|  |  |  |
| --- | --- | --- |
| Logo only | **Indian Rare Earths Limited** | Affix your recent passport size photograph |
|  |
| **Application Format** |
| (Please fill in **BLOCK** Letters only) |
|  |
|  | Reference: | **Advertisement No. HRM/P/2016/1** |
|  | Application for the post of  |  |  |
|  |  |  |  |
|  | Name in full : |  |
|  |  |  |  |
|  | Surname | First Name | Middle Name |
|  |
|  | Father’s Name : |
|  |  |  |  |
|  | Surname | First Name | Middle Name |
|  |
|  | Husband’s Name : |
|  |  |  |  |
|  | Surname | First Name | Middle Name |
|  |
|  | Nationality |  |  | State of Domicile:- |  |
|  |
|  | Gender:- |  |  | Marital Status:- |  |
|  | Male | Female |  |  | Married | Unmarried | Widower | Divorcee |
|  |  |  |  |  |  |  |  |  |
|  |
|  | Date of Birth: |  | Age as on : **30.11.2016** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | D | D | M | M | Y | Y | Y | Y |  | Year | Months | Days |  |
|  |
|  | Whether age relaxation is sought | Yes |  | No |  |  |
|  |
|  | Relaxation in Age (if sought): No. of Years |  | Under Category / Sub-Category |  |
|  |
|  | Category : |
|  | GEN | OBC (NCL) | SC | ST | Ex-Serviceman |
|  |  |  |  |  |  |
|  | (Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than general). |
|  |
|  | Religion : (Please Tick) |
|  | HINDU | MUSLIM | CHRISTIAN | SIKH | SPECIFY IF OTHERS |
|  |  |  |  |  |  |
|  | Permanent Address: |
|  |  |
|  |
|  | STATE |  |  | PIN CODE |  |  |  |  |  |  |
|  |
|  | Local Address/Address for communication: |
|  |  |
|  |
|  | STATE |  |  | PIN CODE |  |  |  |  |  |  |
|  |
|  | Nearest Railway Station: |  |  |
|  |
|  | Contact Details: |
|  | Contacts Name | STD Code | Telephone No. | Mobile No. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |
|  | Fax No.: |  |  | E-mail: |  |
|  |
|  | Details of relatives already employed in IREL and the relationship with such employee, if any : |
|  |  |
|  | Educational/Technical Qualification : |
|  | Sr.No. | Degrees(with Discipline) | Name of Institute | Name of University | Year & Month of Passing | % ofmarks obtained | Class/ Division |
|  | 1 |  |  |  |  |  |  |
|  | 2 |  |  |  |  |  |  |
|  | 3 |  |  |  |  |  |  |
|  | 4 |  |  |  |  |  |  |
|  | 5 |  |  |  |  |  |  |
|  |
|  |
|  | Work Experience-Post Qualification: (Mention of Pay/Pay Scale Compulsory) |
|  | Name of Organisation | Type of Org.Govt./PSU/PVT | Post(s) held | From | To | Years & Months | Scale of Pay and annual gross salary/CTC  | Job Responsibility |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 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. |
|  |  |
|  | Extra Curricular activities: |  |  |
|  |
|  | If selected specify the minimum required joining time: |  |  |
|  |
|  | 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) | Mark sheet 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) |