



रामगुंडम फर्टिलाइजर्स एंड केमिकल्स लिमिटेड
RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED
 4TH FLOOR, MOHTA BUILDING,
 4, BHIKAJI CAMA PALACE,
 NEW DELHI - 110066,
 PHONE: 011-26701400, FAX: 011-26180729



NATIONAL FERTILIZERS LIMITED
 A-11, SECTOR -24, NOIDA - 201301
 DISTT. GAUTAM BUDH NAGAR, U.P.
 PHONE: 0120-2412294, 2412445,
 FAX: 0120-2412397

Advertisement No.: 02 (RFCL)/2018

Dated: 11.04.2018

REQUIREMENT OF EXPERIENCED PROFESSIONALS IN RFCL.

Ramagundam Fertilizers & Chemicals Limited (RFCL) is a Joint Venture Company formed by National Fertilizers Limited (NFL), Engineers India Limited (EIL) and Fertilizers Corporation of India limited (FCIL) to take forward the revival of Ramagundam Unit of FCIL by setting up of gas based Ammonia - Neem Coated Urea complex at existing Ramagundam site of FCIL, District Karim Nagar, Telangana-505210. RFCL is setting up a state of the art Ammonia, Urea plant which is likely to be commissioned in the 1st quarter of 2019.

National Fertilizers Limited (NFL), a Mini-Ratna, Central Public Sector Undertaking, has been engaged as Manpower Management Consultant by RFCL. Online applications are invited from experienced and result oriented professionals for manning the following positions in RFCL.

A. VACANCY POSITION

POST CODE	POST NAME	2007 IDA BASED PAY SCALE / CTC OFFERED		DISCIPLINE	VACANCY POSITION #	UR	RESERVATION				POSTS IDENTIFIED FOR PwBD CATEGORIES @
							SC	ST	OBC (NCL)	PwBD \$	
01	ENGINEER	E-1	₹8.02	CHEMICAL	03	03	-	-	-	-	OH: OA, OL
02	ASSTT. MGR.	E-2	₹10.07		02	02	-	-	-	-	
03	DY. MGR.	E-3	₹13.31		18	11	02	01	04	01 OH	
04	MANAGER	E-4	₹14.23		04	03	-	-	01	-	
05	SR. MANAGER	E-5	₹16.09		04	03	-	-	01	-	
06	ENGINEER	E-1	₹8.02	MECHANICAL	02	02	-	-	-	-	OH: OL HH
07	ASSTT. MGR.	E-2	₹10.07		05	04	-	-	01	01 HH	
08	DY. MGR.	E-3	₹13.31		02	02	-	-	-	-	
09	MANAGER	E-4	₹14.23		03	03	-	-	-	-	
10	SR. MANAGER	E-5	₹16.09		01	01	-	-	-	-	
11	ENGINEER	E-1	₹8.02	ELECTRICAL	02	02	-	-	-	-	OH: OL HH
12	ASSTT. MGR.	E-2	₹10.07		03	03	-	-	-	-	
13	DY. MGR.	E-3	₹13.31		02	02	-	-	-	-	
14	SR. MANAGER	E-5	₹16.09		01	01	-	-	-	-	
15	ASSTT. MGR.	E-2	₹10.07	INSTRUMENTATION	01	01	-	-	-	-	OH: OL HH
16	DY. MGR.	E-3	₹13.31		01	01	-	-	-	-	
17	MANAGER	E-4	₹14.23		01	01	-	-	-	-	
18	SR. CHEMIST	E-1	₹8.02	CHEMICAL LAB	02	02	-	-	-	-	OH: OA, OL
19	ASSTT. MGR.	E-2	₹10.07		01	01	-	-	-	-	
20	SR. MANAGER	E-5	₹16.09		01	01	-	-	-	-	
21	ASSTT. MGR.	E-2	₹10.07	SAFETY	01	01	-	-	-	-	-
22	MANAGER	E-4	₹14.23		01	01	-	-	-	-	
23	ENGINEER	E-1	₹8.02	CIVIL	01	01	-	-	-	-	OH: OA, OL HH
24	DY. MGR.	E-3	₹13.31		01	01	-	-	-	-	

Contd...2/-

POST CODE	POST NAME	2007 IDA BASED PAY SCALE / CTC OFFERED		DISCIPLINE	VACANCY POSITION #	UR	RESERVATION				POSTS IDENTIFIED FOR PwBD CATEGORIES @
							SC	ST	OBC (NCL)	PwBD \$	
25	ASSTT. MGR.	E-2	₹10.07	IT	01	01	-	-	-	-	OH: OA, OL, OAL HH VH: LV
26	DY. MGR.	E-3	₹13.31		01	01	-	-	-	-	
27	MANAGER	E-4	₹14.23		01	01	-	-	-	-	
28	MATERIALS OFFICER	E-1	₹8.02	MATERIALS	02	02	-	-	-	-	OH: OA, OL, OAL VH: LV
29	ASSTT. MGR.	E-2	₹10.07		04	03	-	-	01	01 VH	
30	MANAGER	E-4	₹14.23		01	01	-	-	-	-	
31	SR. MANAGER	E-5	₹16.09		02	02	-	-	-	-	
32	CM	E-6	₹17.90		01	01	-	-	-	-	
33	OFFICER	E-1	₹8.02	HR	05	04	-	-	01	01 VH	OH: OA, OL, BL HH VH: LV
34	ASSTT. MGR.	E-2	₹10.07		06	05	-	-	01	01 HH	
35	DY. MGR.	E-3	₹13.31		02	02	-	-	-	-	
36	CM	E-6	₹17.90		01	01	-	-	-	-	
37	ASSTT. MGR.	E-2	₹10.07	LEGAL	01	01	-	-	-	-	OH:OL,BL,OAL, VH: B,LV
38	CO. SECY.	E-6	₹17.90	CO. SECTT.	01	01	-	-	-	-	OH: OA, OL, BL
39	ACCOUNTS OFFICER	E-1	₹8.02	F&A	02	02	-	-	-	-	OH: OA, OL, OAL, BL, BLOA HH
40	ASSTT. MGR.	E-2	₹10.07		01	01	-	-	-	-	
41	DY. MGR.	E-3	₹13.31		02	02	-	-	-	-	
42	MANAGER	E-4	₹14.23		01	01	-	-	-	-	
43	DY. CMO	E-3	₹13.31	MEDICAL	01	01	-	-	-	-	OH: OA, OL
44	OFFICER	E-1	₹8.02	PHARMACY	02	02	-	-	-	-	OH:OL,BL,OAL HH
TOTAL					101	88	02	01	10	02-VH 02-HH 01-OH	

Abbreviations:

'UR' - Unreserved; 'SC' - Scheduled Caste; 'ST' - Scheduled Tribe; 'OBC (NCL)' - Other Backward Classes (Non-Creamy Layer); 'ExSM' - Ex Serviceman; 'PwBD' - Divyangjan or Persons with Benchmark Disabilities; 'OH' - Orthopedically Impaired; 'OA' - One Arm affected; 'OL' - One Leg affected; 'OAL' - One Arm One Leg affected; 'BL' - Both Legs affected; 'BLOA' - Both Legs one Arm affected; 'HH' - Hearing Impaired; 'VH' - Visually Impaired; 'B' - Blind; 'LV' - Low Vision; 'IDA' - Industrial Dearness Allowance; 'SR. CHEMIST' - Senior Chemist; 'ASSTT. MGR.' - Assistant Manager; 'DY. MGR.' - Deputy Manager; 'SR. MANAGER' - Senior Manager; 'CM' - Chief Manager; 'HR' - Human Resources; 'IT' - Information Technology; 'DY. CMO' - Deputy Chief Medical Officer; 'CO. SECY.' - Company Secretary; 'F&A' - Finance & Accounts.

1 The number of vacancies are tentative and may increase or decrease at the absolute discretion of RFCL and in compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, RFCL reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arises, without any further notice or assigning any reason therefor. In addition to the notified vacancies a panel of candidates shall also be created for unforeseen vacancies, including but not limited to vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment. Posts shall be filled according to reservation position. Accordingly, SC/ST/OBC/PwBD/ExSM category candidates are encouraged to apply. Further, RFCL also reserves the right to raise/relax the minimum eligibility standards and to fill/ not to fill all or any of the above positions.

\$ 2 PwBD/ExSM reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC(NCL) vacancies. Refer to Clause No. G.7 of this advertisement.

@3 The PwBD categories identified for above posts are as per the latest list of "Group A - Posts identified for Persons with Disabilities (New)" available on the website of Office of The Chief Commissioner for Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India at <http://www.ccdisabilities.nic.in> as on the date of this advertisement. Please refer to Clause No. G.8 of this advertisement in this regard also.

Contd...3/-

B. PAY/ PERKS & PLACEMENT**1. PAY & PERKS**

RFCL offers one of the best pay packages in the Fertilizer industry. Following are the pay scales which are being offered by RFCL:

Sl.	Pay Scale Code	Pay Scale (2007 IDA based)	Designation
1	E-0	₹12600 - 3% - 32500	-
2	E-1	₹16400 - 3% - 40500	Engineer / Officer
3	E-2	₹20600 - 3% - 46500	Assistant Manager
4	E-3	₹24900 - 3% - 50500	Dy. Manager / Dy. CMO
5	E-4	₹29100 - 3% - 54500	Manager
6	E-5	₹32900 - 3% - 58000	Senior Manager
7	E-6	₹36600 - 3% - 62000	Chief Manager / Co. Secy.

Pay scales are under revision w.e.f. 01.01.2017. Selected candidates will be placed at the minimum Basic Pay in pay scale indicated for each post. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance, House Rent Allowance / Company Accommodation and will also be entitled for other perquisites & allowances / benefits such as Leave, Medical Facilities, Contributory Provident Fund, Gratuity, Contributory Superannuation Benefit Fund Scheme, Group Personal Accident Insurance etc., as & when applicable and as per RFCL rules in force from time to time during training / after regularization. Non-Practicing Allowance (NPA) @ 25% of Basic Pay shall also be payable to Dy. CMO in addition to above as per Company rules in force from time to time. However, claims/request for protection of last drawn pay (Basic plus DA) from candidates working in Govt./CPSE/SPSE would not be entertained or admissible.

2. APPOINTMENT AND PLACEMENT

The candidate should have sound health. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon of any Central/State Government Hospitals. The appointment will be provisional and subject to verification of Character & Antecedents and Caste /PwBD Certificate from the concerned District Authorities/Competent Authorities. **Selected candidates shall be posted in Ramagundam Plant or Corporate Office of RFCL at the discretion of Management, However, during their training, if any, they may be posted in any Units/Offices of NFL or RFCL at any point of time at the discretion of the Management.**

C. MINIMUM ELIGIBILITY CRITERIA

The columns (i - vii) mentioned in the table under this clause be read with Clause Nos. C.1 - C.4 mentioned on subsequent pages.

POST CODE	POSTS NAME	AGE LIMIT (in years)	MINIMUM EDUCATIONAL QUALIFICATION (with minimum 60% marks except for CA/CMA/CS/AMIE)		POST QUALIFICATION INLINE EXECUTIVE WORK - EXPERIENCE AS ON 30.04.2018	
			DEGREE	SPECIALIZATION	DOMAIN OF EXPERIENCE	MINIMUM YEARS OF EXEC. WORK EX. REQUIRED.
i	ii	iii	iv	v	vi	vii
CHEMICAL						
01	ENGINEER	30	B.E. / B.Tech./ B.Sc. (Engg.)/ AMIE	Chemical Engineering or Chemical Technology	In operation in Fertilizers / Chemical / Petro-Chemical / Hydrocarbon industry engaged in continuous operations.	01
02	ASSTT. MGR.	40				02
03	DY. MGR.	40				05
04	MANAGER	45				09
05	SR. MANAGER	45				13
MECHANICAL						
06	ENGINEER	30	B.E. / B.Tech./ B.Sc. (Engg.) / AMIE	Mechanical Engineering	In erection / maintenance of Fertilizer / Chemical / Petro - Chemical / Hydrocarbon industry engaged in continuous operations. Candidate must be conversant with latest maintenance practices, lining up of maintenance contracts, spares procurement, budgeting etc. and must be computer literate. Further, candidates having hands-on experience in	01
07	ASSTT. MGR.	40				02
08	DY. MGR.	40				05
09	MANAGER	45				09

POST CODE	POSTS NAME	AGE LIMIT (in years)	MINIMUM EDUCATIONAL QUALIFICATION (with minimum 60% marks except for C/A/CMA/CS/AMIE)		POST QUALIFICATION INLINE EXECUTIVE WORK - EXPERIENCE AS ON 30.04.2018	
			DEGREE	SPECIALIZATION	DOMAIN OF EXPERIENCE	MINIMUM YEARS OF EXEC. WORK EX. REQUIRED.
i	ii	iii	iv	v	vi	vii
10	SR. MANAGER	45	As above	As Above	rotating machines, static equipments would be preferred. Candidates having specific experience in operations / maintenance of Gas turbine based power plant may also apply.	13
ELECTRICAL						
11	ENGINEER	30	B.E. / B.Tech./ B.Sc. (Engg.) / AMIE	Electrical or Electrical & Electronics Engineering or Electrical Technology	In construction / maintenance of HT & LT power distribution system, HT synchronous and induction motors, large transformers, protection systems in Fertilizer / Chemical / Petro - Chemical / Hydrocarbon industry / Power Generation / Distribution Company engaged in continuous operations.	01
12	ASSTT. MGR.	40				02
13	DY. MGR.	40				05
14	SR. MANAGER	45				13
INSTRUMENTATION						
15	ASSTT. MGR.	40	B.E. / B.Tech./ B.Sc. (Engg.) / AMIE	Instrumentation or Instrumentation & Control or Electronics & Instrumentation or Electronics Instrumentation & Control or Industrial Instrumentation or Process Control Instrumentation	In process control instrumentation in Fertilizer / Continuous Process Chemical / Petro - Chemical industries / Power Generation / Distribution Company. Should be conversant with maintenance / commissioning / trouble-shooting of DCS / ESD systems, programming & calibration of SMART field instruments, gas chromatographs, analyzers, electronic governors, anti-surge controllers.	02
16	DY. MGR.	40				05
17	MANAGER	45				09
CHEMICAL LAB						
18	SR. CHEMIST	30	M.Sc.	(Chemistry)	As a Chemist in Control Laboratory attached to Fertilizer / Continuous Process Chemical / Petro - Chemical / Heavy Chemical industries.	01
19	ASSTT. MGR.	40				02
20	SR. MANAGER	45				13
SAFETY						
21	ASSTT. MGR.	40	B.E. / B.Tech./ B.Sc. (Engg.) / with Diploma in Industrial Safety	Chemical / Mechanical / Electrical with Diploma in Indl. Safety from National Safety Council or any other recognized Institute	In senior managerial position in Safety and Fire Department of Fertilizer / Petro - Chemical complex / Petroleum Refinery. Candidates should be able to look after independently all safety & fire-fighting measures of plant including fire prevention and firefighting services and should be conversant with all fire and safety provisions of the Factories Act.	02
22	MANAGER	45				09
CIVIL						
23	ENGINEER	30	B.E. / B.Tech./ B.Sc. (Engg.)/ AMIE	Civil Engineering or Civil Technology	Hands-on experience in civil projects of infrastructure, building, plants, power plants, metro and related activities	01
24	DY. MGR.	40				05
INFORMATION TECHNOLOGY (IT)						
25	ASSTT. MGR.	40	B.E. / B.Tech./ B.Sc. (Engg.)/ AMIE / MCA	Information Technology or Computer Science or Computer Engineering		02
26	DY. MGR.	40				05
27	MANAGER	45				09
MATERIALS						
28	MATERIALS OFFICER	30	B.E. / B.Tech. / B.Sc. (Engg.) / AMIE	Any Engineering stream preferably in Materials. Candidates with addl. qualification of PG Diploma in Materials Mgt. or	In a responsible position in directing, organizing and controlling materials management activities such as purchasing, inventory control, materials inspection, store-keeping, material handling, transportation, packing, import management, import substitution, valve engineering, spare	01
29	ASSTT. MGR.	40				02
30	MANAGER	45				09

Contd...5/-

POST CODE	POSTS NAME	AGE LIMIT (in years)	MINIMUM EDUCATIONAL QUALIFICATION (with minimum 60% marks except for CA/CMA/CS/AMIE)		POST QUALIFICATION IN LINE EXECUTIVE WORK - EXPERIENCE AS ON 30.04.2018	
			DEGREE	SPECIALIZATION	DOMAIN OF EXPERIENCE	MINIMUM YEARS OF EXEC. WORK EX. REQUIRED.
i	ii	iii	iv	v	vi	vii
31	SR. MANAGER	45	As above	MBA may be given preference.	parts control, preferably in Fertilizer / Chemical / Petro - Chemical / Hydrocarbon industry engaged in continuous operation.	13
32	CM	50				17
HUMAN RESOURCES (HR)						
33	OFFICER	30	MBA/ Integrated MBA/ Post Graduate Degree or Diploma of minimum 02 years duration in HRM/Personnel Management & Industrial Relations from a recognized University / Institute. Degree in Law (LLB) is desirable.			01
34	ASSTT. MGR.	40				02
35	DY. MGR.	40				05
36	CM	50				17
LEGAL						
37	ASSTT. MGR.	40	Degree in Law (LLB) or 05 years Integrated LLB Preference will be given to candidates having Company Secretary Qualification/ Diploma in Corporate Laws.		Executive experience (excluding training period) as a Law Executive in State/ Central Government Department(s)/ Institution(s)/ Undertaking (s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) or as an Advocate in Reputed Law Firm(s). Candidates having experience as an Advocate in Reputed Law Firm(s) must have enrolled themselves with the concerned Bar Council as an advocate.	02
COMPANY SECRETARIAT						
38	COMPANY SECY.	50	CS qualified and should be an Associate/ Fellow member of ICSI. Preference to Law Graduates.		Should be in a Secretariat Department of a Central/State Govt. CPSE/SPSE/Public Limited Company.	17
FINANCE & ACCOUNTS (F&A)						
39	ACCOUNTS OFFICER	30	CA or CMA or Two years MBA with specialization in Finance (Candidates with dual specialization or General MBA shall not be eligible to apply.).		Hands on experience in dealing with Accounting and financial matters, budgeting / taxation.	01
40	ASSTT. MGR.	40				02
41	DY. MGR.	40				05
42	MANAGER	45				09
MEDICAL						
43	DY. CMO	40	MBBS Candidates having MD/MS may have added advantage.		Professional experience (after internship) in Medicine in a reputed Hospital/Medical College/ Hospital in large industrial complex on permanent or temporary basis.	05
PARA - MEDICAL (PHARMACY)						
44	OFFICER	30	Degree in Pharmacy from an institute recognized by Pharmacy Council of India / AICTE		Must be registered as Pharmacist under Pharmacy Act, 1948 with valid Licence.	01

1. AGE LIMIT (Column iii)

Maximum age limit is for 'UR' category. Relaxation to SC/ST/OBC/PwBD/ExSM in age criteria are mentioned in Clause Nos. G.12 - G.16 of this advertisement.

2. EDUCATIONAL QUALIFICATION (Columns iv - v)

Educational Qualification should be on full time regular basis with minimum 60% marks, except for CA/CMA/CS/AMIE. Specifications of minimum educational qualifications for all the posts be read with Clause Nos. G.11, H.5 - H.8 of this advertisement. No claim of possession of equivalent qualification other than advertised qualifications would be entertained.

3. WORK EXPERIENCE (Columns vi - vii)

Work Experience should be after acquiring relevant educational qualification and should be in-line executive experience. Candidate's work experience as Management Trainee / Graduate Engineer Trainee would be counted only in case he/she is regularized in the same Company. Also see Clause No. H.9 before proceeding.

Contd...6/-

4. PAY SCALES / EQUIVALENT CTC

In addition to possessing minimum numbers of years of post-qualification in-line executive work experience as on cut-off date of reckoning eligibility criteria, candidates should also satisfy the following condition:

i. FOR CANDIDATES WORKING IN GOVERNMENT (CENTRAL/STATE), PUBLIC SECTOR UNDERTAKINGS (CENTRAL/STATE), AUTONOMOUS OR STATUTORY BODIES**a) Candidates applying for the post at E-1 level:**

Minimum 01 year of service required in next below pay scale

or

Presently working in same or higher pay scale, as on cut-off date of eligibility

b) Candidates applying for the posts at E-2 to E-6 levels:

Minimum 02 years of service required in next below pay scales

or

Presently working in same or higher pay scale, as on cut-off date of eligibility

c) For ready reference, see the below-mentioned table:

LEVEL FOR WHICH CANDIDATE IS APPLYING	PAY SCALE IN WHICH POST-QUALIFICATION INLINE WORK-EXPERIENCE IS REQUIRED AS ON CUT-OFF DATE OF RECKONING ELIGIBILITY			
	PAY SCALES IDA PATTERN		EQUIVALENT CDA PATTERN	
	1997 BASED	2007 BASED	SCALE WITH GRADE PAY	
E-1	₹6550-200-11350	₹12600 - 32500	₹9300 - 34800	₹4200
E-2	₹8600-250-14600	₹16400 - 40500	₹9300 - 34800	₹4600
E-3	₹10750-300-16750	₹20600 - 46500	₹9300 - 34800	₹4800
E-4	₹13000-350-18250	₹24900 - 50500	₹9300 - 34800 / ₹15600 - 39100	₹5400
E-5	₹14500-350-18700	₹29100 - 54500	₹15600 - 39100	₹6600
E-6	₹16000-400-20800	₹32900 - 58000	₹15600 - 39100	₹7600

d) It should be noted that **no claim of possession of equivalent pay scale** other than advertised pay scale for a post **would be entertained**.

ii. FOR CANDIDATES WORKING OTHER THAN IN GOVT./PSUs OR WORKING IN PRIVATE SECTOR

Experience in CTC mentioned below in the table against each level, for which candidate is applying, should be as on the cut-off date:

LEVEL FOR WHICH CANDIDATE IS APPLYING	REQUIRED CTC AS ON 30.04.2018
E-1	₹4.48
E-2	₹5.83
E-3	₹7.32
E-4	₹9.67
E-5	₹10.34
E-6	₹11.69

D. DATE OF RECKONING ELIGIBILITY CRITERIA.

The cut-off date for determining eligibility criteria in respect of age, minimum educational qualification, post-qualification in-line executive work experience in the relevant pay scale/CTC shall be **30.04.2018** and will remain unchanged irrespective of any reason whatsoever.

Contd...7/-

E. APPLICATION FEES.

Sl. No.	Non - refundable application fee for Post Code Nos.		Amount	
1.	Posts Name	Senior Manager and Chief Manager / Co. Secy.	₹1000/-	plus additional bank processing charges, if any
	Post Code	05, 10, 14, 20, 31, 32, 36, 38		
2.	Posts Name	Engineer/Officer, Assistant Manager, Dy. Manager/ Dy. CMO and Manager	₹700/-	
	Post Code	01, 02, 03, 04, 06, 07, 08, 09, 11, 12, 13, 15, 16, 17, 18, 19, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 37, 39, 40, 41, 42, 43, 44		

The application fee is not applicable for SC, ST, ExSM and PwBD candidates.

F. PROCEDURE**1. APPLY ONLINE**

- i. **One candidate can apply for only one post.**
- ii. Candidates are required to apply online providing details regarding age, date of birth, qualification, division and percentage of marks obtained, year of passing and respective School/College/University, executive work experience including positions held, name of employers with address, nature of duties, period of service, scale of pay, salary/CTC (Cost to Company)/ salary drawn, application fees (if applicable) and other requisite information/declaration. Candidates are also required to upload scanned copy of graduation degree/transcript (for Chemical/Mechanical/Electrical/Instrumentation/Chemical Lab/Safety/Civil/IT/Materials posts) or post- graduation degree/professional course final certificate (for HR/Legal/Co.Sectt./F&A/Medical/Para-Medical) indicating marks & specialization, recent colored photograph and signature without which their application will not be valid & may get rejected during scrutiny of applications.
- iii. **Candidates fulfilling the prescribed eligibility criteria should apply online through NFL website: www.nationalfertilizers.com → Careers → Recruitment in RFCL. No other means/mode of application shall be accepted. The relevant link for submission of online application will be available from 1000 hours on 11.04.2018 under the head “Careers → Recruitment in RFCL – Experienced professionals – 2018 → Apply Online” and submission of application will be allowed on the website upto 1730 hours on 15.05.2018, unless otherwise changed.**
- iv. **HOW TO APPLY**
 - a. Before applying, candidates should ensure that they fulfill all the eligibility criteria. Their registration will be provisional as their eligibility will be verified only in case they are shortlisted for selection. Mere issuance of call letter/e-mail for interview shall not imply acceptance of candidature.
 - b. Eligible and interested candidates would be required to apply online only through “Careers” page on NFL’s website: www.nationalfertilizers.com.
 - c. Before registering their application on the website, the candidates should keep the following ready:
 - Valid e-mail ID;
 - Candidates should have latest passport size coloured photograph in white background of size 200 X 230pixel (jpg or jpeg file only upto 50KB), clear photograph of signatures in white background of size 150 X 60 pixel (jpg or jpeg file only upto 20KB) and educational qualification transcript/degree (jpg or jpeg or pdf file only upto 100 KB) for uploading in the application form;
 - Provision to pay examination fee of ₹1000/₹700, as applicable, plus bank processing charges for “UR” and OBC candidates. Candidates can opt to pay through internet banking/ credit/ debit card.

Contd...8/-

- d. The registration process involves following steps:
www.nationalfertilizers.com → Careers → Recruitment in RFCL → Experienced Professionals – 2018 → Apply Online → New Candidate Registration → Enter personal details → Unique login id & temporary password generated and mentioned on screen / sent electronically to your registered email id → Re-login with unique login id & temporary password → Change your password & save → Re-login with unique login id & changed password → Fill in the various information correctly as asked for and upload the requisite documents → Click on 'Submit' button → Preview your application form → Check declaration & agree → Click on 'Proceed to Payment' button, if applicable → Complete the payment, if applicable using hyperlink → Print duly filled-in online application form for record.
- v. The candidates should ensure that the details entered in online application are correct. On submission of duly filled-in application online & making the prescribed payment, candidate is required to download the Application Form generated by the system with unique registration number. Candidates should keep printout of their application form along with unique registration number and reference number of application fee paid for future reference
- vi. Fee once paid will not be refunded under any circumstances. Candidates are therefore advised to verify their eligibility before paying the registration fee.

2. SHORTLISTING OF CANDIDATES:

- i. It may be noted that candidates will be shortlisted and called for personal interview provisionally on the basis of information submitted by them in online application form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for, as mentioned in the advertisement.
- ii. In case large number of applications is received for a post, RFCL reserves a right to conduct a written or online test, in any city(ies) of India, for short listing of candidates for interview and No TA/DA will be paid for appearing in the written or online test.
- iii. For verification of claims made by the candidates in support of their claims made in the online application form, following documents shall be required to be produced in original with one complete set of self-attested photocopies thereof by provisionally shortlisted candidates at the time of interview failing which they will not be allowed to attend the interview:

1.	For Date of Birth	10 th /Matric Certificate
2.	For Educational Qualification	Mark sheets and Degree Certificates (<i>Matric onwards upto highest level for all semesters/years</i>). In case of CGPA/OGPA, conversion formula for percentage conversion to be invariably provided. Candidates applying for Dy. CMO post must possess degree awarded by Foreign Universities invariably to provide his/her registration certificate from Medical Council of India including qualification equivalence certificate. Candidates applying for Para-Medical (Pharmacy) post must be registered as Pharmacist under Pharmacy Act, 1948 with valid Licence as on 30.04.2018.
3.	For Pay Scale (for PSU/Govt.) or CTC** (for Private Sector)	Employer's Certificate <u>or</u> FORM-16 for the requisite period <u>or</u> Appointment letter alongwith promotion/increment letter indicating CTC for requisite period <u>and</u> latest pay slip of March / April, 2018.
4.	Experience Certificate with date of joining and relieving.	Certificate issued by Employer(s), if any, for past or present employment
5.	Present Employment Proof	Offer of appointment with latest pay slip
6.	For Caste Certificate	Caste Certificate in the prescribed format
7.	For Differently-abled / PwBD candidates	Medical Certificate in the prescribed format
8.	No Objection Certificate (NOC)	From present employer in case of candidates working in Govt./PSU/Autonomous Bodies.
9.	Application fees	Receipt of online payment indicating Transaction ID.

Contd...9/-

10.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with certified photograph.
** Alternatively Appointment Letter supported by promotion/increment letter clearly indicating CTC/Pay Scale for duration of a period.		

Note: The list of documents is indicative and not exhaustive. RFCL reserves the right to ask for any other relevant document at the time of interview in case any need arises.

- iv. It is reiterated that shortlisting of candidates (for online/written test &/or interview on the basis of marks scored in online/written test, if conducted) would be provisional, based on information submitted by candidates in their online application form and copy of graduation/post-graduation degree/transcript clearly indicating percentage & specialization, as applicable. Candidates called for interview but found not meeting the eligibility criteria or not in possession of complete requisite documents will not be allowed to attend the personal interview and no TA will be paid to them. Further, no queries shall be entertained in this regard. Hence, candidates are advised to peruse the advertisement carefully and apply only if they are meeting the advertised specifications for the post for which they are applying. **Candidates are also advised to fill in their job responsibilities (presently handling or handled in the past) in the online application form clearly.**

3. FINAL SELECTION:

- Separate merit list will be drawn for UR/SC/ST/OBC/PwBD candidates with reference to the number of available vacancies for each category. Merit list of suitable candidates shall be prepared on the basis of performance of shortlisted candidates in online/written test, if conducted and/or personal interview.
- Candidates are required to qualify in the Personal Interview separately with minimum average of 50% marks in interview.
- In case, total marks (upto two decimals) of two or more candidates after personal interview are same, percentage of marks in the qualifying examination would be considered for drawing up merit list. In case percentage of marks (upto two decimals) are also equal in the qualifying examination, the date of birth of the candidates will be considered for preparing merit list i.e. the candidate born earlier will be considered as senior in the merit list.
- Candidature of a registered/shortlisted/selected candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria for the said post, at any point of time.

G. RESERVATION/CONCESSIONS/RELAXATIONS.

- Relaxation for SC/ST/OBC (NCL)/PwBD/Ex-SM categories candidates will be as indicated at Clause No. G.12 to G.16.
- Category {SC/ST/OBC/PwBD/Ex-SM} once submitted in online application form will not be changed and no benefit of other category will be admissible later on.
- SC/ST/OBC candidates may be considered under general standards of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.
- For claiming relaxation, the reserved category candidates should submit copy of Caste/PwBD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, alongwith application form. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should submit a self- certified translated copy of the same either in English or Rajbhasha (Hindi).
- Only those communities that are mentioned in the common list of OBC notified by Government of India shall be treated as OBC for the purpose of reservation for employment under Central Government. Relevant list can be viewed at <http://www.ncbc.nic.in>. Accordingly, for claiming the benefit of OBC (NCL) category applicable for purpose reservation in appointment to the posts under

Contd...10/-

Govt. of India/Central Government /Public Sector Undertaking, the candidate shall submit & subsequently produce his latest caste certificate in the proforma prescribed by Government of India, as contained in DoPT Memo No.36036/2/2013-Estt/(Res.) dated 30.05.2014 from a Competent Authority **issued in the last six months from the cut-off date i.e. 30.04.2018**. Further the OBC (NCL) candidates will have to give a self-declaration, at the time of documents verification indicating that they belong to OBC (NCL).

6. Candidates belonging to OBC category and falling in creamy layer are not entitled to OBC reservation benefits. Such OBC candidates shall be treated as Un-reserved candidates. Accordingly such candidates may choose to apply for the advertised positions provided they meet the age criteria applicable to "UR" candidates and indicate their category as "UR".
7. Prescribed reservations for PwBD and/or ExSM/Dependent of those killed or disabled in action will be applied on horizontal inter-locking reservation system basis as per Government of India guidelines. Candidates belonging to PwBD category shall be considered only against the identified positions
8. Section 2(r) of The Rights of Persons with Disabilities Act 2016, defines "person with benchmark disability" as a person duly certified by the certifying authority with:
 - a. not less than 40% of a specified disability where specified disability has not been defined in measurable terms and;
 - b. a disability where specified disability has been defined in measurable terms.

The candidates are required to submit a Disability Certificate issued by Competent Authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Amended Rules, 2009, failing which their candidature as PwBD candidates will not be considered.

Thus, in line with The Rights of Persons with Disabilities Act 2016 with regard to reservation for Persons with Benchmark Disabilities (PwBD) in the posts/services under Central Government, only "person with benchmark disability" would be eligible for reservation in posts/services with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. A candidate who wants to avail of benefit of reservation will have to submit a Disability Certificate in the Proforma prescribed by Government of India, issued by the Competent Authority, alongwith application form, failing which their candidature as PwBD candidates will not be considered. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should submit a self-certified translated copy of the same either in English or Rajbhasha (Hindi).

9. Format of caste certificate for SC/ST/OBC and for PwBD is available on the website www.nationalfertilizers.com → Careers.
10. SC/ST/PwBD/ExSM candidates are exempted from payment of application fee at the time of online registration.
11. In case adequate numbers of SC/ST/PwBD candidates who satisfy the minimum standard are not available to fill up the reserved vacancies, then SC/ST/PwBD candidates may be shortlisted to the extent of shortfall in vacancies by relaxing the minimum standard of securing 60% marks to 55% marks in educational qualification criterion, provided that they are not considered unfit to hold the post and satisfy all the other eligibility criteria. Accordingly, SC/ST/PwBD category candidates are encouraged to apply.
12. Relaxation in age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC (NCL) candidates considered against reserved positions.
13. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.

Contd...11/-

14. "UR" PwBD candidates will be allowed age-relaxation upto 10 years, upto 15 years for PwBD-SC/ST and upto 13 years for PwBD-OBC(NCL) candidates, if considered against reserved vacancies.
15. Upper age is relaxed by 05 (five) years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.1980 to 31.12.1989.
16. The maximum age of the applicant, after giving relaxations under Clause No. G.12 to G.15 (standalone or in combination thereof), should not exceed 56 years on 30.04.2018.

H. GENERAL INSTRUCTIONS:

1. **One candidate can apply for only one post.**
2. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications.
3. While applying, candidates should mention their full name as it appears in Certificate / Marksheet issued by a Board of Secondary Education for passing Matriculation which shall be the only acceptable document in support of proof of age.
4. No manual / paper application shall be entertained.
5. The prescribed minimum educational qualifications should be completed on full time regular basis, except for CA/CMA/CS/AMIE, with minimum 60% marks from a University/Institute recognized by UGC/AICTE. Candidates applying for the post of Dy. CMO who possess degree awarded by Foreign Universities are required to provide his/her registration certificate from Medical Council of India including qualification equivalence certificate at the time of interview. Candidates applying for the post of Officer (Pharmacy) must be registered as Pharmacist under Pharmacy Act, 1948 with valid Licence as on 30.04.2018 and original & its copy would be required to be produced at the time of interview. .
6. **No claim of possession of equivalent educational qualification(s) or pay scale(s) other than advertised educational qualification or pay scale for a post would be entertained and decision of RFCL/NFL in this regard would be final and binding.**
7. Minimum percentage of marks in the minimum educational qualification as indicated above shall be aggregate of all semesters/years and irrespective of the weightage given to any particular semester/year by the Institute/University.
8. Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale. Candidates having CGPA/OGPA or letter grade in a degree, however, shall invariably produce a copy of these conversion norms/no norms with respect to his/her University/Institute at the time of Interview.
9. Engagement as Apprentice under Apprentices Act, 1961, would not be counted as post - qualification inline executive work experience.
10. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall produce No Objection Certificate (NOC) from their present employer at the time of interview failing which his/ her candidature will not be considered and he/she will not be allowed to appear in the interview.
11. The candidates called for personal interview for the posts of Senior Manager & Chief Manager/Co. Secy. shall be reimbursed of single return air fare (economy class)/ 1st class AC rail fare/ road mileage at prescribed rates for the journey by road/ by one's own conveyance. The candidates called for personal interview for all other the posts i.e. Officer/Engineer, Assistant Manager, Deputy Manager/Dy. CMO and Manager will be reimbursed to and fro single 2nd AC Class Rail fare (Mail/Express trains, excluding Rajdhani/Duronto/Shatabdi)/ Bus fare from the nearest railway station of the correspondence address indicated by the candidates in their online application to the place of interview by the shortest route on production of necessary receipts.

12. The age limit, minimum educational qualification, number of years & type of post qualification inline executive work experience are the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. NFL/RFCL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
13. Details once submitted in the online application form will be final and request for any change including change in correspondence address/email address/mobile number/ category shall not be entertained.
14. Candidates should possess a valid email ID as the same is mandatorily required for registration for online applications. Candidates are also advised to keep the email ID active for at least one & a half year from cut-off date i.e. 30.04.2018. No change in the email ID will be allowed once submitted. **All information/communication regarding participating in the selection process shall be provided through email to the candidates, found prima-facie eligible, based on the information submitted by them in their online application data.** Responsibilities of receiving and downloading of information/communications, etc. will be of the candidate. RFCL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate and no correspondence in this regard shall be entertained.
15. The candidature of all applicants would be provisional and subject to subsequent verification of Degree certificates/testimonials, Caste / PwBD/ ExSM etc. Candidates, if shortlisted for personal interview, are required to bring in original all certificates at the time of interview, failing which they may not be allowed to attend the interview.
16. The names of candidates called for personal interview will be displayed on NFL's website www.nationalfertilizers.com → Careers → Recruitment in RFCL. Candidates are advised to visit the website regularly for the latest information in this regard. Only short listed candidates who are prima-facie found eligible based on the information submitted in their online application will be called for participating in the selection process and will be intimated through electronic mode for personal interview and RFCL/NFL will not be responsible for any delay or non-delivery of such intimation.
17. In case the applicant does not receive any communication within 90 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for the selection process. Accordingly, candidates are advised to regularly visit "Careers" head on website - www.nationalfertilizers.com → Careers → Recruitment in RFCL for the updated information on the selection process. No telephonic queries shall be entertained.
18. Mere admission to the selection process does not imply that Company (RFCL) is satisfied about candidate's eligibility. The candidates should ensure that the details mentioned in the application form are correct and are in conformity with the eligibility criteria for the post applied for, as mentioned in the advertisement.
19. In case it is detected that a candidate does not fulfill any of the advertised eligibility criteria or has given false declaration or suppressed any material fact or information having any bearing on his candidature, he/she shall render himself/herself ineligible for consideration at any stage of selection and for termination at any time during employment, if recruited.
20. Further, RFCL reserves the right to cancel/restrict/enlarge/modify the recruitment/selection process of advertised posts without any further notice or assigning any reasons whatsoever.
21. Any revision/clarification/corrigendum/addendum/errata in respect of this advertisement shall be displayed only on NFL's website www.nationalfertilizers.com → Careers → Recruitment in RFCL. No further press advertisement will be issued. Hence prospective applicants are advised to visit NFL website regularly for latest update with regard to this advertisement.
22. Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at Delhi only to the exclusion of all other Courts.

Contd...13/-

23. Candidates should retain their copy of Pay in e-receipt and Registration Slip / Application Form for future reference as they can be asked to produce it.
24. Canvassing in any form shall be considered a disqualification for employment in the Company.
25. **Recruitment is for RFCL. Candidates recruited against this advertisement shall not have any claim, including employment, against NFL.**

IMPORTANT

Sl.	Details
1.	Cut-off date of reckoning eligibility for all purposes of this advertisement shall remain 30.04.2018.
2.	The link to the online registration of the application has been hosted on the website www.nationalfertilizers.com → Careers → Recruitment in RFCL.
3.	On-line registration of application commences from 1000 hours (10:00 AM) on 11.04.2018 and closes on 1730 hours (5:30 PM) on 15.05.2018, unless change in date is notified.
4.	Canvassing in any form is liable to render a candidate ineligible.

**Sd/-
Dy.GM (P&HR)
RFCL**
