IMPORTANT INSTRUCTIONS TO CANDIDATES

1. **Are the posts notified vide Advertisement No IREDA/RECRUITMENT/HR/01/2025 dated 18th January 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. No manual or any other mode would be entertained.

3. **Can I apply for more than one post?**
   Reply: Yes, one candidate can apply for more than one post, subject to meeting eligibility criteria for all such posts. However, separate online applications are to be submitted for each post. You can use same email 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. Also, additional payments are to be made for applying for more than one post.

4. **Can I modify/alter the details filled in online application form?**
   Reply: Yes, the details in online application form can be edited / modified before pressing the "Preview and Submit" button and details once finally submitted cannot be changed under any circumstances. Hence, candidates are strictly advised to ensure that they have filled in the correct particulars & details in online application form. Once the sign-up page is submitted after OTP verification, it will not be editable.

5. **How to upload CTC related documents for Private Sector?**
   Reply: The documents mentioned at point 3.2 for Private Sector has to be converted to a single " PDF" of size up to 1MB and upload in the space given in the on-line 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. **How to upload additional details/documents regarding experience?**
   Reply: Additional documents to be attached wrt experience and hierarchical levels etc as mentioned in the point no. 3.5, the documents has to be converted to a single " PDF" of size 1MB and attached in the space given in the on-line application.

8. **How the financial institutions/ NBFCs can apply ?**
   Reply: By selecting respective Govt/ PSE/Private Sector tab

9. **Is there any application fee?**
   Reply: The application fee of Rs.1000/- is to be paid by the candidates through on-line 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.

10. **How can I apply online?**
    Reply: Eligible and interested candidates are required to **apply online from 10:00 AM onwards on 18th January 2025 upto 05:00 PM on 7th February 2025** on IREDA's website: **https://www.ireda.in** → Careers → Recruitment. They should have valid E- Mail ID, 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 50px; Max : 150px) for uploading with the application form; Supporting documents 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).

11. **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 **07.02.2025** 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.

12. **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.

13. 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.

14. 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 / 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.

15. Briefly explain selection procedure?

Reply: Depending upon the number of applications, IREDA reserves the right to fix up the 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.

16. 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.

17. I am working in Central/State Public Sector Undertakings/ Central Government/ State Government. Do I need to give No Objection Certificate?

Reply: Employees working in Central/State Public Sector Undertakings/ Central Government/ State Government must apply through proper channel / submit NOC at the time of interview as applicable.

18. How will I be receiving communication from IREDA in future?

Reply: Candidates are advised to keep the E-mail ID as well as Mobile Number, as filled-in in their online application form, active for at least one year from cut-off date i.e. **07.02.2025**. No change in the E-mail ID 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. **07.02.2025**.

19. 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 of on-line submission of application and on-line payment of application fees	18th January 2025 (Saturday); 10.00 Hrs.
Last date of on-line submission of application and on-line payment of application fees	7th February 2025 (Friday); 17.00 Hrs.