



**NATIONAL FERTILIZERS LIMITED**  
**(A GOVERNMENT OF INDIA UNDERTAKING)**  
**A-11, SECTOR-24, NOIDA,**  
**DISTRICT GAUTAM BUDH NAGAR, UTTAR PRADESH - 201301.**  
**Phone Nos.: 0120-2412294, 2412445 Fax 0120-2412397**

**Advertisement No.: 01/2019**

**Dated: 31.01.2019**

**RECRUITMENT OF ACCOUNTS ASSISTANTS (W-3 Level )**

National Fertilizers Limited (NFL) is a Mini-Ratna, premier profit-making Central Public Sector Undertaking engaged in manufacturing and marketing of fertilizers and other agricultural inputs with a vision of being a leading Indian company in fertilizers and beyond, with commitment to all stakeholders. NFL is looking for qualified, dynamic and result oriented F&A personnel with initiative for manning the following positions on regular basis for its various Offices / Units / Joint Ventures:

POST	PAY SCALE (pre-revised)	UNITS/ OFFICES	NUMBER OF VACANCIES @	UR	RESERVATION					IDENTIFIED FOR PwBD CATEGORIES \$
					SC	ST	OBC (NCL)	PwBD #	ExSM #	
ACCOUNTS ASSISTANT (W3 level)	₹9000-16400	BATHINDA	06 (SIX)	04	01	-	01	-	-	<b>OH:OL,BL, MW VH: LV HH</b>
		PANIPAT	03 (THREE)	02	-	-	01	01-HH	-	
		VIJAIPUR	09 (NINE)	05	01	02	01	-	01	
		CORPORATE OFFICE, NOIDA	04 (FOUR)	02	01	-	01	01-VH	-	
		MARKETING	30 (THIRTY)	15	04	02	09	01-VH 01-HH	-	

**Abbreviations:**

'F&A' - Finance & Accounts; 'UR' - Unreserved; 'SC' - Scheduled Caste; 'ST' - Scheduled Tribe; 'OBC (NCL)' - Other Backward Classes (Non-Creamy Layer); 'ExSM' - Ex Serviceman; 'PwBD' - Persons with Benchmark Disabilities; 'OH' - Orthopedically Impaired; 'OL' - One Leg affected; 'BL' - Both Legs affected; 'MW' - Muscular Weakness; 'VH' - Visually Impaired; 'LV' - Low Vision; 'HH' - Hearing Impaired.

@The number of vacancies are tentative and may increase or decrease at the discretion of NFL and in compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, NFL 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. NFL also reserves the right to raise/ relax the minimum eligibility standards and to fill/ not to fill all or any of the above positions. In addition to the notified vacancies a panel of candidates shall also be created for unforeseen vacancies, including but not limited to vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment. Posts shall be filled according to reservation position. Accordingly, SC/ST/OBC/PwBD/ExSM category candidates are encouraged to apply.

@@PwBD reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC vacancies. Refer to Clause No. D.6 of this advertisement.

\$The PwBD categories identified for above posts are as per the latest list of "Group C - 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 advertisement. Please refer to Clause No. D.6 - D.7 of this advertisement in this regard also.

Contd...2/-

**A. AGE, QUALIFICATION, ELIGIBILITY CRITERIA**

Post Code	Post Name	Maximum Age <sup>#</sup>	Minimum Educational Qualification <sup>***</sup>
(i)	(ii)	(iii)	(iv)
01	ACCOUNTS ASSISTANT	Minimum - 18 years Maximum - 30 years	<b>B. Com with 50% marks in aggregate for General and OBC candidates and 45% for SC/ST/PwBD candidates against reserved positions.</b>

**#** Indicated maximum age limit is for 'General' category. Relaxation to SC/ST/OBC/PwBD/ExSM in age criteria is mentioned in Clause Nos. D.10 - D.13 of this advertisement.

**\*\*\*** Specifications of minimum educational qualification be read with Clause Nos. H.6 - H.9 as mentioned in this advertisement.

**B. DATE OF RECKONING ELIGIBILITY CRITERIA.**

The cut-off date for determining eligibility criteria in respect of age, minimum educational qualification shall be **31.12.2018**.

**C. NON REFUNDABLE APPLICATION FEE.**

Non - refundable application fee of Rs. 200/- (Rupees Two Hundred only) plus applicable Bank Charges are required to be paid by General and OBC category candidates at the time of submission of online application form. Candidates can opt to pay either through internet banking account or credit/ debit card. No other mode of payment of application fee would be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of application fee. SC/ST/PwBD/ExSM category candidates are not required to pay any application fee.

**D. RESERVATION/CONCESSIONS/RELAXATIONS.**

- Reservation for SC/ST/OBC (NCL) categories will be provided as per the prescribed percentage for recruitment applicable to the State in which Unit is located.
- Category {General/SC/ST/OBC/PwBD} once submitted will not be changed and no benefit of other category will be admissible later on. Blank proforma of certificates for SC/ST/OBC/PwBD is available under the head "Careers" on [www.nationalfertilizers.com](http://www.nationalfertilizers.com) for convenience of the candidates.
- SC/ST/OBC candidates can be considered under general standards of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.
- For claiming relaxation, the reserved category candidates should submit copy of Caste Certificate, 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 submit a self- certified translated copy of the same either in English or Rajbhasha (Hindi).
- Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply against the 'UR' positions provided they meet the age criteria applicable to General category candidates and indicate their category as "General". NFL being a Central Public Sector Undertaking, 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, candidate should submit & shall subsequently produce his latest caste certificate in the proforma prescribed by Government of India, applicable for purpose of reservation in appointment to posts under Govt. of India/Central Government /Public Sector Undertaking, as contained in DOPT Memo No.36036/2/2013-Estt/(Res.) dated 30.05.2014 from a Competent Authority **issued in the year 2018**. Such certificate should specifically state that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 and modifications issued vide OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017. 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. 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.
7. Under section 34 of “The Rights of Persons with Disabilities Act, 2016”, persons with benchmark disabilities are eligible for reservation. The reserved categories of disabilities mentioned under this Act are namely (a) Blindness and low vision; (b) deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities. It may be noted that definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.

Section 2(r) of The Rights of Persons with Disabilities Act 2016, defines “person with benchmark disability” means a person with not less than 40% 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.

Accordingly, a person with a specified disability listed in the schedule but not covered under Section 34(1), if certified by a certifying officer as a person with disability of 40% or above, in terms of provisions 7 of the Rights of Persons with Disabilities Act, 2016 shall be allowed concessions/relaxations available to PwBDs as mentioned in this advertisement and will be considered against unreserved vacancies. Further, those candidates, who want to avail of benefit of reservation, are required to submit a Disability Certificate issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should submit a self-certified translated copy of the same either in English or Rajbhasha (Hindi).

8. SC/ST/PwBD/ExSM/Departmental candidates are exempted from payment of application fee.
9. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.
10. Relaxation in maximum age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC(NCL) candidates considered against reserved positions..
11. “General” PwBD candidates will be allowed age-relaxation upto 10 years, upto 15 years for “SC/ST” PwBD and upto 13 years for “OBC (NCL)” PwBD candidates, if considered against reserved positions.
12. Upper age limit 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.
13. The maximum age of the applicant, after giving relaxations under Clause No. D.9 to D.12 above (standalone or in combination thereof), should not exceed 56 years as on 31.12.2018.
14. Candidates whose writing speed is adversely affected permanently for any reason may use services of their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:
  - a. The candidate will have to arrange his / her own scribe at his/her own cost;
  - b. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of online test;

- c. The scribe arranged by the candidate should not have applied under this advertisement for any post. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled;
- d. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained;
- e. A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment). Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

## **E. PAY & PERKS**

Pay scales are under revision in terms of Government of India guidelines subject to approval of Govt. of India. Selected candidates will be placed at the minimum Basic Pay in pay scale indicated for each post. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance, House Rent Allowance / Company Accommodation and will also be entitled for other perquisites & allowances / benefits such as Leave Encashment, Medical Facilities, Performance Related Pay, Contributory Provident Fund, Gratuity, Contributory Superannuation Benefit Fund Scheme, Group Personal Accident Insurance etc. as per Company rules in force from time to time.

## **F. SELECTION METHODOLOGY**

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

- 1.1. Eligible and interested candidates are required to **apply online from 31.01.2019 upto 28.02.2019 upto 5:30PM** on NFL's website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of Accounts Assistant-2019. No other mode of application including manual/paper shall be accepted / entertained.
- 1.2. **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.**
- 1.3. Before applying, candidates should ensure that they fulfill all the eligibility norms.
- 1.4. **Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to Bathinda/Panipat/Vijaipur Units, Corporate Office, Noida & Marketing Division against this advertisement, are advised to apply Online, failing which their candidature will not be considered.**
- 1.5. Incomplete online applications shall be summarily rejected.
- 1.6. 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/jpeg/jpg file upto 01MB each).
  - d) Provision to pay examination fee of ₹200/- for General and OBC Candidates.
- 1.6. Online registration involves following steps:
  - a) Step 1: Filling up of Application - Go to NFL "Careers" page at [www.nationalfertilizers.com](http://www.nationalfertilizers.com)
    - Read the Advertisement carefully to be sure about your eligibility
    - Click on the link "Apply"
    - 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.
- 1.7. 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.
  - 1.8. 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.
  - 1.9. Candidates should strictly ensure timely payment of application fee and/or submission of their online applications well before the stipulated last date of submission i.e. **28.02.2019 upto 5:30 PM** to avoid last minute rush.
  - 1.10. 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.
  - 1.11. 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.
  - 1.12. Candidates are not required to send any document to NFL.

## 2. ONLINE EXAMINATION

- 2.1. It should be noted that candidature of all the applicants would be provisional and would be allowed to appear in online examination on the presumption that they meet the eligibility criteria for the post which they have applied for. Their candidature would, however, be subject to meeting of advertised eligibility criteria and verification of certificates & testimonials etc. at the time of document verification, as & when called for.
- 2.2. Candidates will be required to appear for **computer based online objective type test**, on the day, date, time & venue as mentioned in the **Admit card**, which shall tentatively be issued well in time before the date of Online Exam. The candidates will be allowed to appear in Online Test only if they possess the valid Admit Card indicating roll number, name & address of the allocated test centre and guidelines for the online test. Admit Card in respect of such eligible & provisionally shortlisted candidates will be made available on the [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of Accounts Assistant-2019 and such candidates will also be intimated for the same through SMS on their mobile number & through email on their E-Mail ID as mentioned in their online application form. Candidates have to download their Admit Card from the website for appearing in online test. Admit Cards will not be sent by post. NFL will not be responsible for any delay or non-delivery of intimation sent electronically through SMS or e-mail, as the case may be or inactiveness of e-mail account submitted by the candidate during online registration. No other communication will be sent to such candidates for this purpose. Hence, candidates are advised to regularly checking their e-mail account (including junk mailbox) for any communication from NFL. Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.
- 2.3. **The tentative centres for online exam shall be at Jammu/Kashmir, Bathinda, Bhopal, Chandigarh, Delhi & NCR, Panipat, Lucknow, Hyderabad, Patna, Gwalior.** Candidates would be required to select two preferences of above-mentioned cities for giving their online examination. However, NFL will not be bounded to allocate centre in the preferred city(ies) as indicated by the candidates in their online application form. No request for change of examination centre will be entertained after final submission of online application form. NFL reserves the right to cancel or add any centre depending upon the response of candidates in that area/centre and Candidates have to make their own arrangement for travelling, lodging and boarding for appearing in online test and no TA/DA will be paid in this regard.
- 2.4. The online test for the above mentioned posts will be held on the same day unless it is not possible to conduct the same due to any unforeseen or technical reasons. In case of any mishappening or delay or rescheduling the online test for either of the posts at any or all of the test centres, candidates would be communicated fresh date of online test and no queries will be entertained in this regard. In the event of rescheduling of test or change of any test centre due to unforeseen or technical reasons, candidates would have to make their own arrangement to

attend the online test and NFL shall not be held liable for such delay/rescheduling of online test and no TA/DA will be paid for appearing in the online test on this account also.

- 2.5. The online test will have two parts, Discipline related and Aptitude related. Medium of Test will be in Rajbhasha (Hindi) and English. Duration of test will be 02 hours (120 minutes). The total number of questions will be 150, of one mark each, out of which 100 questions would be from mix of course curriculum of qualifying Course i.e. B.Com. and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge / Awareness. There will be no negative marking for wrong answer. The examination level of the domain subject will be of minimum prescribed educational qualification, as applicable for each post.
- 2.6. The date of online test shall be communicated to the candidates through admit card to be downloaded from NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com). No request for change in examination date would be entertained.
- 2.7. Mere issuance of Admit card shall not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.

### **3. FINAL SELECTION**

- 3.1. Accounts Assistant being Group 'C' Non - Executive (Worker) level posts, there will be no interview and selection of the candidates for appointment shall be made purely on the basis of marks obtained in online test and subject to verification of certificates/testimonials etc.
- 3.2. Separate merit list will be drawn for General/SC/ST/OBC(NCL) candidates with reference to the number of available vacancies for each category. Merit list of suitable candidates shall be prepared on the basis of performance in the online test. **Candidates would be required to score minimum 50% marks i.e. 75 or more marks out of 150 in online test and all such candidates would be empanelled Unit-Discipline-Category wise in order of merit.**
- 3.3. In case two or more candidates score equal marks in the online examination, percentage of marks in the qualifying examination i.e. B. Com. would be considered for drawing up merit list. In case percentage of marks are also equal in the qualifying examination, the date of birth of the candidates will be considered for preparing merit list i.e. the candidates born earlier will be considered as senior in the merit list.
- 3.4. SC/ST/OBC (NCL) candidates can be considered under general standard of merit against the un-reserved posts provided no relaxation in age, minimum educational qualification marks etc. is availed of/extended to them. Thus, candidates availing relaxation will be considered against reserved positions within their category in order of merit. PwBD and ExSM candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in the Merit List (in order of merit within the category) on horizontal reservation policy. However, a PwBD candidate availing of only age relaxation will be entitled to be first considered against unreserved post, in order of merit in the select list, before being considered against a reserved post.
- 3.5. It is reiterated that in addition to the notified vacancies, panel of candidates shall also be created for unforeseen vacancies, including but not limited to vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment. Posts shall be filled according to reservation position.
- 3.6. 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.

### **G. APPOINTMENT & PLACEMENT**

1. Candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials etc. at the time of document verification, as & when called for. Candidature of the candidate is liable to be rejected if it is found that he/she does not meet the advertised eligibility criteria for the post he/she has applied for, irrespective of his merit position on the basis of marks secured in online examination. This clause be read with **Clause No. H.10** of this advertisement also.
2. Candidates shortlisted on the basis of marks secured in online examination in order of merit, Unit-Discipline-Category wise, shall be called for document verification at the Unit for which they have applied for and if found suitable, will be issued offer of appointment by that respective Unit.
3. **Selected candidates will be initially posted in that Unit/ Corporate Office/ Marketing Division of NFL which they are applying for, however, they can be posted in any of the other Units/Offices/Joint Venture(s) of NFL depending upon the administrative requirements of Organization at any point of time.**

4. Candidates should have sound health and selected candidates, before joining, will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital.
5. Appointment of selected candidates would be subject to Medical Fitness and verification of Character & Antecedents and Caste/PwBD certificate (if applicable) from the concerned District /Competent Authorities.

#### **H. IMPORTANT INSTRUCTIONS**

1. Candidates are advised to carefully read the full advertisement carefully and ascertain their eligibility before submitting their online applications.
2. While applying the candidates should mention their full name as it appears on the matriculation school certificate. Certificate issued by a Board of Secondary Education for passing Matriculation shall be the only acceptable document in support of proof of age.
3. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies as on 31.12.2018 shall be required to produce 'Permission letter / No Objection Certificate' at the time of document verification from their employer indicating permission from the Management for them to apply for the post of Accounts Assistant in NFL. Such candidates, if offered appointment, shall be required to submit proper & unconditional "**Relieving Memo./Discharge Order/Release Order**" from their employer at the time of joining, without which they will not be allowed to join.
4. Candidates in online application form have to necessarily declare and provide details in case he/she has been arrested, prosecuted, kept under detention or fined, FIR filed in any Police Station, convicted by the Court of Law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination or if proceedings are pending against him in any Court of Law.
5. Details once submitted in the online application form will be final and any request for any change including change in correspondence address/email address/mobile number/category shall not be entertained. Candidates are, therefore, advised to carefully fill up their online application.
6. No claim of possession of equivalent educational qualification(s) other than advertised educational qualification would be entertained and decision of NFL in this regard would be final and binding.
7. Minimum percentage of marks in the minimum educational qualification as indicated above shall be aggregate of all semesters/years and irrespective of the weightage given to any particular semester/year by the Institute/University.
8. Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale. Candidates having CGPA/OGPA or letter grade in a degree, however, shall invariably produce a copy of these conversion norms/no norms with respect to his/her University/Institute at the time of Interview
9. The minimum educational qualification is the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. NFL's decision on all the matters relating to eligibility, acceptance or rejection of the application, mode of shortlisting or selection, cancellation of the selection process etc. shall be final & binding. No queries or correspondence shall be entertained in this regard.
10. Mere admission to the selection process does not imply that NFL 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. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials, Caste/PwBD/ExSM etc. Candidates, if shortlisted, would be required to bring in original all certificates at the time of document verification, failing which they may not be issued offer of appointment / allowed to join. In case it is detected at any stage (even during employment) that a candidate does not fulfill any of the advertised eligibility criteria or has furnished false or incorrect or incomplete information or given false declaration or suppressed any material fact or information having any bearing on his candidature, he/she shall render himself/herself ineligible and the candidature / appointment of the candidate will be liable to be cancelled or terminated forthwith, if recruited, without making any reference.
11. Further, NFL reserves the right to cancel/restrict/enlarge/modify the recruitment/selection process of advertised posts without any further notice or assigning any reasons whatsoever, if need so arises. Filling up of vacancies is solely at the discretion of the Management based on suitability of candidates and no claim will arise for appointment, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates.



12. Candidates should possess a valid email ID as the same is mandatorily required for registration for online applications. Candidates are also advised to keep the E-mail ID as well as Mobile Number, as filled-in in their online application form, active for at least one & a half year from cut-off date i.e. 31.12.2018. No change in the E-mail ID will be allowed once submitted. **All future information/communication regarding participating in the selection process shall be provided through e-mail/SMS to the candidates, found prima-facie eligible, based on the information submitted by them in their online application data.** Responsibility of receiving and downloading of information/communications, etc. will be of the candidate. NFL will not be responsible for any delay in communication/inactiveness of the E-mail ID, loss of email sent due to invalid/wrong E-mail ID submitted by the candidate in online application form and no correspondence in this regard shall be entertained.
13. Candidates shortlisted based on the marks secured in online examination and found prima-facie eligible based on the online application submitted will be called for participating in the Selection Process. In case the applicant does not receive any communication within 90 days from the date of examination, it may be presumed that he/she has not been short listed for the Selection Process. Accordingly, candidates are advised to regularly visit [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of Accounts Assistant-2019 for the updated information on the selection process.
14. Candidates should retain their copy of online Application Form and/or Pay in e-receipt and Admit Card for future reference as they will be asked to produce it at the document verification.
15. Any 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 NFL → Recruitment of Accounts Assistant-2019. No further press advertisement will be issued. Hence prospective applicants are advised to visit NFL website regularly for latest update with regard to this advertisement.
16. This is a consolidated advertisement for recruitment of Accounts Assistant posts of NFL's Units/ Corporate Office/ Marketing Division and issued on their behalf for administrative ease. Any proceedings in respect of any matter of claim or dispute arising out of this advertisement/recruitment process and/or an application submitted in response thereto will be in the Court of Jurisdiction of Delhi only to the exclusion of all other Courts.
17. For queries, candidates may visit the site and consult the Frequently Asked Questions (FAQs) section. Candidates have to ascertain themselves their eligibility vis-à-vis advertised criteria for a post for which they are applying. Other queries, if any, may be addressed to the [support@registernow.in](mailto:support@registernow.in) or on **Helpline No. +91-8928192226 from 10:00 AM to 6:00 PM only on working days.**
18. In case of any ambiguity/dispute arises on account of interpretation in versions other than English language advertised in Newspaper/Employment News/Website, English version given in the website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) will prevail.
19. Canvassing in any form shall be considered a disqualification for employment in the Company.

#### **IMPORTANT DETAILS FOR CANDIDATES**

The link to the online registration of the application has been hosted on the website <a href="http://www.nationalfertilizers.com">www.nationalfertilizers.com</a> → Careers → Recruitment in NFL → Recruitment of Accounts Assistant-2019	
Cut – off date for reckoning eligibility for all purposes	<b>31.12.2018</b>
Date of opening of online application	<b>31.01.2019</b>
Last date of submission of online application, unless change in date is notified	<b>28.02.2019</b>
Candidates are advised to submit their online application in time to avoid last minute rush.	
Canvassing in any form is liable to render a candidate ineligible.	

**GM (HR), NFL**