

16.HOW TO APPLY

16.1 Sequence-wise actions to be followed by the candidates for filling-up of Online Applications are as under:

- (i) Visit IREL website www.irel.co.in Careers section and Click on Apply Online button.
- (ii) Read Important Instructions and Click on (√) 'I Agree' Button.
- (iii) Register by filling up necessary details (post applied, name, original category, applied category, PwD category, Mobile No. and e-mail ID and click on Submit Button).
- (iv) Check Application Sequence No., User ID & Password received on your e-mail and mobile number.
- (v) Re-login to your account by entering user ID and password received through e-mail.
- (vi) Fill-up application form and upload Photo, Signature and relevant Documents.
- (vii) Check Preview of the Application Form and make corrections, if any.
- (viii) Make payment through Debit Card/Credit Card/Net-banking/UPI (if applicable)
- (ix) Press Submit Button.
- (x) Take print out of your application form for future reference/ for forwarding through proper channel.

Note: - Do not send **hard copy** of filled-in application form to IREL (India) Limited unless forwarded through proper channel.

16.2 General Instructions for filling up of Application

- (i) The candidates shall apply through On-line mode only in case he/she possess the qualifications and fulfils eligibility criteria mentioned in the advertisement.
- (ii) Before starting to fill-up the online application, candidates are advised to keep ready the following details/documents/information:
 - A. E-Mail ID (valid at least for one year).
 - B. Mobile No. (valid at least for one year).
 - C. Required details such as personal data, educational qualifications, experience and other information.
 - D. Details of Debit Card/Credit Card/Net banking for making fee payment (if applicable)
 - E. Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (20 kb-50kb).
 - F. Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10 kb-20kb).
 - G. Scanned Copies of following documents (in pdf format):
 - a. Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate).
 - b. Final/ Provisional Degree/ ITI / Diploma/ Graduation etc., as applicable.
 - c. Experience Certificates / documents in support of experience including competency certificates as desired for respective posts.

- d. PWD Certificate [in case of Persons with Benchmark Disability (PwBD) candidates] in prescribed format.
 - e. Discharge / Service Certificate in case of Ex-servicemen.
 - f. Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
 - g. Income and asset certificate in respect of EWS in prescribed format
 - h. Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
 - i. Scribe certificate, if applicable (may be downloaded during filling of application).
 - j. Certificate in the prescribed format issued by Competent Authority in respect of J & K Domicile.
- (iii) A candidate can apply for one post/discipline only. Application of candidate applying for more than one post/discipline will be summarily 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.

17. GENERAL CONDITIONS AND INSTRUCTIONS:

- 17.1 Only Indian nationals need to apply. Mere submission of application will not entail right for claiming Appointment.
- 17.2 The cut-off date for computing Age and experience is **14.11.2023 (closing date of application)**.
- 17.3 Persons who have retired from the Govt./PSUs including IREL (India) Limited under the Voluntary Retirement Scheme (VRS) will not be eligible to apply.
- 17.4 Candidates are advised to ensure while applying that they fulfil the eligibility criteria and other requirements mentioned in the advertisement and that the particulars furnished by them are correct in all respects. Their candidature at every stage is purely provisional. In case it is detected at any stage of recruitment process that the candidate does not fulfil the eligibility criteria and/or does not comply with other requirements of this advertisement and /or he/she has furnished any incorrect or false information or has suppressed any material fact, his/her candidature is liable to be rejected. If any of the above shortcomings is / or are detected even after appointment his/her services will be terminated without any notice.
- 17.5 Intimation regarding Written Test, Skill Test/Trade Test/Computer Proficiency Test as applicable and psychometric test etc. will be sent through e-mail only.
- 17.6 In order to regulate the number of candidates to be called for the test, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria.
- 17.7 Merely meeting the above qualifications and experience shall not entitle a candidate to be called for Written Test, Skill Test/Trade Test/Computer Proficiency Test as applicable and Psychometric Test. Only short-listed candidates will be called for the Tests.

- 17.8 Verification of original certificates / documents with regard to age, qualification, work experience, scale, category/disability (as applicable) and other documents as asked for will be done at the time of medical/joining (as the case may be). The candidature of a candidate shall be cancelled at any point of time if the candidate is found not meeting the eligibility criteria.
- 17.9 Candidates called for Skill Test/Trade Test/Computer Proficiency Test as applicable and Psychometric Test will be reimbursed to and fro III AC rail fare from the nearest Railway Station of the correspondence address provided by the candidate to the place of test by the shortest route as per the rules of the company, on production of tickets. Candidates travelling through other modes will be reimbursed the expenses limited to III AC rail fare.
- 17.10 The number of posts and the reservation mentioned are tentative. Depending on the requirements, the Company reserves the right to increase/curtail/cancel the number of posts without any further notice and without assigning any reasons thereof. IREL also reserves the right to cancel/restrict/modify/alter the advertisement/recruitment process and/or the selection process without issuing any further notice or assigning any reason whatsoever.
- 17.11 All the above conditions of qualification, experience, age limit (age relaxation as stipulated above) etc. are also applicable to the internal candidates of IREL.
- 17.12 Eligible and interested candidates are advised to apply well before the last date. IREL management will not be responsible for any delay in submission of application caused due to the queries raised by the applicant and non-receipt of response thereof.
- 17.13 Records of the candidates not selected shall not be preserved beyond 01 year from the date of test or publication of next advertisement for the post(s), whichever is earlier.
- 17.14 Appointment of selected candidates shall be subject to Medical fitness, verification of Character and Antecedents (C&A) from the concerned authorities, Experience verification etc. as per the rules of the company.
- 17.15 Request for change of Mailing address/email ID/category/ posts and other information as declared will not be entertained.
- 17.16 Any legal proceedings in respect of any dispute with regard to the recruitment against this advertisement can be instituted only in Mumbai. Courts/Forums/Tribunals at Mumbai only shall have the sole and exclusive jurisdiction to try any such Case/Dispute.
- 17.17 In case of any typographical errors or omissions/ clarifications/ corrigendum/ addendum in respect of the above advertisement shall be made available only on our official website <http://www.irel.co.in>. Hence, prospective applicants are advised to visit the IREL website <http://www.irel.co.in> on regular basis for the above purpose.
- 17.18 'Incomplete application', in any respect, shall be rejected and no further correspondence shall be entertained.
- 17.19 All correspondence/announcements with respect to above recruitment process shall

be done through e-mail/notices on the company's website only. Candidates are advised to check their email/ visit IREL website regularly for updates.

- 17.20 Company will not be responsible for any loss of email sent, due to invalid/wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year.
- 17.21 In case of any problems faced by the candidates, they may send email to company's email id: **hrmrect-ho@irel.co.in**
- 17.22 In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, the English version shall prevail.
- 17.23 Any attempt for canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
- 17.24 No TA/DA will be paid to any candidate appearing for the written test.
- 17.25 If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/ her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- 17.26 Generation of registration slip does not imply acceptance of application or eligibility for the post.
- 17.27 IREL is not responsible for printing errors if any.
