



Indian Rare Earths Limited

Application Format

(Please fill in **BLOCK** Letters only)

Affix your recent
passport size
photograph

a) Reference: **Advertisement No. HRM/P/2016/1**

b) Application for the post of _____

c) Name in full :

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Surname

First Name

Middle Name

d) Father's Name :

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Surname

First Name

Middle Name

e) Husband's Name :

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Surname

First Name

Middle Name

f) Nationality

g) State of Domicile:-

h) Gender:-

Male	Female
<input type="checkbox"/>	<input type="checkbox"/>

i) Marital Status:-

Married	Unmarried	Widower	Divorcee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

j) Date of Birth:

k) Age as on : **30.11.2016**

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D

D

M

M

Y

Y

Y

Y

Year

Months

Days

l) Whether age relaxation is sought Yes ☐ No ☐

m) Relaxation in Age (if sought): No. of Years Under Category / Sub-Category

n) Category :

GEN	OBC (NCL)	SC	ST	Ex-Serviceman
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than general).

o) Religion : (Please Tick)

HINDU	MUSLIM	CHRISTIAN	SIKH	SPECIFY IF OTHERS

p) Permanent Address:

STATE		PIN CODE							

q) Local Address/Address for communication:

STATE		PIN CODE							

r) Nearest Railway Station: _____

s) Contact Details:

Contacts Name	STD Code	Telephone No.	Mobile No.
Fax No.: E-mail:			

t) Details of relatives already employed in IREL and the relationship with such employee, if any :

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u) Educational/Technical Qualification :

Sr.No.	Degrees (with Discipline)	Name of Institute	Name of University	Year & Month of Passing	% of marks obtained	Class/ Division
1						
2						
3						
4						
5						

v) Work Experience-Post Qualification: (Mention of Pay/Pay Scale Compulsory)

Name of Organisation 1	Type of Org. Govt./ PSU/PVT 2	Post(s) held 3	From 4	To 5	Years & Months 6	Scale of Pay and annual gross salary/CTC 7	Job Responsibility 8

Note: You may attach additional sheet to the hard copy for qualification/Experience if the space above is insufficient. Please attach documentary proof in support of above mentioned column 7.

w) Extra Curricular activities: _____

x) If selected specify the minimum required joining time: _____

y) Languages known : (i) Mother tongue _____

(ii) Other languages _____
(Read, write and speak)

Place: _____

Date: _____

(Signature)

UNDERTAKING

1) Name of the applicant : _____

2) Age as on **30.11.2016**:

Years	Months	Days	

3) Date of Birth if you are seeking age relaxation :
(applicable for SC/ST/OBC-NCL/Ex-servicemen/PwD)

D	D	M	M	Y	Y	Y	Y

4) Whether valid certificate for the above claim of age relaxation is attached :

Yes ☐ No ☐

5) Professional Qualification : _____

i) Duration of the course : _____

ii) Mode of study/Learning

Full time	Part time	Correspondence	Distance

(Tick the appropriate box).

iii) Whether the course is approved by AICTE :

Yes ☐ No ☐

6) Whether you possess the prescribed UGC/Autonomous Institutions qualifications and post qualification experience and fulfilling the job profile as per Advertisement. :

Yes ☐ No ☐

7) If you are working in a Govt./PSU/Autonomous body:

i) Whether you have 2 years post qualification experience (out of the total post qualification experience) in the immediate below pay scale or equivalent IDA/CDA pattern of scale.

Yes ☐ No ☐

ii) Whether you have forwarded your application through proper channel or furnished N.O.C.

Yes ☐ No ☐

8) If you are working in a Private Sector Organisation:

i) Whether you fulfill the criteria of Annual Turnover more than Rs.100 Crores for the period of **2014-15 & 2015-16** of the organization in which you are working.

Yes ☐ No ☐

ii) Whether your Annual gross salary or CTC for the above period is as per the advertisement.

Yes ☐ No ☐

- 9) Please attach self-attested photocopy of each of the following Certificates / Mark sheets / Documents and mention details in columns.

Sl. No.	Description	Reference No. of the Certificate	Date of Issue
(1)	Proof of Date of Birth		
(2)	Certificate in respect of prescribed Qualification		
(3)	Marksheet of prescribed Qualification		
(4)	Experience Certificate (as applicable)		
(5)	Annual Turnover of the organization (for private sector candidates).		
(6)	Gross Annual Salary/CTC (for private sector candidates).		
(7)	Caste Certificate (if applicable) / Non-creamy layer certificate for OBC.		
(8)	NOC (if working in Govt./PSU)		
(9)	Discharge Certificate from Defence Services (for Ex-serviceman).		
(10)	Any other		

I hereby declare that all statements as mentioned in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above being found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualification/experience for the post, my candidature will be rejected ab-initio and I will not have any right to attend the interview nor will have the right to claim Travelling expenses for attending the interview. If any shortcoming(s) is/are detected even after appointment, my services may be terminated.

Place:

Date:

(Signature)