



Indian Rubber Manufacturers Research Association

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

Vacancy Notice

Advt. No. IRMRA/21-22/12/04 dated 30/12/2021

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, Chennai, TN and SARPOL, Kolkata, WB. IRMRA is looking for dynamic young professionals for various posts and Applications are invited for the post of Quality Manager.

1.	Name of the post	Quality Manager (On contract basis for 03 years and extendable subject to functional requirements and also subject to appraisal of the performance.)
	No. of Post	01
	Scale of Pay	Level 10 as per 7 th CPC (Rs. 56100 - 177500) Grade Pay Rs 5400, Group A
	Essential Qualification & Experience	<p>Essential M.Sc in Chemistry / Polymer Science /Material Science from institutes of repute. B.E./ B.Tech in Rubber Technology/ Polymer Technology/ Chemical Engineering/ Mechanical Engineering will be desirable. Minimum 60% marks or minimum cumulative CGPA of 7.0 out of 10 OR 3.5 out of 5.0 at qualifying degree. Experience: Minimum 08 years of post-qualification experience, preferably in QMS / LMS related activities.</p> <p>Desirable: Proven Experience in handling accreditation / certification as per ISO/IEC 17025, ISO / IEC 17020, ISO/IEC 17043, ISO 17034, ISO 9001 etc.</p> <p>Job Description:</p> <ul style="list-style-type: none"> To maintain and implement all quality and laboratory management system throughout the organization as quality manager and ensure the certifications / accreditations / renewals etc. To coordinate and liaison with the regional heads of centres for ensuring smooth functioning of operations and thereby monitoring the progress & continual improvement as per ISO 9001. To coordinate the mitigate measures of the identified Risk and opportunities related to each business processes To schedule the internal audit as per the plan and ensure the necessary action taken on any non-compliances and reviewed during management review meeting and act on the suggestions / action plan to ensure the compliance of systems and procedures. To obtain the accreditation to IRMRA as Reference Material Producers (RMP) as per ISO 17034. To obtain the accreditation to IRMRA as Proficiency Testing Provider as per ISO/IEC 17043. To obtain the accreditation to IRMRA as Inspection Body as per ISO/IEC 17020.
	Age Limit	Not more than 45 years
	Mode of Selection	Academic performance & Written Exam
	Place of posting	Head Office, Thane, Maharashtra / IRMRA regional centres

Head Office: Plot. No. 254/1B, Road No. 16V, Wagle Industrial Estate, Thane (West)- 400 604.
Tele No. 022 6787 3200: Fax No. 022 6787 3225 Email: info@irmra.org; Web: www.irmra.org



Indian Rubber Manufacturers Research Association

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

Note 1: 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)

How to apply:

Candidates to send duly filled application form with the following 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. 600/-** 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. 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).
- Closing Date regarding receipt of application is **31st January 2022**.
- Application received after closing date will not be entertained and will stand rejected. No communication shall be made / entertained regarding rejection of application.
- A soft copy of the application to be forwarded to director@irmra.org & hr@irmra.org
- No original documents are required to be sent to IRMRA in connection with this recruitment process until directed to do so.

Head Office: Plot. No. 254/1B, Road No. 16V, Wagle Industrial Estate, Thane (West)- 400 604.
Tele No. 022 6787 3200: Fax No. 022 6787 3225 Email: info@irmra.org; Web: www.irmra.org



Indian Rubber Manufacturers Research Association

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

1. Travel expenses will be admissible to the candidates for appearing for Interview. 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 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 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: 30/12/2021



Indian Rubber Manufacturers Research Association

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

Bank details for online payment:

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