



रामागुण्डम फर्टिलाइजर्स एण्ड केमिकल्स लिमिटेड

**RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED**  
4<sup>th</sup> FLOOR, WING- A, KRIBHCO BHAWAN,  
SECTOR-1, NOIDA, UTTAR PRADESH, PIN CODE- 201301,  
PHONE: 0120-2553600



**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)/2021**

**Dated: 22.09.2021**

**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 Fertilizer 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. Online 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)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)	
<b>EXECUTIVE VACANCY</b>												
01	Assistant Manager	E-2	₹13.98	Chemical	02	01	01 (Backlog)	-	-	-	01 OH (Backlog)*	a) HH b) OA, OL, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
02	Manager	E-4	₹19.57	Electrical	01	01	-	-	-	-	-	a) D, HH b) OL, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
03	Sr. Manager	E-5	₹22.37		01	01	-	-	-	-	-	-
04	Dy. Manager	E-3	₹16.78	Mechanical	02	01	-	-	01	-	-	a) D, HH b) OA, OL, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
05	Manager	E-4	₹19.57		01	01	-	-	-	-	-	-
06	Manager	E-4	₹19.57	Civil	01	01	-	-	-	-	-	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
07	Dy. Manager	E-3	₹16.78	IT	01	01	-	-	-	-	-	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
08	Manager	E-4	₹19.57		01	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)		(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)
09	Accounts Officer	E-1	₹11.18	F&A	01	01	-	-	-	-	01 HH (Backlog)*	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above
10	Sr. Medical Officer	E-2	₹13.98	Medical	03	03	-	-	-	-	-	a) OA, OL, BL, OAL, LC, Dw, AAV b) SLD c) MD involving (a) to (b) above
11	Manager	E-4	₹19.57	HR	02	02	-	-	-	-	-	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV d) SLD e) MD involving (a) to (d) above
12	Manager	E-4	₹19.57	Materials	01	01	-	-	-	-	-	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
<b>TOTAL</b>					<b>17</b>	<b>15</b>	<b>01</b>	<b>-</b>	<b>01</b>	<b>-</b>	<b>02</b>	

**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 B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities 'IDA' - Industrial Dearness Allowance; 'ASSTT. MGR.' - Assistant Manager; 'SR. MGR.' - Senior Manager; 'SR. MEDICAL OFFICER' - Sr. Medical Officer; 'HR' - Human Resources; 'F&A' - Finance & Accounts;

# 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 Gazette Notification dated 07.01.2021 issued by MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT [Department of Empowerment of Persons with Disabilities (Divyangjan)], Govt of India. Please refer to Clause No. F.8 of this advertisement in this regard also.

\* PwBD Backlog vacancies are being advertised in second & subsequent year. Accordingly, these backlog vacancies shall be filled up out of the candidates with the Persons with Benchmark Disability as mentioned in column No.(xi) of Table-01. 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 –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 pending in any court. Whenever in any recruitment year any vacancy earmarked for EWS cannot be filled due to non-availability of a suitable candidate belonging to EWS, such vacancy for that particular recruitment year shall not be carried forward to the next recruitment year as backlog. The appointment against vacancies reserved for EWS category candidates shall be provisional and subject to the Income and Asset certificate to be verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services of the concerned persons 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	Accounts Officer
2	E-2	₹50000 - 3% - 160000	Assistant Manager, Sr. Medical Officer
3	E-3	₹60000 - 3% - 180000	Dy. Manager
3	E-4	₹70000 - 3% - 200000	Manager
4	E-5	₹80000 - 3% - 220000	Sr. 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. Medical Officer 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 at RFCL, Ramagundam Plant, Telangana. However, they may be posted in any Units/Offices of RFCL at any point of time at the discretion of the Management. Only candidates willing to serve anywhere in India need to apply.**

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

The columns (i - vi) 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 with SPECIALIZATION	DOMAIN OF EXPERIENCE	MINIMUM YEARS OF EXECUTIVE WORK EXP. REQUIRED.
i	ii	iii	iv	v	vi
<b>CHEMICAL</b>					
01	Assistant Manager	40	B.E./ B.Tech./B.Sc.(Engg.)/ AMIE in Chemical Engineering or Chemical Technology. Candidates having BOE (Boiler Operation Engineer)	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 only of State/ Central Government	02

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 with SPECIALIZATION	DOMAIN OF EXPERIENCE	MINIMUM YEARS OF EXECUTIVE WORK EXP. REQUIRED.
i	ii	iii	iv	v	vi
			certification may be given preference.	Undertaking(s) and/or Large Private Sector Organization(s) of repute. Candidate Should be conversant with DCS control system.	
<b>ELECTRICAL</b>					
02	Manager	45	B.E./B.Tech./B.Sc.(Engg.) / AMIE In Electrical or Electrical & Electronics Engineering or Electrical Technology	Hands on experience in maintenance and troubleshooting of HT & LT power distribution system HT synchronous & Induction motors, large transformers, protection systems etc in either of the following continuous operating plants: A large Ammonia & Urea plant or a large petrochemical plant or a large petroleum refinery only of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute.	09
03	Sr. Manager	45		<b>Desirable:</b> 1. Conversant with latest maintenance practices, lining up of maintenance contracts, spares procurement, budgeting etc. 2. Operating Experience of 220 KV switchyard, Class A supervisor license for 220 KV system. 3. Conversant with different Load Shedding Systems, Electrical Control System (ECS), Energy management, SCADA and PLCs. 4. Protection relay, Generator Protection Relays, Automatic Voltage Regulators, modern day Microprocessor relays, their setting and programming 5. Specific experience in operations/maintenance of Gas Turbine based Power Plant may also apply.	13
<b>MECHANICAL</b>					
04	DY. MANAGER	40	B.E./B.Tech./B.Sc.(Engg.) / AMIE In Mechanical Engineering	Hands on experience in maintenance and troubleshooting of Rotating Machines, static equipments, piping Networks etc. in either of the following continuous operating plants: A large Ammonia & Urea plant or A large petrochemical plant or A large petroleum refinery only of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute. Candidate should be conversant with latest maintenance practices, lining up of maintenance contracts, spares procurement, budgeting etc. and must be computer literate.	05
05	MANAGER	45		Candidates having specific experience in operations / maintenance of Gas Turbine based Power Plant may also apply.	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 with SPECIALIZATION	DOMAIN OF EXPERIENCE	MINIMUM YEARS OF EXECUTIVE WORK EXP. REQUIRED.	
i	ii	iii	iv	v		vi
<b>CIVIL</b>						
06	Manager	45	B.E./B.Tech./B.Sc.(Engg.)/ AMIE in Civil Engineering Or Civil Technology	Hands-on experience in civil projects of infrastructure, building, plants, power plants, metro and related activities	09	
<b>INFORMATION TECHNOLOGY</b>						
07	DY. MANAGER	40	B.E. / B.Tech./ B.Sc. (Engg.)/ AMIE / MCA in Information Technology or Computer Science or Computer Engineering	Development & troubleshooting of business applications preferably in oracle / ERP platform or Network management.	05	
08	MANAGER	45			09	
<b>FINANCE &amp; ACCOUNTS (F&amp;A)</b>						
09	Accounts Officer	30	CA or CMA or Two years MBA with specialization in Finance or Financial Management (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	
<b>MEDICAL</b>						
10	Sr. Medical Officer	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.	02	
<b>HUMAN RESOURCES (HR)</b>						
11	Manager	45	MBA/ Post Graduate Degree or Post Graduate 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 Undertakings/ Autonomous Body/ MNC/ Large Private Sector Organization(s) of repute.	09	
<b>MATERIALS</b>						
12	Manager	45	Degree in Engineering (in any specialization) Or Full time regular MBA (Materials Management/ Supply Chain Management) Or PG Diploma in Materials Management (02 years regular course) (Recognized as equivalent to MBA by UGC/ AICTE).	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 parts control, preferably in Fertilizer / Chemical / Petro - Chemical / Hydrocarbon industry only of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute engaged in continuous operation.	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 **31.08.2021** 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)**

- a) The prescribed minimum Educational Qualification should be completed on full time regular basis with minimum 60% marks, except for CA, CMA and AMIE from a University/Institute recognized by UGC/AICTE. For candidates applying for the post of Manager (HR) and possessing dual degree MBA/ PG Degree/PG 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. For the post of Accounts Officer, candidates with dual specialization in MBA or General MBA shall not be eligible to apply.
- 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) 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.
- f) Computer Literacy is desirables for all candidates.
- g) In case of any dispute arising about admissibility of any particular qualification the decision of NFL Management shall be final and binding on the applicants.

### **4. WORK EXPERIENCE (Columns v-vi)**

- 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) Large Private Sector Organization/Institution/Company, shall include listed companies (which would mean and include companies listed on NSE or group A & B of BSE) OR Organization/ Institution/ companies with more than 500 employees OR having an annual turnover of more than Rs.250 crores in the last Financial Year. Large Law Firm(s) would include only such Law Firm having an annual turnover of more than Rs.10 crores in the last Financial Year. The candidates are required to submit suitable documentary proof to establish the same.

- f) Experience of candidates working on contract basis through empanelled agency/ contractor (i.e., those who have been deployed on contract basis by some other agency/ organization for working on project/construction/O&M or any other activity) will not be considered. Only direct work experience including fixed term basis employment in an organization will be taken into consideration.
- g) Preference will be given to candidates having in line executive experience in Chemical and Fertilizer Industry.
- h) **Candidates must be working as on cutoff date.**

## 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:

- a) Candidates working in Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings should be presently working in one level below pay scale for a period of one year (for E1 Level post) and two years (for E-2 and above level post) immediately preceding the cutoff date or should be presently working in same scale or higher pay scale on the cut-off date. For next below pay scale in which experience of 01/02 years is required, please refer **Annexure-I**.
- b) 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 NFL's given Pay Scales, shall be required to provide a proof/certificate from their employer for having minimum CTC as mentioned below as on cutoff date i.e. 31.08.2021 (**Table-04**):

Level/post for which Candidate is applying	Minimum required CTC as on cutoff date (₹ in Lakhs per annum)
(i)	(ii)
Accounts Officer (E1)	₹6.13
Assistant Manager (E2), Sr. Medical Officer (E2)	₹8.17
Dy. Manager (E-3)	₹10.21
Manager (E4)	₹12.25
Sr. Manager (E5)	₹14.29

- c) It should be noted that no claim of possession of equivalent Pay Scale other than advertised Pay Scale for a post would be entertained

## D. APPLICATION FEES (Table 05)

Non - refundable Application Fee as mentioned below is required to be paid by General, OBC, EWS category candidates at the time of submission of online application form. Candidates are required to pay the Application Fee through electronic transfer mode. No other mode of payment of Application Fee would be accepted. Application Fee once paid will not be refunded under any circumstances. Candidates are advised to verify their eligibility before payment of the application fee.

Sl. No.	Non - refundable application fee for Post	Amount
1.	E-5	₹1000/- plus Bank Charges as applicable
2.	E-1, E-2, E-3 & E-4	₹700/- plus Bank Charges as applicable

The application fee is not applicable for SC, ST, ExSM, PwBD and Departmental candidates. **It may also be noted that NFL/RFCL does not seek any other charges/fees except the above mentioned application fee.**

## **E. PROCEDURE**

### **1. HOW TO APPLY**

- 1.1. 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.
- 1.2. Eligible and interested candidates are required to **apply online from 23.09.2021 upto 22.10.2021 upto 5:30PM** on NFL's website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in RFCL → Recruitment of experienced professionals in RFCL- 2021. No other mode of application including manual/paper shall be accepted / entertained.
- 1.3. After successful submission of online application form, candidates are required to take printout of the online application form and send it along with self-attested copies of the documents / certificates, as mentioned at Sl. No. E.1.15 in a sealed envelope cover super-scribed **“APPLICATION FOR THE POST OF \_\_\_\_\_ (POST NAME), RFCL - 2021”** at the following address within the due date (Please refer Clause E.1.16)::

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

**Kindly note that non-receipt of printout of the application form along with requisite documents at the address mentioned above within the last date of receipt of application shall lead to rejection of the candidature.**

- 1.4. **Only one application per candidate is allowed.** The details in online application form can be edited / modified before submission of application fee or final submission of online form 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. It should be noted that false declaration shall render the candidate ineligible from this recruitment process. Candidates are required to send.
- 1.5. Before applying, candidates should ensure that they fulfill all the eligibility norms.
- 1.6. Incomplete online applications shall be summarily rejected.
- 1.7. Before registering their applications on the website, the candidates should possess the following and keep it handy:
  - a) Valid E-Mail ID, which should remain valid for at least one & a half year.
  - b) Candidates should have latest passport size photograph (jpg or jpeg file only upto 50 Kb) as well as photograph of signatures in digital format (jpg or jpeg file only upto 20 kb) for uploading with the application form.
  - c) Supporting documents for age, qualification, caste/PwBD certificate and identity proof for uploading (pdf file upto 200 KB each).
  - d) Provision to pay application fee as per details given at clause D (Table 5) above.
- 1.8. Online registration involves following steps:
  - a) Step 1: Filling up of Application - Go to NFL's website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in RFCL → Recruitment of experienced professionals in RFCL-2021.
    - Read the Advertisement carefully to be sure about your eligibility
    - Click on the link “Apply Online”
    - Fill up all the required fields
    - Ensure the information provided is correct and then submit.
  - b) Step 2: Making Payment
    - Click on “Make payment” which will take you to Payment Gateway, which has been authorized to collect the application fee /processing charges on behalf of NFL.
  - c) Step 3: Final Registration & Printing of Online Application Form finally submitted.
- 1.9. Once the payment is made, candidates should download and retain a photocopy of their e-receipt and Online Application Form finally submitted as they would be asked to produce them for reference to produce it at the document verification or at any stage of selection process.

- 1.10. Fee once paid will not be refunded under any circumstances. Failed Transaction amount will be automatically refunded to same A/c from which payment was originally made, within 15 working days.
- 1.11. Candidates should strictly ensure timely payment of application fee and/or submission of their online applications well before the stipulated last date of submission to avoid last minute rush.
- 1.12. All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate. All information regarding examination schedule/admit card etc. shall be provided through email and / or by uploading on NFL website.
- 1.13. NFL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/website in time.
- 1.14. 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.
- 1.15. In case the candidate is called for document verification, he/ she shall be required to bring all ORIGINAL DOCUMENTS [in the order as mentioned below] together with ONE SEPARATE SET OF PHOTO COPY of all documents duly SELF ATTESTED (in the same order) at the time of document verification, failing which he/ she will not be permitted to appear in the further Selection Process/interview:

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).  Documentary proof/ certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ OGPA or letter grade.  Major specialization proof in case of dual specialization in case of MBA / PGDBM Degree.
3.	For Pay Scale (for PSU/Govt.) or CTC (for Private Sector)	Employer's Certificate or Appointment letter clearly mentioning therein Annual CTC along with all promotion, increment letters, pay slips indicating pay/ CTC for requisite period, Form-16 etc.
4.	Experience Certificate	Proof of having minimum required years of experience/ minimum required experience in the next lower pay scale / minimum required CTC.  Only following types of documentary proofs towards experience will be considered relevant : <b>I. For Past Employment:</b> <ul style="list-style-type: none"> <li>• Experience letter issued by competent and authorized executive of the organization indicating Designation, date of joining including date of relieving the organization by the employee concerned OR</li> <li>• Appointment letter clearly mentioning the date of joining the organization and also acceptance of resignation letter/ relieving order.</li> </ul> <b>II. For Current Employment:</b> <ul style="list-style-type: none"> <li>• Experience letter issued by competent and authorized executive of the organization indicating designation, and date of joining the organization by the employee concerned along with latest pay slip OR</li> <li>• Appointment letter clearly mentioning the date of joining the organization and Latest Pay Slip along with any of the following optional documents: <ul style="list-style-type: none"> <li>➤ Identity card issued by current employer</li> <li>➤ Annual Increment letter</li> <li>➤ Promotion order/Transfer order etc.</li> </ul> </li> </ul> In the absence of appointment letter and latest pay slip, candidature of such candidates shall be liable to be rejected.
5.	For Caste/Tribe Certificate[for SC/ ST/ OBC (NCL)	Caste Certificate in the prescribed format. OBC (Non Creamy Layer) category candidates are required to submit <b>latest</b> caste certificate from Competent Authority.
6.	For Differently abled/ PwBD candidates	Medical Certificate in the prescribed format.
7.	EWS Certificate	EWS category candidates are required to submit latest category certificate from Competent Authority.

8.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with attested photograph.
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- 1.16. The last date of receipt of copy of online Application Form alongwith all requisite documents/certificates is **29.10.2021**, unless extended and notified on NFL's website. However, last date for receipt of copy of online Application Form alongwith all requisite documents/certificates 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 **05.11.2021**. 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 online Application Form, the same shall be summarily 'Rejected'.
- 1.17. 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. E.1.13 OR received after due date shall be summarily 'Rejected'.
- 1.18. 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.
- 1.19. 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. E.1.14 is indicative and not exhaustive. Candidates may be asked at any stage of recruitment to produce any additional documents which are considered necessary to establish the eligibility of the candidate w.r.t. the eligibility criteria prescribed in the advertisement. 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 copy of online Application Form in support of their candidature, failing which their candidature shall not be considered.

## **2. SHORTLISTING & SELECTION PROCESS**

- 2.1 Based on the information in Application Form and documents submitted by the candidates' alongwith 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. List of candidates shortlisted for interview shall be placed on NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in RFCL → Recruitment of experienced professionals in RFCL-2021 at an appropriate time.
- 2.2 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.
- 2.3 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 in RFCL-2021 at an appropriate time.
- 2.4 Candidates are required to qualify in the Personal Interview with minimum average of 50% marks in interview. NFL/RFCL reserves the right to conduct interview through video conferencing mode at its various offices.
- 2.5 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.

- 2.6 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.
- 2.7 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.
- 2.8 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/ 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. No TA is payable to the candidates called for the online examination wherever applicable.
- 2.9 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.
- 2.10 Selected candidates can be posted in any of the Units/Offices of the RFCL at the discretion of RFCL Management. **Only candidates willing to serve anywhere in India need to apply.**

#### **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.10 to F.16.
2. Category {SC/ST/OBC/EWS/PwBD/Ex-SM } 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.nbc.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 in RFCL-2021. 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. No.	Details
1.	Cut-off date of reckoning eligibility for all purposes of this advertisement shall remain 31.08.2021.
2.	The link for Advertisement & Online application has been hosted on the website <a href="http://www.nationalfertilizers.com">www.nationalfertilizers.com</a> → Careers → Recruitment in RFCL → Recruitment of Experienced Professionals in RFCL-2021.
	<ul style="list-style-type: none"> <li>• Online application link shall be available from 23.09.2021.</li> <li>• Last Date of Online application is 22.10.2021.</li> <li>• Last date of receipt of copy of online Application Form alongwith requisite self-attested copies of the documents / certificates at Noida office is 29.10.2021 / 05.11.2021 (for far-flung areas as mentioned in advertisement), unless extended and notified on NFL's website.</li> </ul>
3.	Canvassing in any form is liable to render a candidate ineligible.

**Sd/-  
Dy. GENERAL MANAGER (HR)  
RFCL**

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**ANNEXURE-I**

POST/ LEVEL FOR WHICH CANDIDAT E IS APPLYIN G	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>Dy. Manager (E-3)</b>	₹60000-180000	₹10750- 300-16750	₹20600 - 46500	₹50000- 160000	₹9300 - 34800	₹4800	₹47600- 151100
<b>Manager (E-4)</b>	₹70000-200000	₹13000- 350-18250	₹24900 - 50500	₹60000- 180000	₹9300 - 34800/ ₹15600 -39100	₹5400	₹53100- 167800/ ₹56100- 177500
<b>Sr. Manager (E-5)</b>	₹80000-220000	₹14500- 350-18700	₹29100 - 54500	₹70000- 200000	₹15600 -39100	₹6600	₹67700- 208700
<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