



# Indian Rubber Manufacturers Research Association

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

## Vacancy Notice

Advt. No. IRMRA/22-23/05/01 dated 06.05.2022

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 following posts at **IRMRA, Thane, Maharashtra.**

<u>Post Details</u>	<u>Qualification &amp; Experience</u>	<u>Job Description</u>
<b>Lab Trainee</b> Post Code- <b>LT-01</b> No. of Post - 04	<b>Essential:</b> M.Sc Chemistry with Polymer Specialization / B.Tech Rubber / Polymer Technology. Minimum 60% marks or minimum cumulative CGPA of 7.0 out of 10 OR 3.5 out of 5.0. <b>Experience:</b> Freshers can apply, 01-year experience is desirable	<ul style="list-style-type: none"><li>• Testing of Rubbers and allied Products as per National &amp; International Standard</li><li>• Sample preparation and performing testing as per the laid down procedure / test methods.</li><li>• Maintaining the environmental conditions as specified in the SOPs/ test standards.</li></ul>
<b>Customer Service Executive</b> Post Code-CSE-01 No. of Post - 01	<b>Essential:</b> Graduate in Science / Commerce Minimum 60% marks or minimum cumulative CGPA of 7.0 out of 10 OR 3.5 out of 5.0. <b>Experience:</b> 02-year experience is desirable	<ul style="list-style-type: none"><li>• Enquiry Management</li><li>• Email Management</li><li>• Sample Management:</li><li>• Customer Database Management</li><li>• Customer Communications</li></ul>
<b>Training Co-Ordinator</b> Post Code- TC-01 No. of Post - 01	<b>Essential:</b> Graduate in Science / Commerce with minimum 02-year experience OR Freshers Post Graduate in Science / Commerce. Minimum 60% marks or minimum cumulative CGPA of 7.0 out of 10 OR 3.5 out of 5.0.	<ul style="list-style-type: none"><li>• Training Promotion</li><li>• Enquiry Management</li><li>• Email Management</li><li>• Customer Database Management</li><li>• Customer Communications</li></ul>
<b>QMS Co-Ordinator</b> Post Code- QC-01 No. of Post - 01	Graduate in Science / Commerce with minimum 02-year experience OR Freshers Post Graduate in Science / Commerce. Minimum 60% marks or minimum cumulative CGPA of 7.0 out of 10 OR 3.5 out of 5.0	<ul style="list-style-type: none"><li>• Maintaining the QMS &amp; LMS documentation</li><li>• Internal Audit &amp; MRM Plan</li><li>• Updating the details on Online portals</li><li>• Monitoring the compliance</li></ul>

### Desirable:

- NSDC /RSDC Certified Engineers will be given Preference/ Candidates who have successfully completed certificate/diploma course in Rubber Science Technology (like RMST course of IRMRA).
- Good Computer skills including Presentation skills & Report writing skills etc.



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<b>Type of Position</b>	<b>On Third Party Contractual Basis for 1 Year, after assessment of performance and depending on the need, it will be extended for further 1 year.</b>
<b>Salary</b>	Rs 14,000 CTC per month (For 1 <sup>st</sup> Year) and Rs 16,000 CTC per month (for 2 <sup>nd</sup> year)
<b>Age Limit</b>	Not more than 30 years
<b>Place of Posting</b>	IRMRA, Thane, Maharashtra On Transferable Basis to any other laboratory of IRMRA.
<b>Mode of Selection</b>	Academic performance + Interview

## How to apply:

Candidates to send duly filled application form (available on website) with the following below mentioned documents:

- Date of Birth proof.
- Copy of Adhar card and Latest Addressed Proof.
- Soft/Scanned Copy of certificates / testimonials in respect of qualifications (all semesters / year wise mark sheets, degree and diploma certificates starting from graduation onwards.
- Soft/Scanned copy of Complete and proper experience certificates / documents issued by employer in support of experience details mentioned by the candidates in the application.
- Closing Date regarding receipt of applications: **16<sup>th</sup> May 2022, by 5.00 pm.**
- Application received after closing date will not be entertained and will stand rejected. No communication shall be made / entertained regarding rejection of application.
- The application to be forwarded to **hr@irmra.org** with Post Name and Post Code in the subject.
- Physical copy / original documents are not required to be sent to IRMRA in connection with this recruitment process until directed to do so.

## **OTHER TERMS & CONDITIONS & GENERAL INSTRUCTIONS**

- 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/herself shall be responsible for wrong or expired email id & mobile no.
- Submission of any false / incorrect / dubious information in application shall disqualify the candidate at any stage of selection processes (before or after).
- 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 based on merit. Any attempt to influence the selection process detected at any stage is liable to lead to termination of the candidature and legal action will be initiated.
- Appointment of candidates is subject to they being declared medically fit, and is also subject to service terms of contracts.
- 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.

## **Director**