



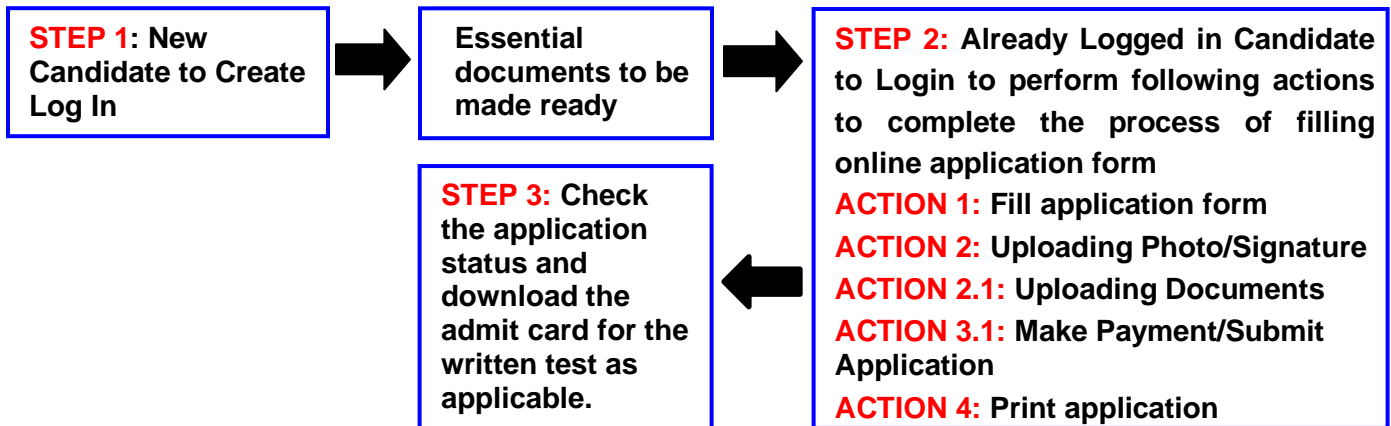
# IREL (INDIA) LIMITED

(A Govt. of India Undertaking)

## GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINE APPLICATION FORM

- 1) Log on to Indian Rare Earths Limited website <http://www.irel.co.in> and navigate to the Careers section > Advertisement.
- 2) Click on the link provided in advertisement section – <http://jobapply.in/irel/2023/irel2023executive/>
- 3) 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 website <http://jobapply.in/irel/2023/irel2023executive/> 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: [To Complete Registration Process](#) to log in to your account to fill the application form. Click 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 on-line application, keep ready with you the following details / documents / Information
- E-Mail ID (valid at least for one year).
  - Mobile No (valid at least for one year).
  - Required details such as personal data, educational qualifications, experience and other information.
  - Details of Debit Card/Credit Card/Net banking for making fee payment (if applicable)
  - Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (20kb - 50kb).
  - Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10Kb - 50kb).
  - Scanned Copies of following documents (in pdf format):
    - Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate).
    - Certificate and mark list of the qualifying qualification.
    - Experience Certificates / documents in support of experience.
    - PWD Certificate in case of Persons with Disability candidates in prescribed format (if applicable).
    - Service Certificate in case of Ex-servicemen (if applicable).
    - Latest Curriculum Vitae (CV) in PDF. The applicants who are applying for Manager (Projects) post should mention details of projects handled by them along with financial layout of the project.

## 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 2.1	➔	Uploading of Documents
Action 3	➔	Make Payment/Submit Application
Action 4	➔	Verify Payment Receipt Status/Print application

➔ Already Logged In Candidate to visit the **website:** <http://jobapply.in/irel/2023/irel2023executive> and login by clicking to [Complete Registration Process](#)

➔ On clicking to [Complete Registration Process](#) 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/ Resume 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:

Click here to  
Fill Personal Detail

Click here to  
Fill Qualification Details

Click here to  
Fill Experience Details

Click here to  
Fill Additional Details

- ⇒ While filling the Personal Details, Qualification Details Experience 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 colour picture. Make sure that the picture is in colour, taken against a light-coloured, 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 be between 20Kb - 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 be between 10Kb - 20 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), as follows:

- a) Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate).
- b) Certificate and mark list of the qualifying qualification.
- c) Experience Certificates / documents in support of experience.
- d) PWD Certificate in case of Persons with Disability candidates in prescribed format (if applicable).
- e) Service Certificate in case of Ex-servicemen (if applicable).
- f) Latest Curriculum Vitae (CV) in PDF. The applicants who are applying for Manager (Projects) post should mention details of projects handled by them along with financial layout of the project.

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

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

Amount of Application Fee:-

S. No.	Category	Fee Amount (In INR) (Application Fees + Bank Charges)
01	SC/ST/PWD/EXM/Women/Internal Candidates	NIL
02	All other categories	INR 500/- (inclusive of GST) (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, Experience Details and/or Additional 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 by the CC Avenue Payment Gateway through online application.

- **Mode of Payment through CC Avenue Payment Gateway-**

**In this mode candidate can submit their application fee using the CC Avenue payment gateway either by using Debit Card/ Credit Card / Net Banking/UPI as per steps given below:**

- Put the details of your Debit Card / Credit card / Net Banking/UPI Account 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 CC Avenue 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: Print Application**

- ⇒ After successfully submitting the details as mentioned above, candidate can now be able to take the printout of the application form.
- ⇒ Candidates should also retain their copy of printed application form, Payment Receipt as they can be asked to produce it for future reference.
- ⇒ Candidates can take re- print of the Online application form by clicking **To Complete Registration Process**

▶ **You are NOT required to send hardcopy of Application Form/any documents/receipt to IREL.**

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

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