



IREL (India) Limited

(Formerly Indian Rare Earths Ltd)

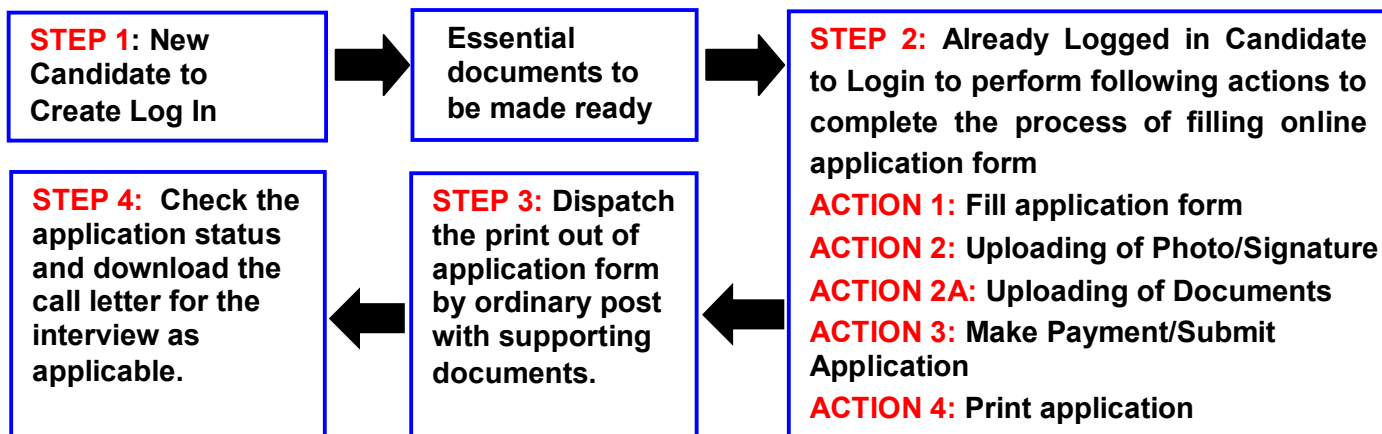
A Govt. of India Undertaking

A Miniratna-I Company

GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINE APPLICATION FORM

- 1) Candidates are required to apply online through website: <https://jobapply.in/irel/2022/trainee>
- 2) Entries in the application form shall be required to be filled only in English.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM



STEP 1: New Candidate to Create Log In

🔗 Fresh Candidate to create Log In
[New Log In]

🔗 To Complete Registration Process
(Log In to your account)

- New Candidate to visit the IREL (India) Limited website <https://jobapply.in/irel/2022/trainee> and click: **[Fresh Candidate \(CLICK HERE\) to Create Log In](#)**
- You must have a **valid email ID** for applying online. Remember the password filled here for creating Log in for future use.
- Press the button “Submit”. Acknowledgement Email will be sent on the email id filled by you. Kindly check the same and keep a record of that.
- **Note: Once the information filled here will not be changed.**
- The confirmation for the registration will also be sent on your email entered.
- Now click: **[Already Registered \(Logged In\) Candidate \(CLICK HERE\) to Apply](#)** to log in to fill the application form. Here to log in you have to fill the following:
 - ▶ Email ID
 - ▶ Post Applied For
 - ▶ Password

Log In to Complete Process

Email ID*






Post Applied for

Password*

Essential documents to be made ready

- 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) Caste/Tribe Certificate (for SC/ST/OBC as applicable) & Disability certificate (in case of PwD candidate) in the prescribed format issued by the Competent Authority and Ex-serviceman proof (in case of Ex-serviceman candidates).
 - h) All certificates/testimonials in respect of qualifications (final mark sheet and Degree certificate starting from matriculation onwards) and experience, as applicable.
 - i) NOC for Govt./PSU/Autonomous candidates, as applicable.

STEP 2: Already Logged In candidate log in to complete the process of filling online application form

Action 1		Fill Application form
Action 2		Uploading of Photograph and Signature
Action 2A		Uploading of Documents
Action 3		Make Payment/Submit Application
Action 4		Print application

- Already Logged In Candidate to visit the **website**: <https://jobapply.in/irel/2022/trainee> and login by clicking [Already Registered \(Logged In\) Candidate \(CLICK HERE\) to Apply](#)
- On clicking [Already Registered \(Logged In\) Candidate \(CLICK HERE\) to Apply](#) page will appear which will have buttons indicating 4 actions which are to be completed for submission of online application form:

Action	Status
Click on the buttons given below	
Action-1: Fill Application	To be Completed
Action-2: Uploading of Photograph/ Signature	To be Completed
Action-2A: Uploading of Documents (Qualification/ PwD/ Experience etc.)	To be Completed
Action-3: Make Payment/ Submit Application	To be Completed
Action-4: Print Application	To be Completed

► **Action 1: Fill Application (Click on the button to fill application form)**

- ⇒ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the **Personal Details, Qualification Details, Experience Details and Additional Details** in the sequence as given below:



- ⇒ While filling the Personal, Qualification, Experience, and Additional Details please save the information by clicking the button **“SAVE”**.
- ⇒ In case you wish to edit any information you can do that by log in again using Email-ID, Post Applied For and Password, after editing the information, make sure to save the information again by clicking the button **“SAVE”**.

⇒ **Note: The information filled will not be saved unless the button “SAVE” is clicked.**

► **Action 2: Uploading Photograph and Signature**

- ⇒ **Upload Photograph** - Photograph must be a recent passport size color picture. Make sure that the picture is in color, taken against a light-colored, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**
- ⇒ **Upload Scan of Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**

► **Action 2A: Uploading of Documents**

Candidate is required to upload the scanned copies of all the relevant documents with regard to age, qualification, work experience, scale, CTC, Disability (as applicable) and other documents as asked for. Scanned Copies of documents (in PDF format), required to be uploaded are as follows:

- a) Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate).
- b) Final/Provisional Degree/ITI / Diploma/Graduation / Post-Graduation, etc., as applicable.
- c) Experience Certificates / documents in support of experience.
- 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.

Click on **“Save & Proceed to Submit Application”**.

► **Action 3: Make Payment and / or Submit Application**

S. No.	Category	Amount (in INR) (Application Fees+Bank Charges)
01	SC/ST/PWD/ESM/Women/Internal Candidates	NIL
02	All other categories	472/- (Plus Applicable Bank Charges, if any)

- ⇒ Candidate to read the undertaking and accept the same.
- ⇒ In case you wish to edit any information pertaining to Personal Details, Qualification Details and/or Experience Details; you can do that by log in again using Email-ID, Post Applied For, and Password after editing the information, make sure to save the information again by clicking the button “**SAVE**”.
- ⇒ **Once the application is submitted at this step, you cannot edit the information after that.**
- ⇒ The candidates who are exempted from payment of application fee should submit application.
- ⇒ The candidates who are not exempted from payment of application fee should pay the requisite fee through the HDFC Bank payment gateway to complete the online application.

Payment through HDFC Bank Payment Gateway-

In this, candidate can submit their application fee using the HDFC Bank payment gateway either by using Debit Card/ Credit Card / Net Banking as per steps given below:

- Put the details of your Debit Card / Credit card / Net Banking to proceed for the payment.
- Once your payment is confirmed, the system will direct you to the final application form. You will receive an auto-generated Online Application Number. Once you have successfully made the payment.

After making the successful transaction; the candidate will get a preview of application with Application Number. Candidates are advised to get a printout of the filled up application for record.

The candidate should retain his/her Application Number carefully for generation of call letters and for any other information regarding Interview etc.

- ⇒ Fee once paid will not be refunded under any circumstances.
- ⇒ Fees paid by modes other than the HDFC Bank Payment Gateway as indicated above will not be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.

NOTE: Once the payment has been made; you will not be allowed to change/modify any information.

► **Action 4: Verify Payment Receipt Status and / or Print Application**

1. The candidates **who are exempted from payment** of application fee should take the print out of Online Application Form having as auto generated Online Application No.
2. **The candidate who are not exempted from payment of fees and have made the payment through Payment Gateway, i.e., through Debit Card/ Credit Card / Net Banking can take the print out of the application form immediately after making the successful payment on the website.** A candidate can go to the website: <https://jobapply.in/irel/2022/trainee> and click on **Already Logged In Candidate (CLICK HERE) to Complete Process** using your Email ID, Post Applied For and Password

and click on the **Action - 4** to take the print out of the application form.

- a. If you find that the payment made by you is shown as received, your online application form has been submitted. This completes the process of filling the online application form. Take the print out of the application form.
- b. If you find that the payment made by you is not shown as received, kindly refer your case to IREL (INDIA) LIMITED on email id along with the transaction details if the payment is made through Debit Card/ Credit Card / Net Banking.

***On correctly following the above steps,
you would have completed the application process.***

STEP 3: Dispatch the application as guided above.

STEP 4: Check the status of your application.

Download the Admit Cards

On the basis of information given in the Online Application Form, Admit Cards for Written Test for the provisionally eligible candidates will be available for download from website: <https://jobapply.in/irel/2022/trainee> as per schedule given on the website. Keep checking the website regularly for any updates.

Download Admit Cards – On the due date for Admit Cards, re-login to the website: <https://jobapply.in/irel/2022/trainee> a link for downloading admit cards for written test for the post advertised, containing the details of the time schedule, venue will be available.

Print Admit Cards - Take a printout of the Admit Card. Candidates will not be allowed to appear in the written test respectively without a valid admit card.

NOTE: Candidates are advised to regularly check the website for updates.