****

**RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED**

**Corporate Office: 4th Floor, Wing - A, Kribhco Bhawan, Sector – 1,**

**Noida – 201301 (U.P), Phone: +91-120-2553643, 2553618**

**(Application form for the post of Company Secretary: Advt. No. Rectt/06/2024)**

|  |  |  |
| --- | --- | --- |
| Chief Manager (E-6) | Senior Manager (E-5) | Both |

# Post applied for (Please tick) the appropriate option

Please affix self-attested passport size photo here.

1. Name in full (In Block letters) :
2. Father’s Name:
3. Mother’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_
4. Nationality : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_
5. State Domicile : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

1. Date of Birth (*DD/MM/YYYY*) : \_

Age as on Cut-off Date

1. Gender (Male/Female/Others) :
2. Marital Status : \_ \_

(Married / Unmarried / Widow/

Widower / Divorced)

1. Present Address for Communication :

1. Permanent Address :

1. Nearest Railway Station :
2. Contact No. :

E-mail ID :

Alternative E-mail ID :

(if any)

1. Category : (UR /SC/ ST/OBC(NCL)/ EWS)
2. Are You a person with Disability (PwD candidate) : Yes / No

(If yes please enclose PwD certificate)

1. Domicile of J&K (during 01.01.1980 to 31.12.1989): Yes / No
2. Whether Ex-Serviceman/ dependent of those killed or disabled in action: Yes / No

(If yes please enclose certificate)

1. Are you an employee of RFCL? Yes / No

If Yes, please mention your Employee No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Whether any close relative of yours is a regular employee of RFCL or part-time/ Full time Director of RFCL? - Yes/No (If yes, please provide following details):

Name: Employee No.:

Designation: Relationship:

1. **Educational / Professional Qualification (attach self-attested copies of Marksheets & Degree certificate alongwith application form in support of educational qualifications. Relevant original certificates will have to be produced at the time of verification prior to interview):**

| **Qualification (as per degree/certificate issued by institution/ University)** | **Period**  **[From– To]**  **(MM/YY)** | **Name of the Institute/ University** | **Max. marks** | **Marks obtained** | **% of marks** |
| --- | --- | --- | --- | --- | --- |
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# Present Employment Relevant Experience details (relevant original certificates will have to be produced at the time of verification prior to interview

# Name of Present Organization:

|  |  |
| --- | --- |
| **Nature of Employment: Please select the appropriate option** | |
| 1. **Candidates working in Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings having Pay Scales matching with RFCL Pay Scales on regular basis or Fixed Term Employment** 2. Are you presently working in E-6 (Rs. 90,000- 2,40,000) / E-5 (Rs. 80,000- 2,20,000) pay scale or higher? 3. Have you worked in E-5 (Rs. 80,000- 2,20,000) / E-4 (Rs. 70,000- 2,00,000) pay scale for a period of Two Years immediately preceding the cutoff date or more? 4. Are you presently working on Fixed Term Employment basis?   **Note: Candidates are advised to refer “Annexure-A” of Detailed Advertisement for information on Matching Pay Scales.** |  |
| 1. **Candidates working in Private Sectors or any such Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings whose Pay Scales do not match with RFCL’s given Pay Scales** 2. Are you presently working on regular basis? 3. Are you presently working on Fixed Term Employment basis? |  |
| 1. **Candidates working in RFCL or its promoter organizations [National Fertilizers Limited (NFL), Engineers India Limited (EIL) & Fertilizer Corporation of India Limited (FCIL)] on contract basis through empanelled agencies / contractors** |  |

# Specify Post Qualification Relevant Experience as per advertisement (Total Experience from latest to first):

| **Name & address of the Employer** | **Designation** | **Pay Scale (CDA/ IDA) or CTC** | **Type of Organization**  **(Central/State Govt. /CPSE/ SPSE/ Public Limited Company)** | **P E R I O D** | | | **Brief detail of work handled**  **(Attach separate sheet if necessary)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **From DD/MM/YY** | **To**  **D/MM/YY** | **Total**  **Duration upto cut-off date (in Yrs. Months & days)** |
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# My total length of post qualification work experience is \_\_\_\_\_\_\_ years \_\_\_\_\_\_\_ months\_\_\_\_\_\_\_\_days and my current pay scale / CTC is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Additional Information**
2. If selected specify the minimum required joining time (in days): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Extra – Curricular activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Knowledge of languages

Mother Tongue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Can Speak | Can Write | Can Read |
|  |  |  |  |
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1. Whether any penalty/ punishment was awarded? If yes, give details:
2. Whether any civil or criminal action or inquiry is going on against the applicant as far as his/ her knowledge goes? If yes, give details:
3. **Application Fee Details**

|  |  |
| --- | --- |
| Mode of Payment | DD / Online Transfer (NEFT/RTGS) |
| Payment Reference No  (DD No. / Transaction No.) |  |
| Payment Date:  (DD Date / Transaction Date ) |  |
| * Attach documentary proof in case of Online Transfer through NEFT/RTGS * Mention Name, Position Applied for, Advertisement No. and DOB on backside of DD, in case of payment through DD | |

**24. List of Enclosures**:

1.

2.

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**Declaration**

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. If any shortcoming(s) is/are detected even after appointment, my services may be terminated.

Undertaking: I have gone through the detailed advertisement including the qualifying requirements, eligibility conditions, General Conditions and Instructions etc., mentioned therein and fulfill all the eligibility criteria conditions / requirements specified therein. I undertake to produce the original certificates and testimonials as and when required by the management.

**I hereby Accept and confirm the Undertaking.**

Signature of the Candidate:

Name of the Candidate: Date: