"IMPORTANT INSTRUCTIONS" TO CANDIDATES

1. **Are the posts notified vide Advertisement No IREDA/RECRUITMENT/HR/02/2025 dated 20th September, 2025 is for Executive Level posts?**
   Reply: Yes, these are Executive Level Posts to be appointed on regular basis.

2. **How can I submit my application?**
   Reply: Candidates needs to apply online only through the link available on Company's website (https:www.ireda.in) under "Careers" section. No manual or any other mode would be entertained.

3. **Can I apply for more than one post?**
   Reply: Yes, a candidate can apply for more than one post, subject to meeting eligibility criteria for all such posts. However, separate online applications and applicable fees are to be submitted for each post. The candidate can use same e-mail ID and phone number for applying to multiple posts at registration page. However, the login IDs and passwords created shall be different for each application.

4. **Can I modify/alter the details filled in online application form?**
   Reply: Once the sign-up page is submitted and OTP verification is completed, the information entered during that stage cannot be edited. However, other sections of the online application form such as education, experience etc. can be edited until you click the *"Preview and Submit"* button.
   Please note: After final submission, no changes can be made under any circumstances.
   Candidates are strictly advised to review all details carefully before submitting the application to ensure accuracy and completeness of information filled-in, before final submission.

5. **How to upload CTC related documents for Private Sector?**
   Reply: The documents mentioned at point 4.2 for Private Sector has to be converted to a single " PDF" of size up to 1MB and upload in the space given in the online application.

6. **Qualification: Is the Specialization requirement for MBA/ Post Graduate Diploma in Management is same?**
   Reply: Wherever MBA/ Post Graduate Diploma in Management is mentioned as qualification requirement against post/s, the specialization mentioned is same for MBA and Post Graduate Diploma in Management.

7. **I have more educational qualifications than the portal allows. How can I upload the extra details?**
   Reply: The candidate should first fill in all the available rows with their qualifications. Any additional qualifications should be compiled into a single PDF document titled "Additional Educational Qualifications," using the same tabular format as provided on the portal for the "Education Details" section. The PDF must include the candidate's full name and registration number, and must contain scanned copies of the relevant pass certificates and marksheets for all additional qualifications. This compiled PDF should then be uploaded in the last row of the educational qualifications section.

8. **How to upload additional details/documents regarding experience?**
   Reply: The candidate should first fill in all the available rows with their experience. Any remaining experience should be compiled into a single PDF document titled "More Experience Details," using the same tabular format as provided on the portal for the "Experience" section. The PDF must include the candidate's full name and registration number, and must contain scanned copies of the supporting documents for all remaining experience. This compiled PDF should then be uploaded in the last row of the experience section.

9. **What does "Area of Experience" mean in the Experience Certificate requirements, as mentioned in the advertisement (Section – *'Documents to be uploaded'*)? Can I submit a self-certified document for this?**
   Reply: "Area of experience" refers to a brief summary of the roles and responsibilities handled by the applicant during his/her tenure in each organization. This should include key functions, duties performed, and the nature of work relevant to the post held. It is important that each experience certificate or supporting document clearly outlines this information for proper evaluation.

   Where the official experience certificate does not explicitly mention the area of experience, applicants may submit a self-certified document detailing this information. The self-certified document must be truthful, clearly written, and aligned with the official experience certificate. It should be included as integral part of the combined PDF file uploaded for each organization.

10. **Is there any application fee?**
    Reply: The application fee of Rs.1000/- is to be paid by the candidates through online mode only and no other means/mode of payment of fee shall be accepted. SC/ST/PwBD/Ex-SM/Internal candidates are exempted from payment of application fee. Fee paid through Net Banking/ Credit Card / Debit Card shall attract charges as made applicable by the Gateway Service Provider. Fee once paid will not be refunded under any circumstances except in the case of duplicate payments.

11. **How can I apply online?**
    Reply: Eligible and interested candidates are required to **apply online from 10:00 AM onwards on 20th September 2025 upto 05:00 PM on 10th October 2025** on IREDA's website: **https://www.ireda.in** → Careers → Recruitment. They should have valid E-Mail ID and Mobile Phone Number, which should remain valid for at least one year; latest passport size photograph (Only jpg/png, Max 200 KB, Dimension: Min 100px; Max: 150px) as well as photograph of signatures in digital format (Only jpg/png, Max 200 KB, Dimension : Min 100px; Max : 150px) for uploading with the application form; Supporting documents are required for essential minimum education qualification, experience certificate(s), Caste/PwBD/ExSM/EWS etc. certificate and Date of Birth proof for uploading (ONLY PDF, MAXIMUM 1 MB).

12. **What is the cut-off date of ascertaining eligibility for age, qualification etc.?**
    Reply: The cut-off date for meeting age criterion, possession of minimum educational qualification and post- qualification experience shall be **10.10.2025** and will remain unchanged irrespective of any reason whatsoever. Further, the date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.

13. **I am SC/ST/OBC candidate but don't have a caste certificate, can I apply as a Unreserved candidate?**
    Reply: If you so desire, you may apply as "Unreserved" candidate (if eligible for Unreserved category) giving your category as "Unreserved". In such an event, your candidature will be considered as "Unreserved" and no change in category shall be allowed at a later date.

14. **What are the prerequisites for reserved category candidates?**
    Reply: The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the Competent Authority, in support of their claim. In addition, the OBC-NCL (OBC-Non Creamy Layer) candidates will be required to submit a valid caste certificate (issued in current Financial Year) in the revised format applicable for the purpose of reservation in appointment to posts under Government of India / Central Government Public Sector Undertaking as contained in DoPT OM NO.36036/2/2013-Esstt(Res.) dated May 30, 2014 from a Competent Authority. Further, the OBC-NCL candidates will have to submit an undertaking at the time of Personal Interview, if called for, indicating that they belong to OBC-Non Creamy Layer.

15. **Will any TA/DA be paid for attending interview?**
    Reply: Actual travelling expenses limited to Economy Class air fare by shortest route will be paid to outstation candidates called for interview on production of ticket and proof of journey. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified, and no to-and-fro fare will be paid by IREDA.

16. **Briefly explain selection procedure?**
    Reply: Depending upon the number of applications, IREDA reserves the right to fix up the eligibility/selection criteria, limit the number of applications to be called for a particular post and to decide about the written test/ interview or any other mode of screening thereof. The decision of IREDA in this regard will be final and binding on all the candidates.

17. **Where will be the posting of selected candidates?**
    Reply: They can be posted at any of the offices of IREDA and its subsidiaries, across the country, depending upon the administrative requirements of Organization at any point of time.

18. **I am working in Central/State Public Sector Undertakings/ Central Government/ State Government/ Public Sector Bank. Do I need to give No Objection Certificate?**
    Reply: Employees working in Central/State Public Sector Undertakings/ Central Government/ State Government/ Public Sector Bank must apply through proper channel / submit NOC at the time of interview as applicable.

19. **How will I be receiving communication from IREDA in future?**
    Reply: Candidates are advised to keep the E-mail ID as well as Mobile Phone Number, as filled-in in their online application form, active for at least one year from cut-off date i.e. **10.10.2025**. No change in the E-mail ID and Mobile Number will be allowed once submitted. All future information/communication regarding participating in the selection process shall be provided through E-mail/SMS to the candidates, found prima-facie eligible, based on the information submitted by them in their online application data. Responsibility of receiving and downloading of information/communications, etc. will be of the candidate. IREDA will not be responsible for any delay in communication/inactiveness of the E-mail ID, loss of email sent due to invalid/wrong E-mail ID submitted by the candidate in online application form and no correspondence in this regard shall be entertained. The address of communication also to be valid for one year from cut-off date i.e. **10.10.2025**.

20. **If I have any queries whom should I contact?**
    Reply: Candidates should first read out the advertisement carefully. It is the responsibility of the candidates to ascertain his/her eligibility for the post by himself/herself. However, in case of any technical queries or difficulty in applying, candidates are advised to contact at email Id. **support@registernow.in**; or on Helpline No. **+91 8595904407** from 10:00 AM to 5:00 PM only on working days. No interim correspondence or personal enquiries shall be entertained by the Company. Further, IREDA will not enter into any correspondence with the candidates about reasons for their non-selection.

IMPORTANT DATES FOR CANDIDATES

Commencement date and time of online submission of application and online payment of application fees	20th September, 2025 (Saturday); 10:00 Hrs.
Last date and time of online submission of application and online payment of application fees	10th October, 2025 (Friday); 17:00 Hrs.