

## HOW TO APPLY:

### 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](http://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.

### 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/10<sup>th</sup>/12<sup>th</sup>/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. Discharge / Service Certificate in case of Ex-servicemen.
  - e. Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
  - f. Income and asset certificate in respect of EWS in prescribed format
  - g. Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
  - h. Scribe certificate, if applicable (may be downloaded during filling of application).
  - i. 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 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.