



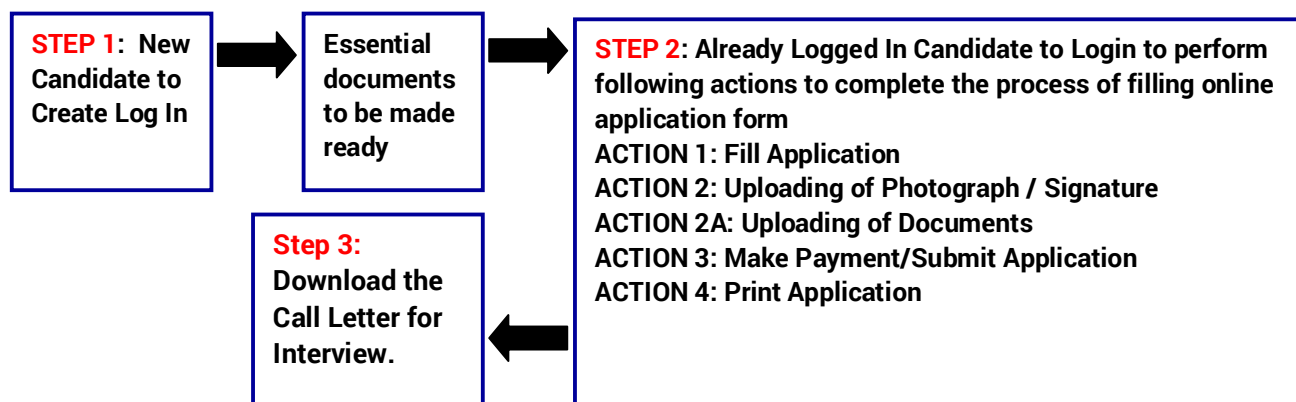
# Indian Rare Earths Limited

(A GOVERNMENT 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 Recruitment section > Advertisement.
- 2) Click on the link provided in advertisement section – <https://jobapply.in/IREL/2019/Finance>
- 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 to Apply Online (New Log In)

- ➔ New Candidate to visit the IREL website <https://jobapply.in/IREL/2019/Finance> and click : [Fresh Candidate \(CLICK HERE\) to Create Log In](#)

### Create Log In to Apply Online

Name of Candidate (as per matriculation certificate)\*

Date of Birth\*\*

Post Applying for  --Select Post--  
Discipline:

Email-ID\*  @ --Select--   
Other domain, specify

Re-enter Email-ID\*\*

Password \*   
(Minimum 4 character)

Mobile No.\*

Enter Verification Code\*

**ZG2K4**  
(Click here to Refresh, if code is to be changed)

• Have you read and understood the guidelines including eligibility criteria etc. for Applying Online? [Click here to view Guidelines](#)  
 Yes  No

**Note: Data entered by you in this form CAN NOT be edited/modified on later stages. Please be sure before submitting.**

- ➔ 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.

## Essential Documents to be kept ready

- ➔ Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
  - a) Valid Email ID (This email id shall be used to communicate with the candidate in near future, if required.) & mobile number valid for at least next one year.
  - b) Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate)
  - c) Final/Provisional Degree/Certificate for Graduation & Post Graduation, as applicable
  - d) Caste Certificate in respect of reserved categories in prescribed proforma (OBC Non-creamy layer)
  - e) PWD Certificate in case of Persons with Disability candidates in prescribed format
  - f) Service Certificate in case of Ex-servicemen.
  - g) Scribe Certificate, if applicable (may be downloaded during filling-up of application)
  - h) Declaration from recognized Non creamy layer status in respect of OBC (NCL) candidates in prescribed format.
  - i) Certificate in the prescribed format issued by the competent authority in respect of J&K domicile.
  - j) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (20 kb-50kb)
  - k) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (10 kb-20kb)

## STEP 2: Already Logged in candidate log in to complete the process of filling online application form (Log In to Complete Process)

**Login to Apply Online**

>> [Fresh Candidate \(CLICK HERE\) to Create Log In](#)

>> [Already Logged In Candidate \(CLICK HERE\) to Complete Process](#)

- ➔ Already Logged In Candidate to visit the **website:** <https://jobapply.in/IREL/2019/Finance> and login by clicking [Already Logged in Candidates \(Click Here\) to Complete Process](#)

**Log In to Complete Process**


Email ID\*

Post Applied for --Select Post-- ▾

Discipline: ▾

Password\*

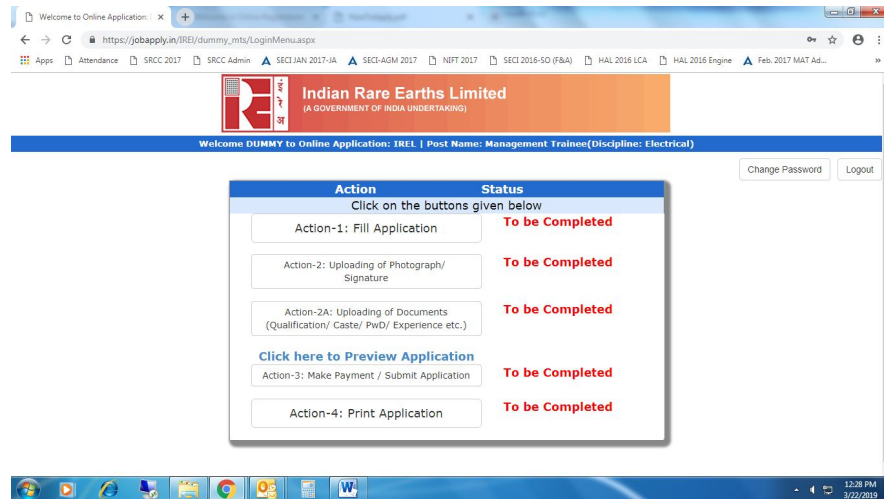
Enter Verification Code\*



[\(Click here to Refresh, if code is to be changed\)](#)

Fresh Candidate (CLICK HERE) to create Log In    [Forgot password](#)  
 Fields marked with \* are mandatory

- ➔ On clicking [Already Logged in Candidates \(Click Here\) to Complete Process](#) page will appear which will have buttons indicating 04 Actions which are to be completed for submission of online application form:



- ➔ **ACTION 1 : Fill Application (Click on the fill Application Form)**



- ➔ **STEP 1: Fill Personal Details (Click on the button to fill personal details)**

- ⇒ 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 Particulars, Address for Communication, requisite Qualification, Reservation Details, Experience Summary (if any), Language Known, Other Details.**
- ⇒ While filling the Personal Particulars, Address for Communication, Qualification, Ex-Servicemen Details, Experience Summary, Language Known, Other Details, please save the information by clicking the button **“Save Personal Details”** and click on **“Proceed Next”**.
- ⇒ In case you wish to edit any information you can do that by log in again using Email ID, Password, Post and Verification code after editing the information, make sure to save the information again by clicking the button **“Save Personal Details”**.
- ⇒ **Note: The information filled will not be saved unless the button “Save Personal Details” is clicked.**

- ➔ **STEP 2: Fill Qualification Details (Click on the button to fill qualification details)**

- ➔ 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 **Qualification Details.**
- ➔ While filling the Qualification Details, please save the information by clicking the button **“Save Qualification Details”** and click on **“Proceed Next”**.
- ➔ In case you wish to edit any information you can do that by log in again using EmailID, Password, Post and Verification code after editing the information, make sure to save the information again by clicking the button **“Save Qualification Details”**.
- Note: The information filled will not be saved unless the button “Save Qualification Details” is clicked**

- ➔ **STEP 3: Fill Experience Details (Click on the button to fill experience details)**

- ➔ Fill the details on the online application form by click on **“Add Experience”**. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the **Experience Details.**
- ➔ While filling the Experience Details, please save the information by clicking the button **“Save Experience Details”** and click on **close”**.
- ➔ Click on **“Submit Experience Details”** and click on **“Proceed Next”**.

- ➔ In case you wish to edit any information you can do that by log in again using Email ID, Password, Post and Verification code after editing the information, make sure to save the information again by clicking the button **Submit Experience Details** and click on **Proceed Next**.

**Note: The information filled will not be saved unless the button “Save Experience Details” is clicked**

#### ➔ **STEP 4: Fill Additional Details (Click on the button to fill Additional details)**

- ➔ While filling the Additional Information, please save the information by clicking the button **Save Additional Details** and click on **Proceed Next**.

#### ➔ **ACTION 2 : Upload Photograph and Signature**

- ⇒ **Upload Photograph** - Photograph must be a recent passport size colour picture. Photograph must not be more than 03 weeks old. Full Frontal of the face looking at the camera. Close up of head and top of shoulders. 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. Please note that the 02 copies of the same photograph must be retained till the selection process is completed. **The image should only be in .jpg or .jpeg format. Size of file should be between 20kb - 50kb.**
- ⇒ **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 between 10kb - 20kb. Please note that this signature would appear on Call Letter for Interview, and if it does not match the signature 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 - 20kb.**
- ⇒ **Click on “Proceed Next”**

#### ➔ **ACTION 2A : Upload Relevant Documents/Certificates**

Candidate is required to upload the scanned copies of all the relevant documents with regard to age, qualification, work experience, scale, CTC, Annual Turnover, Disability (as applicable) and other documents as asked for. Following documents are to be uploaded :

(a) Scanned Copies of documents (in JPEG/JPG format), as follows:

- ❖ Documentary proof of Date of Birth (Matriculation/10<sup>th</sup>/12<sup>th</sup>/HSC Certificate)
- ❖ Final/Provisional Degree/Certificate for Graduation & Post Graduation, as applicable
- ❖ Caste Certificate in respect of reserved categories in prescribed proforma (OBC Non-creamy layer)
- ❖ PWD Certificate in case of Persons with Disability candidates in prescribed format
- ❖ Service Certificate in case of Ex-servicemen.
- ❖ Scribe Certificate, if applicable (may be downloaded during filling-up of application)
- ❖ Declaration from recognized Non creamy layer status in respect of OBC (NCL) candidates in prescribed format.
- ❖ Certificate in the prescribed format issued by the competent authority in respect of J&K domicile.

- ⇒ **Click on “Save & Proceed to Submit Application”**

**Note: A candidate can apply for one discipline only. In case of multiple applications for the same discipline, the last application would be considered as final and all other applications made prior to the last-one, shall be treated**

#### ➔ **ACTION 3: Make Payment / Submit Application**

**Amount of Application Fee:-**

S. No.	Category	Fee Amount (In Rs. ) (Application Fees + Bank Charges)
01	UR	100/- + Bank Charges as applicable
<b>C</b> <b>a</b> 02	OBC(NCL)/PwDs/Ex-Serviceman/Women	No fees

**Candidate is required to make the payment through Debit Card / Credit Card / Internet Banking only. Keep the Debit Card / Credit Card / Internet Banking details handy.**

- 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, Date of Birth, Password and after editing the information, make sure to save the information again by clicking the button “**SAVE**”.
- On clicking the button “**MAKE PAYMENT**”; YOU WILL BE ROUTED TO Bank website where you have to make the payment by any one of the following options:
  - Debit Card
  - Credit Card
  - Net Banking

**1. Mode of Payment through Net Banking/Credit Card/Debit Card as per steps given below:**

- Put the details of your Net Banking Account or Debit /Credit Card 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 No. 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 letter and for any other information regarding Screening Test/Interview etc.

**2. Fee once paid will not be refunded under any circumstances.**

Fees paid by modes other than through Net Banking/Debit Card 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.**
- After successful payment, candidates are NOT required to send Application Form/any documents to IREL. The information furnished in the Application Form and Original certificates will, however, be scrutinized / verified at the time of interview.

**No Fees is required to be paid by OBC (NCL)/PwDs/Ex-Servicemen/Women candidates. On submitting application, the Action 3 will be completed and online Registration No. will be generated.**

➡ **ACTION 4: Print Application**

Now visit the IREL Registration Portal website: <https://jobapply.in/IREL/2019/Finance>

**Click on Print Application**

- ⇒ “**Registration No.**” will be generated along with Application Form.
- ⇒ Undertaking format will also be generated with application form. The undertaking format must be duly filled and signed by candidate only.
- ⇒ Candidates should keep note of the same as this will be used for downloading admit card for written test. Candidates should also retain their copy of printed application form.

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

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**STEP 3: Download the Admit Card for Written Test**

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- ⇒ On the basis of information given in the Online Application Form, Admit Card for Written Test of provisionally eligible candidates will be available for download from website: <https://jobapply.in/IREL/2019/Finance> as per schedule given on the website. Keep checking the website regularly for any updates.
- ⇒ Download Admit Card for Written Test –Re-login to the website: <https://jobapply.in/IREL/2019/Finance> A link for

downloading Admit Card for Written Test, containing the details of the time schedule, venue will be available.

- ⇒ Print Admit Card for Written Test - Take a printout of the Admit Card for Written Test. Candidates will not be allowed to appear in the Written Test without a valid Admit Card.
- ⇒ The same is also to be forwarded in your email id as provided in application form.
- ⇒ **NOTE: Candidates are advised to regularly check the website for updates.**