



रामागुण्डम फर्टिलाइजर्स एण्ड केमिकल्स लिमिटेड

**RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED**  
3<sup>rd</sup> & 4<sup>TH</sup> FLOOR, MOHTA BUILDING,  
4, BHIKAJI CAMA PLACE,  
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.: 01 (RFCL)/2020**

**Dated: 08.09.2020**

**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-Peddapalli, Telangana-505210.

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

**A. VACANCY POSITION (Table 01)**

POST CODE	POST NAME	2017 IDA BASED PAY SCALE / CTC OFFERED		DISCIPLINE	VACANCY POSITION #	UR	RESERVATION					POSTS IDENTIFIED FOR PwBD CATEGORIES @
							SC	ST	OBC (NCL)	EWS **	PwBD \$	
(i)	(ii)	(iii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)
<b>EXECUTIVE VACANCY</b>												
01	DY. GM	E-7	₹27.72	CHEMICAL	01	01	-	-	-	-	-	OH: OA, OL
02	DY. GM	E-7	₹27.72	INSTRUMENT -ATION	01	01	-	-	-	-	-	OH: OL HH
03	ASSTT. MGR.	E-2	₹13.86	SAFETY	01	01	-	-	-	-	-	NOT IDENTIFIED FOR PwBD CATEGORIES
04	MANAGER	E-4	₹19.40		01	01	-	-	-	-	-	
05	OFFICER	E-1	₹11.09	HR	01	-	-	-	-	-	01-VH* (Backlog)	OH: OA, OL, BL HH VH: LV
06	CM	E-6	₹24.95		01	01	-	-	-	-	-	
07	ASSTT. MGR.	E-2	₹13.86	WELFARE	01	01	-	-	-	-	-	OH: OA, OL, BL HH VH: LV
08	SR. CMO	E-6	₹24.95	MEDICAL	01	01	-	-	-	-	-	OH: OA, OL
09	MANAGER	E-4	₹19.40	LEGAL	01	01	-	-	-	-	-	OH: OL, BL, OAL VH:.B, LV
<b>TOTAL</b>					<b>09</b>	<b>08</b>	-	-	-	-	01-VH	

**Abbreviations:**

'UR' - Unreserved; 'SC' - Scheduled Caste; 'ST' - Scheduled Tribe; 'OBC (NCL)' - Other Backward Classes (Non-Creamy Layer); 'EWS' - Economically Weaker Section; 'ExSM' - Ex Serviceman; 'PwBD' - Divyangjan or Persons with Benchmark Disabilities; 'OH' - Orthopedically Impaired; 'OA' - One Arm affected; 'OL' - One Leg affected; 'BL' - Both Legs affected; 'HH' - Hearing Impaired; 'VH' - Visually Impaired; 'B' - Blind; 'LV' - Low Vision; 'IDA' - Industrial Dearness Allowance; 'ASSTT. MGR.' - Assistant Manager; 'CM' - Chief Manager; 'DY GM' - Deputy General Manager; 'HR' - Human Resources; 'Sr. CMO' - Senior Chief Medical Officer;

# 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 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/EWS 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 any or all of the above positions.

\$ PwBD/ExSM reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC(NCL)/EWS vacancies. Please refer to Clause No. F.7 of this Advertisement.

@ 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. F.8 of this advertisement in this regard also.

\* Backlog vacancy and shall be filled up out of the candidates with the Persons with Benchmark Disability as mentioned in column No.(xi) of Table-1. In case suitable persons with that Benchmark Disability are not available, the same shall be filled by interchange among the other categories of Benchmark Disabilities identified for reservation as mentioned in column No.(xii) of the Table – 1. In case of non-availability of suitable persons with any of the Benchmark Disability then the posts shall be filled up by the persons other than the persons with Benchmark Disability

\*\* EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any one of the authorities mentioned in the prescribed format as given on our website shall only be accepted as proof of candidate's claim as belonging to EWS.

**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 (Table 02):

Sl. No.	Pay Scale Code	Pay Scale (2017 IDA based)	Designation
1	E-1	₹40000 - 3% - 140000	Officer
2	E-2	₹50000 - 3% - 160000	Assistant Manager
3	E-4	₹70000 - 3% - 200000	Manager
4	E-6	₹90000 - 3% - 240000	Chief Manager / Sr. CMO
5	E-7	₹100000 - 3% - 260000	Deputy General Manager

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, wherever available 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) @ 20% of Basic Pay shall also be payable to Sr. CMO in addition to above as per Company rules in force from time to time.

## 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 New Delhi at the discretion of Management. However, they may be posted in any Units/Offices of RFCL at any point of time at the discretion of the Management.**

### C. MINIMUM ELIGIBILITY CRITERIA AS ON CUT OFF DATE

The columns (i - vii) mentioned in the table under this clause be read with Clause Nos. C.1 - C.5 mentioned subsequently. (Table 03)

POST CODE	POSTS NAME	MAX. AGE LIMIT (in years)	MINIMUM EDUCATIONAL QUALIFICATION (with minimum 60% marks except for CA/CMA/CS/AMIE)		POST QUALIFICATION INLINE EXECUTIVE WORK - EXPERIENCE	
			DEGREE	SPECIALIZATION	DOMAIN OF EXPERIENCE	MINIMUM YEARS OF EXECUTIVE WORK EXP. REQUIRED.
i	ii	iii	iv	v	vi	vii
<b>CHEMICAL</b>						
01	DY. GM	50	B.E. / B.Tech./ B.Sc. (Engg.)/ AMIE	Chemical Engineering or Chemical Technology	Hands on experience in management of process operations, troubleshooting of either of the following continuous operating plants: A large Ammonia & Urea plant or A large petrochemical plant or A large petroleum refinery. Should be conversant with DCS control system	20
<b>INSTRUMENTATION</b>						
02	DY. GM	50	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 /. 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.	20
<b>SAFETY</b>						
03	ASSTT. MGR.	40	(i) B.E./ B.Tech. in Industrial Safety / Safety & Fire Engg.  <b>OR</b> (ii) B.E./ B.Tech./ B.Sc. Engg. in Electrical / Mechanical / Chemical with Diploma in Industrial Safety from recognized Institute/ University	<b>1. For those having qualifications as per Sl. No. (i):</b> Total 02 years in large industrial undertaking preferably in fertilizers / petrochemical / petroleum refinery. <b>2. For those having qualifications as per Sl. No. (ii):</b> Total 02 years in large industrial undertaking preferably in fertilizers / petrochemical / petroleum refinery, out of which candidate should have handled work of safety for minimum 1 year post diploma (Industrial safety) inline work exp. as on cut-off date is mandatory.  Candidate should be well conversant with all fire and safety provisions of the Factories Act.	02	
04	MANAGER	45	(i) B.E./ B.Tech./ B.Sc. Engg. in Electrical / Mechanical / Chemical with Diploma in Industrial Safety from recognized Institute/ University	<b>1. For those having qualifications as per Sl. No. (i):</b> Total 09 years' in large Industrial Undertaking, preferably in Fertilizers/ Petrochemical/ Petroleum Refinery, out of which candidate should have handled work of safety for minimum 05 years, as on cut-off date i.e. 31.08.2020 is mandatory <b>2. For those having qualifications as per Sl. No. (ii):</b> Total 09 years in large Industrial Undertaking, preferably in Fertilizers/ Petrochemical/ Petroleum Refinery, out of which candidate should have handled work of safety for minimum 05 years including minimum 01-year post diploma (Industrial Safety) inline work experience, as on cut-off date i.e. 31.08.2020 is mandatory.  Candidates should be well conversant with all fire and safety provisions of the Factories Act.	09	

POST CODE	POSTS NAME	MAX. AGE LIMIT (in years)	MINIMUM EDUCATIONAL QUALIFICATION (with minimum 60% marks except for CA/CMA/CS/AMIE)		POST QUALIFICATION INLINE EXECUTIVE WORK - EXPERIENCE	
			DEGREE	SPECIALIZATION	DOMAIN OF EXPERIENCE	MINIMUM YEARS OF EXECUTIVE WORK EXP. REQUIRED.
<b>HUMAN RESOURCES (HR)</b>						
05	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. Post qualification experience in HR Department of any Government/Public Sector/Autonomous Body/MNC/ Private Organization.			01
06	CM	50				17
<b>WELFARE</b>						
07	ASSTT. MGR.	40	Degree in Arts/Science/Commerce or in Law from a recognized University / Institute. WITH Degree or Diploma in Industrial Relations and Personnel Management covering Labour Welfare, as special subject, of not less than two years duration, conducted or recognized by a University of the State of Telengana, provided that the one year Post Graduate Diploma Course in Industrial Relations and Personnel Management awarded by the Osmania University, Hyderabad upto the Academic Year 1991-92 shall be treated as recognized and equivalent qualification to the Diploma in Industrial Relations and Personnel Management covering Labour Welfare and must have adequate knowledge of Telugu & English Language.  Two years' post qualification experience in Welfare Section of any Government/Public Sector/Autonomous Body/MNC/ Private Organization.			02
<b>MEDICAL</b>						
08	SR. CMO	50	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.		17
<b>LEGAL</b>						
09	MANAGER	45	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.		09

### 1. **CUT OFF DATE**

The cut-off date for determining eligibility criteria in respect of age, minimum educational qualification, post-qualification inline executive work experience in the relevant Pay Scale/ CTC shall be **31.08.2020** and will remain unchanged irrespective of any reason whatsoever.

### 2. **AGE LIMIT (Column iii)**

Maximum age mentioned on the above table is for 'UR' category. Relaxations to SC/ST/OBC/PwBD/ExSM in age criteria are mentioned in Clause Nos. F.12 - F.16 of this advertisement.

### 3. **EDUCATIONAL QUALIFICATION (Columns iv - v)**

- a) The prescribed minimum Educational Qualification should be completed on full time regular basis with minimum 60% marks, except for AMIE from a University/Institute recognized by UGC/AICTE.
- b) **No claim of possession of equivalent educational qualification(s) other than advertised educational qualification for a post would be entertained and decision of RFCL/NFL in this regard would be final and binding.**
- c) 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.
- d) 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 bonafide copy of the conversion norms/formula with respect to his/her University/Institute along with the application form and at the time of Interview.
- e) For candidates possessing dual degree MBA/ PG Degree/Diploma, the qualification should be with major specialization in requisite specialization as per the advertised educational qualification

and the candidate will have to provide a certificate indicating major specialization along with the application form and at the time of interview.

- f) Candidates appearing in the final year/ semester of the minimum essential qualification as mentioned in table 03 above and their result are awaited as on cutoff date are not eligible to apply for any posts against this advertisement.
- g) Computer Literacy is desirables for all candidates.

**4. WORK EXPERIENCE (Columns vi - vii)**

- a) Work Experience should be after acquiring relevant educational qualification and should be in-line executive experience.
- b) Candidate's work experience as Management Trainee / Graduate Engineer Trainee would be counted only in case he/she has been regularized in the same Company.
- c) Apprenticeship training under Apprentices Act, 1961, would not be counted as post - qualification inline executive work experience.
- d) 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.
- e) **Candidates must be working as on cutoff date (i.e. 31.08.2020).**

**5. 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, STATUTORY BODIES OR JOINT VENTURES OF STATE/ CENTRAL GOVERNMENT/ UNDERTAKING as on 31.08.2020**

**a) Candidates applying for the post at E-1 level:**

Should have worked for one year or more in one level below pay scale as on Cutoff date.

**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-7 levels:**

Should have worked for two years or more in one level below pay scales as on Cutoff date

**or**

Presently working in the same Pay Scale for which applying for or higher Pay Scale, as on cut-off date of eligibility

**c) For level of pay scales, please see the table given below (Table 04):**

POST/ LEVEL FOR WHICH CANDIDATE IS APPLYING	CORRESPONDING PAY SCALE BEING OFFERED FOR THE POST BEING APPLIED	NEXT BELOW 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		
		2017 BASED	1997 BASED	2007 BASED	2017 BASED	SCALE WITH GRADE PAY (7TH PC)	SCALE AFTER 01.01.2016
<b>Officer (E-1)</b>	₹40000-140000	₹6550-200- 11350	₹12600- 32500	₹30000- 120000	₹9300 –34800	₹4200	₹35400-112400
<b>Asstt. Manager (E-2)</b>	₹50000-160000	₹8600-250- 14600	₹16400 - 40500	₹40000- 140000	₹9300 - 34800	₹4600	₹44900-142400
<b>Manager (E-4)</b>	₹70000-200000	₹13000-350- 18250	₹24900 - 50500	₹60000- 180000	₹9300 - 34800/ ₹15600 -39100	₹5400	₹53100-167800/ ₹56100-177500

<b>Chief Manager/ Sr. CMO (E-6)</b>	₹90000-240000	₹16000-400-20800	₹32900 - 58000	₹80000-220000	₹15600 - 39100	₹7600	₹78800-209200
<b>DGM (E-7)</b>	₹100000-260000	₹17500-400-22300	₹36600 - 62000	₹90000-240000	₹37400-67000	₹8700	₹118500-214100

- 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.**
- e) The candidates working in GOVERNMENT (CENTRAL/STATE), PUBLIC SECTOR UNDERTAKINGS (CENTRAL/STATE), AUTONOMOUS, STATUTORY BODIES OR JOINT VENTURES OF STATE/ CENTRAL GOVERNMENT/ UNDERTAKING and their pay scale do not match the given scales should provide a clear CTC proof as mentioned in Table below against each respective vacancy.
- ii. **FOR CANDIDATES WORKING IN PRIVATE SECTOR OR IN SUCH GOVERNMENT (CENTRAL/STATE) DEPARTMENTS, PUBLIC SECTOR UNDERTAKINGS (CENTRAL/STATE), AUTONOMOUS, STATUTORY BODIES OR JOINT VENTURES OF STATE/ CENTRAL GOVERNMENT/ UNDERTAKING WHOSE PAY SCALES DO NOT MATCH WITH THE GIVEN PAY SCALES IN THE ADVERTISEMENT, SHALL BE REQUIRED TO PROVIDE A PROOF/CERTIFICATE FROM THEIR EMPLOYER FOR HAVING MINIMUM CTC AS MENTIONED BELOW AS ON CUT OFF DATE i.e. 31.08.2020 (Table 05):**

LEVEL FOR WHICH CANDIDATE IS APPLYING	MINIMUM REQUIRED CTC AS ON 31.08.2020 (₹ in lakhs)
E-1	₹6.09
E-2	₹8.12
E-4	₹12.18
E-6	₹16.24
E-7	₹18.27

**D. APPLICATION FEES (Table 06)**

UR / EWS / OBC candidates are required to send Non-refundable Application Fee of amount as detailed below through Demand Draft in favour of **NATIONAL FERTILIZERS LIMITED** payable at **NEW DELHI**.

Sl. No.	Non - refundable application fee for Post	Amount
1.	E-6 & E-7	₹1000/-
2.	E-1, E-2 & E-4	₹700/-

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

**E. PROCEDURE**

**i. HOW TO APPLY**

- Before applying, candidates are advised to peruse the advertisement carefully and should ensure that they fulfil all the eligibility criteria. Their eligibility will be provisional and will be verified only in case they are shortlisted for selection.
- Candidates fulfilling the prescribed eligibility criteria should download and print the prescribed Application Form proforma available on NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in RFCL → Recruitment of experienced professionals-2020. The Application Form, duly filled and signed, alongwith self-attested copies of the documents / certificates, as mentioned at Sl. No. F.6, should reach in a sealed envelope cover super-scribed **“APPLICATION FOR THE POST OF \_\_\_\_\_ (POST NAME), RFCL - 2020”** at the following address:

**“Chief Manager (HR), National Fertilizers Limited,  
A-11, Sector-24, Noida, District Gautam Budh Nagar, Uttar Pradesh - 201301”**

**No other means/mode of application shall be accepted.**

3. Candidature of a candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate in the Application Form is found to be false or not in conformity with the advertised eligibility criteria at any stage.
4. Candidates are required to provide their details in the Application Form regarding age, date of birth, qualification, division and percentage of marks obtained, year of passing and respective School/College/University, work experience including positions held, name of Organization, nature of duties performed/performing, period of service, scale of pay, salary/CTC (Cost to Company) drawn, demand draft towards Application Fee (if applicable) and other requisite information/declaration.
5. The candidates should ensure that the details entered in Application Form are correct. Candidates are required to send the duly filled-in Application Form proforma alongwith self-attested copies of the documents / certificates, as detailed at Sl. No. F.6 below so as to reach NFL by **08.10.2020 / 14.10.2020** (Refer Clause F.7 below) failing which their candidature will not be considered and no queries shall be entertained in this regard.
6. Self-attested photocopy of following documents is required to be enclosed alongwith application form:

1.	Date of Birth	10 <sup>th</sup> / Matriculation Certificate
2.	For Educational Qualification	Mark sheets and Degree Certificates (Matric onwards upto highest level for all semesters/years).
3.	For Pay Scale (for PSU/Govt.) or CTC** (for Private Sector)	Employer's Certificate or Appointment letter along with all promotion/ increment letters/ pay slips indicating pay/ CTC for requisite period/ Form-16.
4.	Experience Certificate with date of joining and relieving and Present Employment Proof	Certificate issued by Employer(s), if any, for past or present employment / Offer of appointment and pay slip for the month of Aug, 2020 as proof of working on cut-off date.
5.	For Caste Certificate	Caste Certificate in the prescribed format.
6.	For Differently abled/PwBD candidates	Medical Certificate in the prescribed format.
7.	Application Fee	Demand Draft of requisite amount (if applicable).
8.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with attested photograph.

7. The last date of receipt of duly complete Application Form alongwith all requisite documents/certificates is **08.10.2020**, unless extended and notified on NFL's website. However, last date for receipt of Application Forms of candidates presently residing in far-flung area i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union territory of Ladakh, Lahul & Spiti District & Pangti Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman & Nicobar Islands & Lakshadweep is **14.10.2020**. Candidates applying from far-flung areas should superscribe on envelope "FAR-FLUNG AREA". In case of false declaration of 'Far-Flung Area' on envelope vis-à-vis correspondence address mentioned in the Application Form, the same shall be summarily 'Rejected'.
8. Incomplete Application Forms OR not in prescribed proforma OR not supported by self-attested copies of relevant documents OR not fulfilling the eligibility criteria OR received at any other address of NFL other than that as mentioned in the foregoing in Clause No. G.2 OR received after due date shall be summarily 'Rejected'.
9. It may be noted that Applications Forms received without self-attested copies of relevant documents or received after due date shall be summarily rejected and no queries shall be entertained in this regard.
10. Candidates should note that scrutiny and shortlisting of Applications would be done on the basis of documents enclosed with the prescribed application form. The list of required documents at Clause No. G.6 is indicative and not exhaustive. No interim correspondence by the candidates regarding availability/non - availability of documents would be entertained. Accordingly, candidates are advised to enclose & send self-attested copies of all the relevant documents alongwith the duly signed Application Form in support of their candidature.

## **ii) SHORTLISTING & SELECTION PROCESS**

1. Based on the information in Application Form and documents submitted by the candidates' alongwith duly signed copy of their Application Form, scrutiny of applications would be done and candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
2. However, in case of receipt of large number of Applications, NFL/RFCL reserves a right to conduct an online test in Delhi - NCR region and/or any other city(ies) of India for the purpose of short-listing candidates for interview. Neither TA will be paid nor would Boarding & Lodging facilities be arranged/reimbursed for appearing in the online test.
3. Modalities of Online Test, in the event it is decided to conduct the same, shall be placed on NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com)→ Careers→ Recruitment in RFCL→ Recruitment of experienced professionals-2020 at an appropriate time.
4. Candidates are required to qualify in the Personal Interview separately with minimum average of 50% marks in interview. NFL/RFCL reserves the right to conduct interview through video conferencing mode at its various offices.
5. 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.
6. It may be noted that candidates will be called for personal interview provisionally on the basis of information submitted by them in the application Form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the Advertisement. Candidates 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.
7. **The candidates called for personal interview for the posts at the level of E-5 to E-7 shall be reimbursed 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 posts at the level of E-1 to E-4 will be reimbursed to and fro single 2nd AC Class Rail fare (Mail/Express trains, excluding Rajdhani/ Durgam/ 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. No TA is payable to the candidates called for the online examination wherever applicable.**
8. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital/NFL's common panel of hospitals and their appointment will also be subject to verification of character & antecedents and Caste certificate from the concerned District Authorities.
9. Selected candidates can be posted in any of the Units/Offices of the RFCL at the discretion of RFCL Management.

## **F. RESERVATION/CONCESSIONS/RELAXATIONS.**

1. Relaxation/Concession for SC/ST/OBC (NCL)/PwBD/Ex-SM categories candidates will be as indicated at Clause No. F.15 to F.16.
2. Category {SC/ST/OBC/PwBD/Ex-SM/EWS} once submitted in Application Form will not be changed and no benefit of other category will be admissible later on.
3. SC/ST/OBC/EWS/PwBD/XSM 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.



4. For claiming relaxation, the reserved category candidates should upload copy of Caste/PwBD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, alongwith Online Application Form. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should upload a self- certified bonafide translated copy of the same either in English or Rajbhasha (Hindi).
5. 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 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**. 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 bonafide translated copy of the same either in English or Rajbhasha (Hindi).
9. Format of caste certificate for SC/ST/OBC, format of EWS certificate and format of PwBD certificate is available on the website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers.
10. SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.
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.
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. F.12 to F.15 (standalone or in combination thereof), should not exceed 56 years as on cutoff date.

**G. GENERAL INSTRUCTIONS:**

1. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications. Candidates have to ascertain themselves their eligibility vis-à-vis advertised criteria for a post for which they are applying.
2. 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.
3. 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.
4. Details once submitted in the application form will be final and request for any change including change in correspondence address/email address/mobile number/ category shall not be entertained.
5. Candidates should possess a valid email ID as the same is mandatorily required to be filled in the application form. Candidates are also advised to keep the email ID active for at least one & a half year from cut-off date. 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 application form.** Responsibilities of receiving and downloading of information/communications, etc. will be of the candidate. RFCL/NFL 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.
6. 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.
7. **Any notice/revision/clarification/corrigendum/addendum/errata in respect of this advertisement shall be displayed only on NFL's website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in RFCL → Recruitment of experienced professionals-2020. No further press advertisement will be issued. Hence prospective applicants are advised to visit the above link on NFL website regularly for latest update with regard to this advertisement.**
8. **The names of candidates called for personal interview will also be displayed only on the above mentioned link on NFL website. 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 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. Candidates are advised to regularly visit the above mentioned link for all the updated information with regard to this advertisement. No telephonic queries shall be entertained.**

9. 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.
10. 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.
11. 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.
12. 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.
13. Candidates should retain the copy of their Application Form & DD for future reference as they can be asked to produce the same on anytime.
14. Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at New Delhi only to the exclusion of all other Courts.
15. Canvassing in any form at any stage shall be considered a disqualification for employment in the Company.
16. In case of any ambiguity/dispute on account of interpretation in versions other than English Language advertised in Newspaper/Employment News/Website, interpretation as per English version given in the website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) shall prevail.
- 17. Recruitment is exclusively for RFCL. Candidates recruited against this advertisement shall not have any claim, including employment, against vacancies in NFL.**

**IMPORTANT**

Sl.	Details
1.	Cut-off date of reckoning eligibility for all purposes of this advertisement shall remain 31.08.2020.
2.	The link for Advertisement & application Form Proforma has been hosted on the website <a href="http://www.nationalfertilizers.com">www.nationalfertilizers.com</a> → Careers → Recruitment in RFCL → Experienced Professionals – 2020.
3.	Last date of receipt of duly filled-in Application Form alongwith requisite self-attested copies of the documents / certificates at Noida office is 08.10.2020 / 14.10.2020 (for far-flung areas as mentioned in advertisement), unless extended and notified on NFL's website
4	Canvassing in any form is liable to render a candidate ineligible.

**Sd/-  
CHIEF MMANAGER (P&HR)  
RFCL**

\*\*\*\*\*