

FREQUENTLY ASKED QUESTIONS

Sl. No.	QUERY	CLARIFICATION																											
1.	Is the application/registration form available in the sales outlets in the market?	<p>No. Interested and eligible candidates can apply only through the ONLINE mode available at IREL (India) Limited website: https://www.irel.co.in/ OR https://jobapply.in/irel/2022/trainee</p> <p>No other means/mode/format of application will be accepted.</p>																											
2.	What is the age limit to apply?	<p>The maximum age limit for applying for the post codes PC1 o PC8 as on the last date of application, i.e., 07.07.2022 is as follows-</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">S. No.</th> <th style="width: 45%;">Post Codes</th> <th style="width: 40%;">Max. Age as on 07.07.2022</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: center;">PC 1</td><td style="text-align: center;">26 years</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">PC 2</td><td style="text-align: center;">26 years</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">PC 3</td><td style="text-align: center;">26 years</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">PC 4</td><td style="text-align: center;">30 years</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">PC 5</td><td style="text-align: center;">30 years</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">PC 6</td><td style="text-align: center;">35 years</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">PC 7</td><td style="text-align: center;">35 years</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">PC 8</td><td style="text-align: center;">35 years</td></tr> </tbody> </table>	S. No.	Post Codes	Max. Age as on 07.07.2022	1	PC 1	26 years	2	PC 2	26 years	3	PC 3	26 years	4	PC 4	30 years	5	PC 5	30 years	6	PC 6	35 years	7	PC 7	35 years	8	PC 8	35 years
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3.	What are the age relaxations for various categories?	<p>Age relaxation for candidates belonging to SC / ST / OBC (NCL) / ESM / PwBD categories applying for Graduate Trainee (Finance) (PC1) / Graduate Trainee (HR) (PC2) / Diploma Trainee (Technical) (PC3) for Tradesman Trainee (ITI) (PC6) (PC7) & (PC8) posts (as applicable) shall be as under for:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Category</th> <th style="width: 40%;">Age Relaxation (in years)</th> </tr> </thead> <tbody> <tr><td>SC/ST</td><td style="text-align: center;">5</td></tr> <tr><td>OBC (NCL)</td><td style="text-align: center;">3</td></tr> <tr><td>PwBD-General</td><td style="text-align: center;">10</td></tr> <tr><td>PwBD-OBC (NCL)</td><td style="text-align: center;">13</td></tr> <tr><td>PwBD-SC/ST</td><td style="text-align: center;">15</td></tr> <tr><td>Domicile of J & K (01.01.1980 to 31.12.1989)</td><td style="text-align: center;">5</td></tr> <tr> <td>ESM</td> <td> '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 the condition that(i) the continuous service rendered in the armed forces by the ESM is not less than 6 months after Enrolment and Attestation and (ii) that resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit by more than 3 years. </td> </tr> </tbody> </table> <p>• Age relaxation for Ex-Servicemen (ESM) for other posts (PC4 & PC5) shall be as per Government Guidelines.</p>	Category	Age Relaxation (in years)	SC/ST	5	OBC (NCL)	3	PwBD-General	10	PwBD-OBC (NCL)	13	PwBD-SC/ST	15	Domicile of J & K (01.01.1980 to 31.12.1989)	5	ESM	'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 the condition that(i) the continuous service rendered in the armed forces by the ESM is not less than 6 months after Enrolment and Attestation and (ii) that resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit by more than 3 years.											
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4.	What is maximum age limit to apply for the posts advertised?	<p>Maximum age after the age relaxation shall be as under:</p> <table border="1" data-bbox="630 129 1485 667"> <thead> <tr> <th data-bbox="630 129 724 250">Post Code</th> <th data-bbox="724 129 1259 250">Name of the Posts</th> <th data-bbox="1259 129 1485 250">Maximum Age after age relaxation</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 250 724 293">PC1</td> <td data-bbox="724 250 1259 293">Graduate Trainee (Finance)</td> <td data-bbox="1259 250 1485 293" rowspan="3">45 Years</td> </tr> <tr> <td data-bbox="630 293 724 336">PC2</td> <td data-bbox="724 293 1259 336">Graduate Trainee (HR)</td> </tr> <tr> <td data-bbox="630 336 724 456">PC3</td> <td data-bbox="724 336 1259 456">Diploma Trainee (Technical) (Mining / Chemical / Mechanical / Electrical / Civil / Electronics and Instrumentation)</td> </tr> <tr> <td data-bbox="630 456 724 499">PC4</td> <td data-bbox="724 456 1259 499">Junior Supervisor (Rajbhasha)</td> <td data-bbox="1259 456 1485 499">35 Years</td> </tr> <tr> <td data-bbox="630 499 724 542">PC5</td> <td data-bbox="724 499 1259 542">Personal Secretary</td> <td data-bbox="1259 499 1485 542">35 Years</td> </tr> <tr> <td data-bbox="630 542 724 584">PC6</td> <td data-bbox="724 542 1259 584" rowspan="4">Tradesman Trainee (ITI)</td> <td data-bbox="1259 542 1485 584" rowspan="4">50 Years</td> </tr> <tr> <td data-bbox="630 584 724 627">PC7</td> </tr> <tr> <td data-bbox="630 627 724 669">PC8</td> </tr> <tr> <td data-bbox="630 669 724 712"></td> </tr> </tbody> </table> <p>Note:</p> <p>(i) Age relaxation shall be allowed up to 45 years for internal candidates for the posts with post codes PC4 & PC5.</p> <p>(ii) No age relaxation, other than those listed above, shall be allowed for internal candidates for the posts with post code PC1, PC2, PC3, PC6, PC7 & PC8.</p>	Post Code	Name of the Posts	Maximum Age after age relaxation	PC1	Graduate Trainee (Finance)	45 Years	PC2	Graduate Trainee (HR)	PC3	Diploma Trainee (Technical) (Mining / Chemical / Mechanical / Electrical / Civil / Electronics and Instrumentation)	PC4	Junior Supervisor (Rajbhasha)	35 Years	PC5	Personal Secretary	35 Years	PC6	Tradesman Trainee (ITI)	50 Years	PC7	PC8	
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5.	What all documents or information should be kept ready by a candidate before applying?	<p>Before starting to fill-up the online application, candidates are advised to keep ready the following details/documents/information:</p> <p>(a) E-Mail ID (valid at least for one year).</p> <p>(b) Mobile No. (valid at least for one year).</p> <p>(c) Required details such as personal data, educational qualifications, experience and other information.</p> <p>(d) Details of Debit Card/Credit Card/Net banking for making fee payment (if applicable)</p> <p>(e) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (20 kb-50kb).</p> <p>(f) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10 kb-20kb).</p> <p>(g) Scanned Copies of following documents (in pdf format):</p> <ol style="list-style-type: none"> i. Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate). ii. Final/Provisional Degree/ITI / Diploma/Graduation / Post-Graduation, etc., as applicable. iii. Experience Certificates / documents in support of experience. iv. PWD Certificate [in case of Persons with Benchmark Disability (PwD) candidates] in prescribed format. v. Discharge / Service Certificate in case of Ex-servicemen. vi. Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer. vii. Income and asset certificate in respect of EWS in prescribed format viii. Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format. ix. Scribe certificate, if applicable (may be downloaded during filling of application). x. Certificate in the prescribed format issued by Competent Authority in respect of J & K Domicile. 																						

6.	Can I apply for more than one post?	A candidate can apply for one post/discipline only. Application of candidate applying for more than one post/discipline will summarily be rejected. In case of multiple applications for the same post/discipline, the last application would be considered as final and all other applications made prior to the last-one, shall be treated as null and void.
7.	What if I do not have an email Id?	It is mandatory to have a valid e-mail id since all the future communication with the candidate shall be through e-mail.
8.	How do I register for the online application?	You have to register for the online application process with your name, date of birth, a valid e-mail id, mobile number and a password. The name, date of birth, mobile number and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process. Please ensure to fill your name and other details correctly as per your educational certificates.
9.	What if I forget my log-in Id and password?	If you provide a valid and active e-mail id, the log-in id which is same as the e-mail id given at the time of registration will be mailed to that e-mail address after you register for the online application system. Your password is also sent in this mail, which you can refer if you forget the password. An auto generated mail will be sent to your registered email id with details of your registration made.
10.	I am not able to upload my photo / signature. Please help.	The application portal has a firewall which blocks malicious files from being uploaded. In some cases, it may block files / images which are actually not malicious. If your image meets our size specification and still fails to be uploaded, please open the image in some image editing software, edit slightly (for example, crop, resize, or choose a slightly different JPEG quality), save, and try to upload the new file. This workaround should solve the problem. If you still have an issue, please write to us and we will help.
11.	What are the methods to pay Application Fee?	Candidate is required to make payment through payment gateway by using any one of the following: <ol style="list-style-type: none"> 1. Debit Card 2. Credit Card 3. Net Banking
12.	Money is debited from my account, but the IREL application portal shows payment failed. What should I do?	This means the money did not go through to IREL. Your application is still incomplete. Candidates facing the problem of deduction of registration fee amount without getting the application no. generated are required to make the payment again in the online registration portal before the last date of online registration.
13.	How to claim a refund for the fee?	Application Fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of Application Fee.
14.	Which are the documents to be sent?	Candidate is not required to send any of the documents to the IREL, as no scrutiny of applications for the eligibility and other aspects will be undertaken at any of the stages before Interview. Therefore, the candidature will be provisional only and subject to scrutiny at the stage of Interview. The candidates are advised to go through the requirements of educational qualification, age, reservation, relaxation, examination fee, etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought at the time of Interview only from those candidates who will be shortlisted for Interview. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature of such candidates shall stand cancelled without any notice or further reference and IREL decision in this regard shall be final and no further correspondence shall be entertained.

15.	What is an auto generated Application Number?	An auto generated Application Number is a unique number allotted to you on successful submission of online application form and will appear on print version of the application form. This Number will be required for accessing, downloading and printing the written examination call letter.
16.	When is the registration process completed?	After making the payment, if you have got the auto generated Application Number, along with the online application form then only your registration process will be treated as completed and you will be considered as a provisionally registered candidate.
17.	Money is debited from my account but I did not get my Application Number	This means that the online application is still incomplete. Candidates facing the problem of deduction of registration fee amount without getting the application no. generated are required to make the payment again in the online registration portal before the last date of online registration. The excess payment received, if any, will be refunded after due reconciliation.
18.	I have created the initial registration and filled half of my application form. Can I complete my form on the last date of application process?	It is advised to candidates to complete their registration process at the earliest, to avoid any last minute rush. As the number of candidates applying on the last date of application is quite high in comparison to the start of the application, it is more favorable to the candidate if they complete their process right on time, i.e, before the last date to avoid slow network processing due to heavy rush on server.
19.	I have entered some incorrect details in the Online Application Form. How can I correct the same?	Candidates are requested to take utmost care while filling in the details in online application form. There is no provision for correcting the details entered in the online application form once the same is submitted. Request for change of Mailing address / email ID / category / posts and other information as declared will not be entertained.
20.	I did not receive the email intimation for registration of my application?	"Email-ID / User ID", "Date of Birth", "Post Applied" and "Password" are also sent by auto-response Confirmation emails. Delivery of these emails purely depends upon the correctness of E-Mail ID provided, Policy of your E-Mail Service Provider to accept and Divert such emails under Bulk or Spam Mails or bounce back of such mails without accepting it due to heavy number of emails generated by our Applications. Therefore, please do not expect replies from us, if you do not receive such confirmation / auto-response Emails.
21.	I did not receive the acknowledgement / reply to my email communication?	"Reply to" Email Id for the Application is created for the convenience of the Candidates for genuine communications. Please do not use this address to send back the emails for "Acknowledgment" etc. Our Email Server is configured to delete such emails automatically.
22.	How a candidate is going to receive the Admit Card for the written test?	Admit Card of the eligible candidate will be uploaded on IREL (India) Limited website i.e. https://www.irel.co.in/ No other communication like post / courier / newspaper notification will be sent.
23.	Do I need to take the print-out of the Admit Card for the written test?	Yes. Candidate should take the print-out of the valid Photo Admit Card for the written test using Online Application Number and other details asked and bring the same at the time of Examination.
24.	What is the Email ID for clarification?	In case of any problems faced by the candidates for submitting the Application through ONLINE, they may send email to company's email id: irel@jobapply.in

All communication with candidates shall be done through e-mail only. Email-ID should be valid for atleast one year. All information regarding schedule, Written Test etc. shall be uploaded on IREL (India) Limited website / provided through email. Responsibility of receiving, downloading and printing of Admit Card Letter or any other information shall be of the candidate only. IREL (India) Limited will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or delivery of e-mails to Spam / Bulk mail folder or for delay / non-receipt of information if a candidate fails to access his / her mail / website in time or DND activated mobile no. etc.