding experience is/are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

Note 2: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India. Age limit is relaxable for Government servants in accordance with the instructions or orders issued by DOPT, Central Government from time to time.)

GENERAL INSTRUCTIONS:

Emoluments: Besides Basic Pay, the posts carry DA, HRA and Transport Allowance as per 7th Central Pay Commission recommendation / other benefits includes gratuity, group mediclaim, medical allowance and LTA as per IRMRA's rules.

Placement: Head Office, Thane or other regional centres (Transferable)

Duration: Initial appointment will be for 3 years and continuing appointment based on performance.

How to apply: (Those who have already applied for Assistant Director (Commercial) post, need not to apply.)

Candidates to send recent updated resume along with duly filled application form with below mentioned documents:

- Date of Birth proof.
- Caste / Tribe certificate (in case of SC / ST / OBC category. Age relaxation is applicable to SC / ST / OBC candidates as per Govt. norms.
- All certificates / testimonials in respect of qualifications (all semesters / year wise mark sheets, degree and diploma certificates starting from graduation onwards.
- Complete and proper experience certificates / documents issued by employer in support of experience details mentioned by the candidates in the application.
- NOC / forwarding letter from the employer in case the candidate is employed in central / state govt / undertakings / autonomous organisations / universities etc. also application to be routed through proper channel.
- 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.
- Application should be duly signed and affixing the latest passport size colour photograph alongwith self-attested copies of the testimonials / documents mentioned above 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 along with application fee of **Rs. 500/-** non refundable in the form of Demand Draft with the validity of three months drawn in favour of "**Indian Rubber Manufacturers Research Association, Payable at Thane or** through online portal, the details for online payment are given on last page of this document.

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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 (Mandatory).

- h. Closing Date regarding receipt of applications: Within 30 days from the date of publication of this advertisement.
- 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. A soft copy (in doc/docx) of the duly filled application to be forwarded to director@irmra.org & hr@irmra.org
- k. No original documents are required to be sent to IRMRA in connection with this recruitment process until directed to do so.
- l. Travel expenses will be admissible to the candidates for appearing for Interview / written exam. Third Tier A/C train fare for back and forth journeys from normal place of residence by shortest route shall be payable after submitting the necessary documents (tickets).

OTHER TERMS & CONDITIONS & GENERAL INSTRUCTIONS

- Only Indian Nationals are eligible to apply. Candidates should note that, if at any stage of recruitment, it is found that the candidate 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 / deviations or to cancel the advertisement and recruitment if the circumstances so warrant.
- **Statutory warning** : Selection process 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 Govt. of India. Decision of authorities will be final and binding on candidates.
- Selected Candidate will have to undergo police verification as per central govt. rules

Announcements: All further announcements / details will only be published / provided on IRMRA's website www.irmra.org from time to time.

Director
IRMRA

Place: Thane

Date: 11/02/2021

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Instructions for online payment:

1. Click on the link : <https://eazypay.icicibank.com/homePage>
2. Search for : Indian Rubber Manufacturers Research Association
3. Feed the details as indicated below
4. Proceed for the payment

https://eazypay.icicibank.com/submitSearch.action

eazypay Home | About Us | FAQs | Contact Us

Search, View & Pay
Pay bills and invoices from any bank account or any card

1 SEARCH 2 VIEW 3 PAY

Your Search : INDIAN RUBBER MANUFACTURER RESEARCH ASSO

Mobile* +91

Party Name* Applicant Name

Invoice Pi Number* Advertisement details

Remarks Post applied for

Email Id

Amounts*

Captcha*

Brought to you by

Details for online payment through NEFT/IMPS/RTGS

ICICI BANK DETAILS		
SR. NO.	PARTICULARS	MANDATORY DETAILS
1	Name of Company	Indian Rubber Manufacturers Research Association, Plot No.254/1B,Road No.16 V, Wagle Indl Estate,Thane-(W) 400604
2	Name of companys Bank & Branch / Address	ICICI Bank Ltd, Wagle Indl. Estate, Thane West - 400 602.
3	Suppliers Bank Account Number	188701000046
4	NEFT / IFSC	ICIC0001887
5	BSR Code	6390037
6	Pan Number	AAAAT7089F
7	TAN Number	pnei04299b
8	Bank Contact Number	022 65341000
9	Our E-Mail ID	info@irmra.org

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