

1.0 HOW TO APPLY:

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

- (a) Visit IREL website Careers section and Click Apply Online button.
- (b) Read Important Instructions and Click on (√) 'I Agree' Button.
- (c) Register by filling up necessary details (*discipline opted, name, original category, applied category, PwD category, Mobile No. and e-mail ID and click on Submit Button*).
- (d) Check Application Sequence No., User ID & Password received on your e-mail and mobile number.
- (e) Re-login to your account by entering user ID and password received through e-mail.
- (f) Fill-up application form and upload Photo, Signature and relevant Documents.
- (g) Check Preview of the Application Form and make corrections, if any.
- (h) Press Submit Button.
- (i) Take print out of your application form for future reference.

Note: Do not send **hard copy** of filled application form to IREL.

B. General Instructions for filling up of Application:

- (a) The candidate shall apply through On-line mode only, as per the qualifications and eligibility criteria mentioned in the advertisement.
- (b) Before starting to fill-up, the online application, keep ready with you the following details/documents/information:
 - (i) E-Mail ID (valid at least for one year).
 - (ii) Mobile No. (valid at least for one year).
 - (iii) Personal and Educational qualification details.
 - (iv) Scanned Copy of Recent Photograph (not more than 3 months old in jpg/jpeg format). Size (20 kb-50 kb).
 - (v) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10 kb-20kb).
 - (vi) Scanned Copies of documents (in pdf format), as follows:
 - ❖ Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate).
 - ❖ **Certificate and mark list of the qualifying qualification only.**
 - ❖ Experience Certificates / documents in support of experience.
 - ❖ PwD Certificate in case of Persons with Disability candidates in prescribed format.
 - ❖ Service Certificate in case of Ex-servicemen.
 - ❖ **Latest Curriculum Vitae (CV) in PDF mentioning job responsibilities in detail.**