आईआरईएल (इंडिया) लिमिटेड
IREL (India) Limited
भारत सरकार का उपक्रम- परमाणु ऊर्जा विभाग
(A Govt. of India Undertaking – Dept. of Atomic Energy)
प्लॉटनं.1207,वीर सावरकर मार्ग, सिद्धि विनायक मंदिर के पास, प्रभादेवी, मुंबई-400028
Plot No.1207, Veer Savarkar Marg, Near Siddhivinayak Temple, Prabhadevi, Mumbai- 400028
CIN: U15100MH1950GOI008187

Advt.No.CO/HRM/36/2026

Advertisement for recruitment of Tradesman Trainees.

IREL (India) Limited is a Mini Ratna Category-I Central Public Sector Undertaking, under the Administrative Control of Department of Atomic Energy, having its Corporate Office at Mumbai and operating its Mineral Sand Mining and Mineral Processing Plants at Chavara (Kerala), Manavalakurichi (Tamil Nadu) & Orissa Sands Complex (OSCOM) (Odisha) to produce Ilmenite, Rutile, Zircon, Sillimanite, Garnet etc. IREL (India) Limited has also set up a Rare Earths Extraction Plant (REEP) at Odisha having capacity to produce about 11,000 ton Rare Earth Concentrate and a High Pure Rare Earths (HPRE) plant at RED, Aluva to produce refined Rare Earths in the form of Oxide/Compounds. IREL (India) Limited has also setup a joint venture with the Industrial Development Corporation of Odisha Limited for setting up a new Mineral Sand Mining and Mineral Processing Plant in Ganjam District in Odisha. Besides, company's upcoming prestigious projects include Rare Earth and Titanium Theme Park at Bhopal, Madhya Pradesh.

In order to support future growth and manage transformation challenges, IREL invites applications from eligible, qualified, talented, energetic, and dynamic Indian Nationals for the following posts on Regular Basis:

1. IMPORTANT DATES:

i.	**Opening date for On-line Registration of Applications**	**24.10.2026 (10:00 HRS)**
ii.	**Last date of On-line Submission of Applications**	**13.11.2026 (18:00 HRS)**

2. DETAILS OF POSTS:

Sl	Name of Post	No. of Posts	Educational Qualification	Post Qualification Work Experience
1	**Tradesman Trainee (Fitter)** OSCOM, Chhatarpur, Odisha - 32 Chavara, Kerala - 26 Manavalakurichi, Tamil Nadu - 20 RED, Aluva, Kerala - 13 REPM, Vishakhapatnam, Andhra Pradesh - 1 RETTP, Bhopal - 1	93	ITI / NAC in Fitter trade	Two years' experience in the Fitter trade/ Discipline in a reputed Industrial Establishment including on the Job Training, Apprenticeship training, if any.
2	**Tradesman Trainee (Electrician)** OSCOM, Chhatarpur, Odisha - 4 Chavara, Kerala - 3 Manavalakurichi, Tamil Nadu - 4 RED, Aluva, Kerala - 1	12	ITI / NAC in Electrician trade Essential - Valid statutory licence	Two years' experience in the Electrician trade/ Discipline in a reputed Industrial Establishment including on the Job Training, Apprenticeship training, if any.
3	**Tradesman Trainee (Instrumentation)** OSCOM, Chhatarpur, Odisha - 4 REPM, Vishakhapatnam, Andhra Pradesh -1 RETTP, Bhopal - 1	6	ITI / NAC in Instrumentation trade.	Two years' experience in the Instrumentation trade/ Discipline in a reputed Industrial Establishment including on the Job Training, Apprenticeship training, if any.
4	**Tradesman Trainee (Attendant Operator Chemical Plant)** Chavara, Kerala - 4 RED, Aluva, Kerala -11 REPM, Vishakhapatnam, Andhra Pradesh - 3 RETTP, Bhopal - 2	20	ITI / NAC in Attendant Operator (Chemical Plant) or + (plus) 2 Science (Intermediate/Higher Secondary) with Chemistry as one of the subjects & 50% marks in aggregate.	Two years' experience in operation of Chemical and allied Process Industry including apprenticeship training, if any.

Educational qualification for IREL internal candidates: SSC with 4 years experience in the relevant trade/operation.

Note

(a) **Upper Age Limit:** 35 Years as on the 'Closing date' of submission of applications. Age relaxations as applicable as per the rules.

(b) The period of apprenticeship under the Apprenticeship Act, 1961 will be counted towards post- qualification experience.

(c) Teaching/Research Fellowship experiences will **NOT** be considered towards post qualification experience.

(d) In case a course of study offers dual specialization in two functional areas i.e. in one major

discipline and in one minor discipline, the applicant shall be considered only in the discipline of major specialization. However, if there is no such difference, applicant can be considered in either discipline subject to documentary evidence. In this regard, the Applicant needs to produce a certificate issued by the competent authority showing Major and Minor area of specialization or equal weightage of both disciplines whichever is applicable. In case a course of study does not explicitly provide any specialization, the Applicant needs to upload a certificate issued by the competent authority showing equivalency to the prescribed qualification.

(e) The courses mentioned above should be of full-time/regular nature and should be recognized by the State/Central Government/UGC/AICTE (as applicable).

(f) In case of any dispute arising about admissibility of any qualification, the decision of IREL shall be final and binding.

(g) Candidate should possess good communication and behavioral skills.

(h) Knowledge of working in an automated environment and proficiency in office automation tools are essential.

(i) With respect to all the above posts, the areas/fields in which experience is sought for, includes but is not limited to those listed in the above tables.

3. UNIT-WISE DISCIPLINE-WISE RESERVATION OF VACANCIES:

Sl	Name of Post	Unit-wise vacancies	UR	EWS	SC	ST	OBC-NCL	Total
1	Tradesman Trainee (Fitter)	OSCOM, Chhatarpur, Odisha	16	3	2	-	11	**32**
		Chavara, Kerala	11	2	3	3	7	**26**
		Manavalakurichi, Tamil Nadu	12	2	3	3	-	**20**
		RED, Aluva,Kerala	8	1	1	-	3	**13**
		REPM, Vishakhapatnam Andhra Pradesh	1	-	-	-	-	**1**
		RETTP,Bhopal	1	-	-	-	-	**1**
		Total vacancies						**93**
2	Tradesman Trainee (Electrician)	OSCOM, Chhatarpur, Odisha	3	1	-	-	-	**4**
		Chavara, Kerala	3	-	-	-	-	**3**
		Manavalakurichi,Tamil Nadu	4	-	-	-	-	**4**
		RED, Aluva,Kerala	1	-	-	-	-	**1**
		Total vacancies						**12**
3	Tradesman Trainee (Instrumentation)	OSCOM, Chhatarpur, Odisha	4	-	-	-	-	**4**
		REPM, Vishakhapatnam Andhra Pradesh	1	-	-	-	-	**1**
		RETTP,Bhopal	1	-	-	-	-	**1**
		Total vacancies						**6**
4	Tradesman Trainee (AOCP)	Chavara, Kerala	3	-	-	-	1	**4**
		RED, Aluva,Kerala	7	1	1	-	2	**11**
		REPM, Vishakhapatnam Andhra Pradesh	3	-	-	-	-	**3**

		RETTP,Bhopal	2	-	-	-	-	**2**
		Total vacancies						**20**

NOTE: Candidates can apply for vacancy of only one (01) Unit/location and against one (01) 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 will be considered as final and all other applications submitted prior to the last-one, shall be treated as null and void. Five percent of vacancies are reserved for compassionate appointments and shall be dealt with as per Company policy.

4. PAY AND ALLOWANCES:

Post category	**Pay and Allowances**
During Training period	The Selected Candidates shall be engaged as Trainees and will undergo 1(one) year training as per Company policy and shall be paid consolidated stipend of **Rs.34,200/- per month** during the training period. They will also be paid HRA at the rates applicable at their place of posting if company bachelor accommodation is not provided, on the minimum pay of the Scale of Pay of W-3 grade (Rs 22,000/-). Medical facility for self and dependent family members shall also be extended, as applicable to W-3 grade employees.
Upon absorption in regular post	On successful completion of one year training the Trainees may be absorbed in W-3 Grade as 'Tradesman' in the respective trade, in the Pay Scale of Rs.22,000-88,000/-. In addition to Basic Pay, candidates on appointment to regular post will be eligible for Industrial Dearness Allowance, HRA based on place of posting if Company accommodation not provided, other allowances as applicable to the post, annual increments, benefits such as Leave Encashment, medical facility for self and dependent family members, loans and advances, life insurance, Incentives, Uniforms, etc. as per relevant rules of the Company, in force, from time to time. The incumbent will also be eligible for post-superannuation benefits viz Medical, PF, Gratuity, Pension, etc., as applicable. The approximate CTC per annum upon appointment to regular post (W-3 grade) will be Rs.6.5 lakhs per annum*.

*****CTC is calculated by considering 20% HRA (Y class city). CTC may vary depending on the actual place of posting.

5. PLACE OF POSTING:

The place of posting, if selected, will be as chosen by the candidate at the time of application. No request for change in place of posting will be considered.

However, the job is transferrable and employees are liable to be transferred to any of the Units/ Offices/ projects sites of IREL. Only candidates willing to serve anywhere in India should apply.

6. AGE RELAXATION:

Age relaxation for various categories shall be as under:

Category		Relaxation allowed (in years)	
UR/EWS		Nil	
OBC(NCL)		3	
SC/ST		5	
i	PwBD	UR/EWS	10
ii	PwBD	OBC(NCL)	10+3
iii	PwBD	SC/ST	10+5
Ex-Servicemen		By the length of military service increased by 3 years in case of Ex-Servicemen and commissioned officers including ECOs/SSCOs for appointment by direct recruitment subject to applicable rules.	
Central/State Govt./ Semi-Govt./ PSU/Govt. autonomous organisations (regular employees)		All categories	5
Domicile of J&K during the period from 01.01.1980 to 31.12.1989		UR/EWS	5
		OBC(NCL)	5+3
		SC/ST	5+5
IREL internal candidates*		10	

*IREL Internal candidates means the employees of IREL who are appointed in the regular rolls of the Company.

Note:

a) The maximum age of the candidate after all applicable age relaxation should not exceed 50 years.
b) Ex-servicemen whose assignment is due to be completed within one year other than by way of dismissal or discharge on account of misconduct or inefficiency, are also eligible to apply. However, in case of selection, the selected candidate should join the post within the date specified.

7. RESERVATION & RELAXATION:

(a) Directives/guidelines regarding Reservations and Concessions issued by the Government of India from time to time shall be applicable.

(b) Candidates who claim to belong to EWS / OBC (NCL) / SC/ST / PwBD/ Ex-Servicemen category should necessarily upload valid EWS / OBC (NCL) / SC/ST / Disability Certificate / Discharge Certificate, as the case may be, issued by the Competent Authority.

(c) Age Relaxation for SC/ST/OBC(NCL)/PwBD (Degree of Disability 40% & above)/Ex-Servicemen candidates will be as per Government of India guidelines and the same will be

extended only if valid SC/ST/OBC(NCL)/Discharge Certificates (as applicable) are uploaded at the time of registration of application.

(d) Wherever there is no reservation for OBC(NCL)/SC/ST categories in a particular post, candidates belonging to OBC(NCL)/SC/ST categories applying against unreserved vacancies shall be considered under general (UR) standard of merit and no relaxation in age/marks will be extended.

(e) **Fee concession**: SC/ST/PwBD/Ex-servicemen/Women/Internal Candidates are exempted from payment of application fee. However, they have to pay a non- refundable amount of INR.354/- (inclusive of 18% GST) towards processing fee.

(f) Candidates belonging to OBC "Creamy Layer" are not entitled to avail any concession otherwise extended to OBC (NCL) category. Such candidates have to indicate their category as UR.

(g) Candidates belonging to OBC (Non Creamy Layer) category should upload latest OBC (NCL) certificate, issued or after **01.04.2026** in the prescribed format (applicable for purpose of reservation in appointment to posts under Government of India) issued from Competent Authority.

(h) Candidates belonging to Economically Weaker Sections (EWS) should upload latest Income & Asset certificate for Economically Weaker Sections valid for the **year 2026-27,** in the prescribed format (applicable for purpose of reservation in appointment to posts under Government of India).

(i) PwBD candidates should possess valid disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016). Such certificate shall be subject to verification/re-verification as may be decided by the Competent Authority.

(j) Category (EWS/SC/ST/OBC (NCL)/PwBD/Ex-servicemen) once filled in the online application form cannot be changed and no benefit of any other category will be admissible at later stage.

(k) **Suitability of PwBD candidates:** Considering the nature of job attached to each of the position no post is suitable for PwBD candidates.

8. FORWARDING OF APPLICATIONS OF CANDIDATES FROM GOVT. AND PUBLIC SECTOR UNDERTAKING.

(a) Persons employed in State / Central Government / Semi-Government / Autonomous Bodies / State and Central PSUs etc. are required to forward their applications along with all relevant documents through proper channel or produce 'No Objection Certificate' (NOC) at the time of Skill test.

(b) In the event of selection, candidates from Central Public Sector Enterprises (CPSEs) listed under DPE will be entitled to transfer of service benefits provided his / her application is forwarded through proper channel.

(c) In the event of selection, all such candidates will be allowed to join IREL only on production of proper relieving order from their previous employer.

(d) Internal candidates are required to forward printout of online application form to Recruitment Section, Corporate Office, Mumbai through proper channel.

9. MODE SELECTION

(a) The mode of selection for all the posts will consist of (i) Written Test followed by (ii) Skill Test (Trade Test / Computer Proficiency Test) as applicable and/or any combination

thereof as may be prescribed or decided by the Competent Authority. The written test will be Computer Based Test (CBT).

(b) Candidates fulfilling the eligibility requirements/criteria viz. Age, qualification, experience, etc. as declared by them in the online application form will be called for written test (objective type) comprising of Multiple-Choice Questions.

(c) The question paper booklet for written test will be in bi-lingual form i.e. both Hindi & English. However, in case of any typographical error in Hindi, the English version of the question shall be considered as valid.

(d) IREL reserves the right to cancel / withdraw any question / questions from the written test even at the time of evaluation, if required.

(e) The written examination will be held for a duration of 2 Hours (in one sitting) consisting of two sections. Section-I will consist of 100 multiple choice questions on Professional Knowledge in relevant trade/discipline and Section-II will consist of 50 multiple choice questions on General knowledge, Logical reasoning, Numerical ability and English. Each correct answer will carry 1 mark. There will not be any negative marking for any wrong answer. No marks will be awarded for un-attempted questions. The minimum marks required in the computer based test to qualify for next selection process will be as under:

GENERAL(UR), EWS	Minimum 50% marks in each section
SC / ST / OBC-NCL	Minimum 45% marks in each section

(f) Based on the performance of the candidates in the Written Test/Computer Based Test (CBT), they will be called for further selection, as follows:

(i) Candidates who qualify Written Test/CBT shall only be called for Skill test i.e. TradeTest/Computer Proficiency Test (as applicable), in order of merit, in the ratio of **1:5** (5 candidates against each post).

(ii) The Skill test/s would be qualifying in nature only.

(iii) The candidates who fail to qualify skill test will not be considered for further selection process, irrespective of their score in the written test/CBT.

(iv) Final selection of the candidates who qualify the Skill Test will be based on the marks obtained in the written test/CBT only.

(v) Trade-wise and Category-wise final Merit list will be prepared for each Unit of the company separately, based on the 'Unit' and 'Trade' opted by the candidate while submitting online application form.

Note:

(i) Only those candidates who qualify the Skill test shall be included in the final merit list/Selection list, prepared on the basis of performance in the 'written test/CBT'.

(ii) Document verification of provisionally selected candidates will be done prior to issuance of offer letters.

10. EXAM CENTRES :

The Written Test /CBT shall be conducted at centres tentatively at following locations.

Sl	State	Venues for exam centre
1	Maharashtra	Mumbai, Nagpur
2	Odisha	Bhubaneswar, Berhampur,
3	Kerala	Trivandrum, Kochi
4	Madhya Pradesh	Bhopal, Indore

5	Tamilnadu	Chennai, Nagercoil
6	Andhra Pradesh	Vishakhapatnam, Vijayawada

Candidates may opt/choose two examination centres in order of their preferences. The centre(s) opted will not be changed at a later stage after submission of Application Form. IREL reserves the right to allocate any examination centre or change the centre opted by the candidate.

11. PRE-EMPLOYMENT MEDICAL EXAMINATION:

Before joining services, the selected candidates will have to undergo medical examination as prescribed by the Company. Their appointment is subject to their "Medical Fitness' for such post for which they have been selected and the decision of the Competent Authority will be final and binding.

12. CHARACTER & ANTECEDENTS VERIFICATION:

Appointment of selected candidates is further subject to verification of 'Character and Antecedents', 'Special verification' and verification of experience from the concerned authorities, as per rules of the company.

13. WAIT-LIST OF SELECTED CANDIDATES:

A reasonable Trade-wise and Category-wise wait-list will be prepared for each Unit separately and the same will be valid for a period of one year. Waitlist will be invoked only when requirement for the same arises.

14. GENERAL CONDITIONS AND INSTRUCTIONS:

(a) Only Indian nationals need to apply. Mere submission of application will not entail right for being screened in or for claiming appointment.

(b) The cut-off date for reckoning eligibility for educational qualifications, age and experience will be **13.11.2026** (closing date of submission of online application).

(c) Candidates will be called for further stage of selection on the basis of information declared by them in online application. They are required to produce all original documents, in support of their claim of meeting eligibility criteria at the time of document verification, failing which such candidates will be eliminated from the recruitment process and travelling expenses, if any, will not be reimbursed to them.

(d) Candidates already removed from the service / terminated by the company or have deserted their employment in IREL (India) Limited will not be considered.

(e) Persons who have retired from the Govt./PSUs including IREL (India) Limited under the Voluntary Retirement Scheme (VRS) are not eligible to apply.

(f) Candidates are advised to ensure while applying that they fulfil the eligibility criteria and other requirements mentioned in the advertisement and that the particulars furnished by them are correct in all respects. Their candidature at every stage is purely provisional. In case it is detected at any stage of recruitment process that the candidate does not fulfil the eligibility criteria and/or does not comply with other requirements of this advertisement and/or he/she has furnished any incorrect or false information or has suppressed any material fact, his/her candidature is liable to be rejected. If any of the above shortcomings is/are detected even after appointment his/her services will be terminated without any notice.

(g) The number of posts and the reservation mentioned are tentative. Depending on the requirements, the Company reserves the right to increase/curtail/cancel the number of posts without any further notice and without assigning any reasons thereof. IREL also reserves the right to cancel/restrict/modify/alter the advertisement/recruitment process and/or the selection process without issuing any further notice or assigning any reason whatsoever.

(h) If the SC/ST/OBC (NCL)/ EWS/Disability certificate has been issued in a language other than English/ Hindi, the candidates should submit a self-certified translated copy of the same either in English or Hindi.

(i) Candidature of a registered applicant is liable to be rejected at any stage of recruitment process / Candidate's employment will be terminated / cancelled after recruitment, on or after joining if; any information / documents submitted by the candidate is found to be false or the candidate has suppressed any relevant information or if not found to be in conformity with eligibility criteria mentioned in the advertisement.

(j) Communications regarding written test/skill test, etc. will be sent through e-mail only.

(k) In order to regulate the number of candidates to be called for the test, the Management reserves the right to raise the minimum eligibility standards/criteria.

(l) Merely meeting the advertised qualification, experience and other specification does not entitle a candidate to be called for written test/skill test. Only short-listed candidates will be called for the Tests.

(m) Generation of registration slip does not imply acceptance of application or eligibility for the post.

(n) The company reserves the right not to select any candidate for any post, if suitable candidate/s is/are not found.

(o) Verification of original certificates / documents with regard to age, qualification, work experience, scale, category/disability (as applicable) and other documents as asked for will be done before issuance of appointment order, at the time and date decided for the same which will be intimated to the concerned candidates through e-mail. The candidature of a candidate shall be cancelled at any point of time if the candidate is found not meeting the eligibility criteria or not presenting themselves at the prescribed time and dates.

(p) Candidates called for Skill Test/Trade Test, as applicable, will be reimbursed to and fro 2nd class Sleeper rail fare from the nearest Railway station of the correspondence address provided by the candidate to the place of test by the shortest route, as per the rules of the company, on production of tickets. Candidates travelling through other modes will be reimbursed the expenses limited to 2nd class Sleeper rail fare.

(q) No traveling expenses will be paid to candidates appearing for the written test/CBT.

(r) All the above conditions of qualification, experience, age limit etc. are also applicable to the internal candidates of IREL.

(s) Eligible and interested candidates are advised to apply well before the last date. IREL management will not be responsible for any delay in submission of application caused due to the queries raised by the applicant and non-receipt of response thereof.

(t) Records of the candidates not selected shall not be preserved beyond 01 year from the date of skill test or publication of next advertisement for the post(s), whichever is earlier.

(u) No request for change of Mailing address/email ID/category/posts and other information as declared in the application will be entertained.

(v) Any legal proceedings in respect of any dispute with regard to the recruitment against this advertisement can be instituted only in Mumbai. Only Courts/Forums/Tribunals at Mumbai shall have the sole and exclusive jurisdiction to try any such Case/Dispute.

(w) In case of any typographical errors or omissions/clarifications/corrigendum/ addendum in respect of the above advertisement shall be made available only on our official website http://www.irel.co.in. Prospective applicants are therefore advised to visit IREL website http://www.irel.co.in on regular basis for the above purpose.

(x) 'Incomplete application', in any respect shall be rejected and no further correspondence shall be entertained.

(y) All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the company's website only. Candidates are advised to check their email/visit IREL website regularly for updates.

(z) Company will not be responsible for any loss of email sent, due to invalid/wrong Email ID provided by the candidate or due to any other reason.

(aa) In case of any problems faced by the candidates while submitting online application, they may send an email to company's email id: hrmrect-ho@irel.co.in.

(bb) Resolution of doubts: In case of any doubts as well as interpretation, the decision of IREL shall be final and binding.

(cc) In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, English version shall be final.

(dd) Any attempt for canvassing, directly or indirectly, by or for the applicant his/her candidature will be cancelled.

15. HOW TO APPLY

(i) Interested and eligible candidates may apply online through recruitment portal of IREL (India) Limited by visiting IREL website www.irel.co.in. Applicants are requested to check the details/information/documents uploaded carefully before final submission of application on the recruitment portal.

(ii) **APPLICATION FEE:** Non-refundable fee of INR.826/- (inclusive of GST) (Rs 472/- towards application fee and Rs 354/- towards processing fee) is payable through online at the time of submission of online Application Form. No other mode of payment of Application Fee will be accepted. Application Fee once paid will not be refunded under any circumstances and no correspondence shall be entertained in this regard. Candidates are, therefore, advised to verify their eligibility before payment of Application Fee.

(iii) SC/ST/PwBD/ESM category candidates, Women and Internal candidates are exempted from payment of application Fee. However, they have to pay a non-refundable amount of INR.354/-(inclusive of GST) towards processing fee.

Category	Application Fees	Processing Fees	Total Fees
UR / EWS / OBC (NCL) candidates	INR 472/- (inclusive of GST)	INR 354/- (inclusive of GST)	INR 826/-
SC /ST / PwBD/ ESM/ Women / IREL internal candidates	Exempted	INR 354/- (inclusive of GST)	INR 354/-

(iv) Applicants are requested to keep their registered mobile and email account active till conclusion of the recruitment process. All updates will be shared through the registered mobile and email only.

(v) Following documents are required to be uploaded while submitting online application.
   i) A valid Category certificate in respect of SC/ST/OBC (Non-creamy layer)/EWS, etc. as applicable, on proforma prescribed by Government of India.
   ii) A valid Service certificate for Ex-servicemen, as applicable.

(vi) Candidates shortlisted for skill test shall necessarily submit/upload following documents at the time of registering for or attending the skill test for verification failing which they will not be allowed to appear for Skill test and for further recruitment process.
   i) Identify proof i.e. Aadhaar card.
   ii) Age proof (Birth Certificate (or) SSLC / Matriculation Mark Sheet).
   iii) Proof towards Minimum Qualifications, i.e. ITI/NAC in the relevant trade.
   iv) Documentary proof in support of 'post-qualification work experience' like Experience Certificate, Appointment order, and Pay slips etc. with present and past employers.

Note - In case a candidate fails to produce the requisite document at any stage of the recruitment their candidature shall be summarily rejected.

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16. INSTRUCTIONS FOR SUBMISSION OF ONLINE APPLICATION

A. GENERAL INSTRUCTIONS	
1.	Read the Instructions carefully and click the "**Click here**" Hyper Link button in front of the "**To Register**" bullet item for registration for Online Application of IREL (India) Limited.
2.	For detailed notification, please click the **"Click here"** Hyperlink button in front of the **"To read Advertisement"**. Please read it carefully before filling the online application.
3.	Before start of filling-up of application through online mode, the candidate should keep ready, the following details/documents: a) Valid E-mail ID & Mobile Number. b) Scanned copy of the recent passport size color Photograph *(not older than 3 months)*. Candidates should ensure that the same photograph is used throughout this recruitment process. c) Scanned signature in JPG/JPEG format. d) Other required documents as per the advertisement.
4.	SC/ST/EWS/Persons with Benchmark Disabilities/Ex-Servicemen candidates are exempted from payment of online application fee.
B. HOW TO APPLY	
1.	Candidates should have a valid personal E-mail ID and Mobile Number. The E-mail ID and Mobile Number entered by the candidate in his/ her Online Application Form must remain valid throughout the recruitment process. Application Sequence Number, password and all other important communication will be sent on the same registered e-mail ID & Mobile No. (Please ensure that email sent to the mailbox of registered E-mail ID is not redirected to junk /spam folder).
2.	Candidates should take the utmost care in furnishing / providing the correct details while filling-up the online application. **YOU CAN EDIT THE INFORMATION ONLY BEFORE SUBMISSION OF APPLICATION. ONCE THE FORM IS SUBMITTED, IT CAN NOT BE EDITED.**
3.	The process for submitting the application is given below: **Step-I:** Registration of Personal Details and Contact details. User-Id and password will be sent through e-mail / SMS on registered E-Mail and Mobile Number. **Step-II**: Re-Login to complete the fields of Personal Details, Additional Details, Communication Details, Qualification Details, Declaration, upload relevant Documents including photo and signature and to submit Application Fee (wherever applicable) online via Payment Gateway.
4.	Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case / circumstances and neither the same shall be held reserved for any other recruitment OR selection process.
C. STEP-I: REGISTRATION/SIGN-UP	

1.	The candidate should fill up all the required information, i.e., Personal Details, Contact Details, etc. correctly and press Generate OTP button.
2.	OTPs will be sent to the candidate's Mobile No. & E-mail ID, separately. The candidate must enter both OTPs to verify Mobile No. & E-mail ID, respectively.
3.	Candidates agreeing the terms & conditions may apply by clicking **'I Agree'** Check box given after the Declaration and then re-verify the selected/entered values by clicking the **"Re-verify"** button and then ticking the Check Boxes, if the entered values are displayed correctly, and pressing the **"Submit"** button.
4.	After clicking **SUBMIT** button/ tab, the candidates will receive Application Sequence No. (User ID) & Password on their E-mail ID and Mobile No. Now, candidate has to Click **"Go to Application"** button (given on top right corner) to reach to Step-II.
D. STEP-II: FILLING-UP OF APPLICATION	
1.	After signing-up, candidate can either go to the Step-II (for filling up application details) by clicking the **"Go To Application"** button OR if the candidate has logged out after registration then the candidate can re-login by entering the User Id and Password on Login page and then clicking on **"LOGIN"** button for login. Then the candidate has to click on "Go To Application" button at top right corner for filling-up Personal Details, Additional Details, Communication Details, Qualification Details, Declaration, Upload relevant Documents including photo and signature. After filling all required details Candidate must submit the application and pay applicable Application Fee via online Payment Gateway.
2.	Instructions regarding scanning of Photograph, Signature: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below: • Photograph Image: ○ Please upload one recent passport size photograph with white background (not more than 3 months old). ○ Photographs in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face. ○ The size of the image should be min. 100 KB and max. 200 KB. ○ Image should be .jpg or .jpeg format. ○ Scanner dpi should be 200 dpi. ○ The dimension should be 3.5 cm (width) x 4.5 cm (height). • Signature image: ○ The applicant has to sign on white paper with Black ink pen. ○ The signature must be signed only by the applicant and not by any othe person. ○ Please scan the signature area only and not the entire page. ○ Please upload your recent signature: min. 80KB to 150KB (only .jpeg or .jpg format).
3.	After uploading relevant Documents including Photograph and Signature, click on "Preview" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on "Submit" tab. Once the application is submitted, candidates automatically will be redirected to payment gateway to deposit the fee.
4.	Guidelines for remittance of fee are as under: • Post submission, the candidate will be re-directed to payment gateway to make the online payment of application fees. • Kindly verify the details and make the payment for application fees. • Post successful payment of application fees, candidate will be redirected to his/her application form.

	• Candidate may keep Payment Acknowledgement Slip (If Applicable) with him/her for future use.
5.	**Printing of the submitted Application Form: -** On successful submission of the Application Form and after payment of the Application Fee, the candidate should print his/ her Application Form, containing the details submitted by the candidate, by pressing "PRINT" button and saving/ printing his/ her Application Form in PDF form. **PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.**
6.	More than one registration / application should not be submitted by any candidate for any particular post. In case of multiple applications, the applicant should note that only the online application with higher "Application Sequence Number" shall be entertained and fee paid against one "Application Sequence Number" shall not be adjusted against any other "Application Sequence Number".
7.	Technical queries/clarifications relating to the filling up of ONLINE APPLICATION may be raised in the Helpdesk Tab available on the application portal after login or please feel free to contact **"Help Desk" Phone No: 022-61087577** between Monday to Friday (During 10 AM to 5 PM).

NOTE:

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. IREL (INDIA) LIMITED SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST-MINUTE RUSH.
2. PLEASE RETAIN THE PRINT-OUT OF APPLICATION FORM & PAYMENT ACKNOWLEDGEMENT SLIP (If applicable) FOR FUTURE REFERENCES. AFTER LAST DATE OF ONLINE SUBMISSION OF APPLICATION, THE OPTION OF TAKING PRINT OUT OF APPLICATION FORM WILL NOT BE AVAILABLE.
3. CANDIDATES ARE NOT REQUIRED TO SUBMIT PRINTOUTS OF THEIR APPLICATIONS OR ANY OTHER DOCUMENTS TO IREL (INDIA) LIMITED, EITHER BY POST OR IN PERSON.

IMPORTANT DATES	
1. Opening Date for Online Registration of Application	**24.10.2026**
2. Last Date of submission of Online Application with Fee through Debit/Credit Card/Net Banking/Wallets/UPI. *(Payment of Application Fee through online payment gateway)*	**13.11.2026**

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