



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.: 07/2019

Dated: 06.08.2019

REQUIREMENT OF NON-EXECUTIVES

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.

Online applications are invited from energetic young qualified Indian Nationals for recruitment to following **positions in Non – Executives (Worker) category** for its various Units / Offices :-

A. UNIT-WISE VACANCY POSITION

1. BATHINDA UNIT (PUNJAB)

POST CODE	POST DISCIPLINE &	PAY SCALE	NUMBER OF VACANCIES	RESERVATION							IDENTIFIED FOR PwBD CATEGORIES
				(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	
(i)	(ii)	(iii)	(iv)	UR	SC	ST	OBC(NCL)	EWS	ExSM	PwBD	(xii)
01	LOCO OPERATOR GR.III	24000-67000 (W-5)	02	02	-	-	-	-	-	-	NOT IDENTIFIED FOR PwBD
02	STORE ASSISTANT GR.II	23000-56500 (W-3)	05	03	01	-	01	-	01	02 (1-OH, 1-HH)	OH: OA, OL; HH, VH:LV
03	OFFICE ASSISTANT GR.III	23000-56500 (W-3)	02	01	01	-	-	-	-	1-VH-LV (BACKLOG)**	OH: OA, OL; HH, VH:LV
04	LOCO ATTENDANT GR.III	21500-52000 (W-2)	06	04	01	-	01	-	-	-	NOT IDENTIFIED FOR PwBD

2. PANIPAT UNIT(HARYANA)

POST CODE	POST DISCIPLINE &	PAY SCALE	NUMBER OF VACANCIES	RESERVATION							IDENTIFIED FOR PwBD CATEGORIES
				(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	
(i)	(ii)	(iii)	(iv)	UR	SC	ST	OBC(NCL)	EWS	ExSM	PwBD	(xii)
01	LOCO OPERATOR GR.III	24000-67000 (W-5)	01	01	-	-	-	-	-	-	NOT IDENTIFIED FOR PwBD
02	STORE ASSISTANT GR.II	23000-56500 (W-3)	04	03	-	-	01	-	01	1-OH	OH: OA, OL; HH, VH:LV
03	LOCO ATTENDANT GR.III	21500-52000 (W-2)	04	03	-	-	01	-	-	-	NOT IDENTIFIED FOR PwBD

3. VIJAIPUR UNIT (MADHYA PRADESH)

POST CODE	POST DISCIPLINE &	PAY SCALE	NUMBER OF VACANCIES	RESERVATION							IDENTIFIED FOR PwBD CATEGORIES
				(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	
(i)	(ii)	(iii)	(iv)	UR	SC	ST	OBC(NCL)	EWS	ExSM	PwBD	(xi)
01	STORE ASSISTANT GR.II	23000-56500 (W-3)	02	02	-	-	-	-	-	-	OH: OA, OL; HH, VH:LV
02	LOCO ATTENDANT GR.III	21500-52000 (W-2)	06	05	-	01	-	-	01	-	NOT IDENTIFIED FOR PwBD

4. NANGAL UNIT

POST CODE	POST DISCIPLINE &	PAY SCALE	NUMBER OF VACANCIES	RESERVATION							IDENTIFIED FOR PwBD CATEGORIES
				(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)
01	OFFICE ASSISTANT GR.III	23000-56500 (W-3)	02	UR 01	SC 01	ST -	OBC(NCL) -	EWS -	ExSM -	PwBD 1-VH-LV	OH: OA, OL; HH, VH:LV

5. CORPORATE OFFICE

POST CODE	POST DISCIPLINE &	PAY SCALE	NUMBER OF VACANCIES	RESERVATION							IDENTIFIED FOR PwBD CATEGORIES
				(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)
01	STORE ASSISTANT GR.II	23000-56500 (W-3)	01	UR 01	SC -	ST -	OBC(NCL) -	EWS -	ExSM -	PwBD -	OH: OA, OL; HH, VH:LV
02	OFFICE ASSISTANT GR.III	23000-56500 (W-3)	03	UR 03	SC -	ST -	OBC(NCL) -	EWS -	ExSM -	PwBD 1-VH-LV	OH: OA, OL; HH, VH:LV

6. MARKETING DIVISION

POST CODE	POST DISCIPLINE &	PAY SCALE	NUMBER OF VACANCIES	RESERVATION							IDENTIFIED FOR PwBD CATEGORIES
				(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)
01	OFFICE ASSISTANT GR.III	23000-56500 (W-3)	03	UR 02	SC -	ST -	OBC(NCL) 01	EWS -	ExSM -	PwBD 1-OH	OH: OA, OL; HH, VH:LV

**** The one backlog post reserved for VH-LV for the post of Office Assistant Gr.III at Bathinda Unit shall be filled up out of the candidates of VH-LV category. In case suitable VH-LV candidate is not available, it may be filled by interchange among the other categories of Benchmark Disabilities identified for reservation as mentioned in column xii of the relevant 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. However, the candidature of other than PwBD candidates will be considered on general standards in the event of non-availability of suitable candidates belonging any of the identified PwBD categories.**

Abbreviations:

'UR' - Unreserved; 'SC' - Scheduled Caste; 'ST' - Scheduled Tribe; 'OBC (NCL)' - Other Backward Classes (Non-Creamy Layer); 'ExSM' - Ex Serviceman; 'PwBD' - Persons with Benchmarks Disabilities or Divyangjan; 'OH' - Orthopedically Impaired; 'OL' - One Leg affected; 'OA' - One Arm Affected; 'HH' - Hearing Impaired; 'VH' - Visually Impaired; 'LV' - Low Vision; 'EWS' - Economically Weaker Section.

NOTE:

@ 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/EWS/PwBD/ExSM category candidates are encouraged to apply.**

PwBD/ExSM reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC(NCL)/EWS vacancies. Refer to Clause No. E-1.6 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. E-1.7 – E-1.10 of this advertisement in this regard also.

**** EWS vacancies are tentative and subject to further directives of GoI 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. MINIMUM ELIGIBILITY CRITERIA

Columns iii - iv in the table under this clause be read with Clause Nos. B.1 – B.2.

Post Code	Post Name & Scale Code	Age as on 31.07.2019	Educational Qualification and Work experience
(i)	(ii)	(iii)	(iv)
01	LOCO OPERATOR GR.III	Minimum - 18 years, Maximum- 30 years	MATRIC + ITI in Turner / Fitter / Welder / Machinist / Diesel Mechanic / Loco Mechanic / Motor Mechanic / Machine Tool Mechanic / Auto Electrician) Trades with 5 years' experience in the operation of Diesel Loco Engine. The candidates must have minimum vision standards of 6/6 and candidates should not be colour blind.
02	STORE ASSISTANT GR.II		Graduate in Any Discipline
03	OFFICE ASSISTANT GR.III		Graduate in any Discipline
04	LOCO ATTENDANT GR.III		MATRIC with 2 years' experience in Railways or Factory sidings as Shuntsman/Shunting Points Man, etc. on regular rolls of the Company with minimum vision standards of 6/6 and candidates should not be colour blind.

1. AGE LIMIT (Column iii)

Maximum age limit for "General/EWS" category candidates is 30 years as on 31.07.2019. For relaxation in age criteria applicable to SC/ST/OBC/PwBD/ExSM category candidates and those candidates who have undergone Apprenticeship Training in NFL, refer to Clause Nos. E-3.3 – E-3.9 of this advertisement.

2. MINIMUM EDUCATION QUALIFICATION (Column iv)

- Educational Qualification should be from University/Institute recognized by UGC/AICTE/State Technical Board/Appropriate Statutory Authority, with minimum 50% marks in aggregate for UR/OBC/EWS candidates and 45% for SC/ST/PwBD candidates against reserved positions. ITI qualification should be on full time regular basis from a recognized Institute.
- Qualification acquired through Part-Time/Correspondence/Distance Learning/Online/ Evening Classes mode shall render the candidate ineligible for the post of Loco Operator Gr.III.
- Candidates possessing higher technical/professional qualifications such as Degree in Engineering, Diploma in Engineering, etc., will also be considered eligible. However, for the post of Loco Operator Gr.III candidates with higher qualification shall be considered eligible provided they possess minimum qualification prescribed for the post i.e. MATRIC+ITI in relevant trade.
- The date of declaration of result/issuance of final marks-sheet or passing Certificate, whichever is earlier, shall be deemed to be the date of acquiring minimum educational qualification and there shall be no relaxation on this account.
- Minimum percentage of marks in the minimum educational qualification as indicated above shall be aggregate of all semesters/years to be calculated taking average of all semesters/years, irrespective of the weightage given to any particular semester/year by the Institute/University.

- f. Wherever CGPA/OGPA or letter grade is awarded; equivalent percentage of marks should be indicated in the online 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 would be required to provide CGPA to Percentage conversion formula of their Institute/University at the time of document verification, if shortlisted.

C. DATE OF RECKONING ELIGIBILITY CRITERIA

The cut-off date for meeting age criterion, possession of minimum educational qualification and experience criterion shall be **31.07.2019** and will remain unchanged irrespective of any reason whatsoever.

D. PAY PACKAGE

NFL offers one of the best pay packages in the Fertilizers industry. Selected candidates will be placed at the minimum Basic Pay of the respective pay scales. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance, House Rent Allowance (not payable while posted at any of the Units where Company's accommodation is available)/ Company's 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, other welfare schemes etc. as per Company rules in force from time to time.

E. RESERVATION/CONCESSIONS/RELAXATIONS

1. RESERVATION

- 1.1 Unit-wise and Discipline-wise reservation for SC/ST/OBC(NCL)/EWS categories will be provided as per the prescribed percentage for recruitment applicable to the State in which Unit is located.
- 1.2 Category {General/SC/ST/OBC/PwBD/EWS} 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/EWS is available under the head "Careers" on www.nationalfertilizers.com for convenience of the candidates.
- 1.3 SC/ST/OBC/PwBD 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, irrespective of their position in select list (in order of merit within their category).
- 1.4 For claiming relaxation, the reserved category candidates should submit copy of Caste/PwBD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, alongwith application form. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should submit a self- certified translated copy of the same either in English or Rajbhasha (Hindi).**
- 1.5 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 2019**. Such certificate should specifically state 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).

- 1.6 Reservation for PwBD and /or ExSM / Dependent of those killed or disabled in action shall be applied on horizontal inter-locking reservation system basis as per Government of India guidelines. Numbers specified for PwBD/ExSM in Clause A of this advertisement are not distinct and shall be adjusted against the numbers specified in the relevant categories of each discipline i.e. UR/SC/ST/OBC(NCL)/EWS. 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.
- 1.7 Candidates belonging to PwBD category shall be considered only against the identified posts.
- 1.8 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".
- 1.9 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.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).
- 1.10 Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.

2. CONCESSIONS

- 2.1 SC/ST/PwBD/ExSM/Departmental Candidates are exempted from payment of Application Fee.

3. RELAXATIONS

- 3.1 The minimum qualifying marks in minimum educational qualification for SC/ST/PwBD candidates will be relaxed by 05% i.e. 45% instead of 50% against reserved positions. Accordingly, SC/ST/PwBD category candidates are encouraged to apply.
- 3.2 In case sufficient number of SC/ST/OBC/PwBD category candidates are not available on the basis of laid down general standards, minimum qualifying marks in the online test may be relaxed to fill up the reserved posts. Accordingly, SC/ST/OBC/PwBD category candidates are encouraged to apply.
- 3.3 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. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.

- 3.4 UR/PwBD candidates will be allowed age-relaxation upto 10 years. SC/ST PwBD will be allowed age relaxation upto 15 years and OBC (NCL) PwBD candidates will be allowed age relaxation upto 13 years, if considered against reserved positions (SC/ST/OBC). However, a PwBD candidate availing of only age relaxation will be entitled to be first considered against a unreserved post, in order of merit in the select list, before being considered against a reserved post.
- 3.5 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.
- 3.6 An ExSM, who has put in not less than 06 months continuous service in Armed Forces, shall be allowed to deduct the period of Armed Forces service from his actual age which shall be his resultant age. The resultant age shall not exceed the prescribed maximum age by more than 03 yrs (08 yrs for disabled Defense services personnel belonging to SC/ST).
- 3.7 For purpose of claiming the age concession referred above, a certificate from the Directorate General, Resettlement, Ministry of Defense, will be accepted as documentary evidence in support of the claim of disabled Defense Service personnel.
- 3.8 Age relaxation equivalent to the period of Apprenticeship Training shall be allowed to those candidates who have/had successfully completed Apprenticeship Training under Apprentices Act, 1961 Apprentices (Amendment) Act, 1973 in the **relevant trade /discipline** in either of the Nangal/Bathinda/Panipat/Vijaipur Units of NFL.
- 3.9 The maximum age of the applicant, after giving relaxations as mentioned above (standalone or in combination thereof), should not exceed 56 years on 31.07.2019.

4. GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE

- 4.1 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 Unit 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.

F. APPLICATION FEE

Non - refundable Application Fee of Rs.200/- (Rupees Two Hundred only) plus applicable Bank Charges are required to be paid by General, EWS 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.

G. HOW TO APPLY

- 1.1. Eligible and interested candidates are required to **apply online from 06.08.2019 upto 05.09.2019 upto 5:30PM** on NFL's website: www.nationalfertilizers.com → Careers → Recruitment in NFL → Recruitment in Materials, Transportation & HR Disciplines (Workmen Category)- 2019. No other mode of application including manual/paper shall be accepted / entertained.
- 1.2. **One candidate can apply in single discipline in only one Unit of his/her choice as online test shall be conducted on the same day for all the positions. Candidate has to invariably declare in his online application form that he has applied for one post in only one discipline and for one Unit only. False declaration shall render the candidate ineligible from recruitment process at any stage.**
- 1.3. **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 before final submission of the same.**
- 1.4. Before applying, candidates should ensure that they fulfill all the eligibility norms.
- 1.5. **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 against this advertisement, are advised to apply Online, failing which their candidature will not be considered.**
- 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/jpeg/jpg file upto 01MB each).
 - d) Provision to pay examination fee of Rs.200/- for General/EWS/OBC Candidates.
- 1.8. Online registration involves following steps:
 - a) Step 1: Filling up of Application - Go to NFL's website: www.nationalfertilizers.com → Careers → Recruitment in NFL → Recruitment in Materials, Transportation & HR Disciplines (Workmen Category) - 2019 from 06.08.2019.
 - Read the Advertisement carefully to be sure about your eligibility
 - Click on the link "Apply online"
 - Fill up all the required fields
 - Ensure that the information filled in the online application 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 i.e. 05.09.2019 upto 5:30PM 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. 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 be posted on the NFL's website. The candidates will be allowed to appear in Online Test only if they possess the valid Photo Admit Card indicating roll number, name & address of the allocated test centre and guidelines for the online test. Photo Admit Card in respect of such eligible & provisionally shortlisted candidates will be made available on the NFL's website : www.nationalfertilizers.com → Careers → Recruitment in NFL → Recruitment in Materials, Transportation & HR Disciplines (Workmen Category) - 2019 from 06.08.2019 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 online test will be conducted at any one of the centres at Jammu/Kashmir, Bathinda, Bhopal, Chandigarh, Delhi & NCR, Panipat, Lucknow, Hyderabad, Patna, Gwalior, Ranchi.** 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.
- 2.4. 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.
- 2.5. 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.
- 2.6. 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 examination i.e. Graduation, Matric/Matric+ITI) levels and from the area of experience as applicable for each post & discipline, 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.

- 2.7. The date of online test shall be communicated to the candidates through Admit Card to be downloaded from NFL website www.nationalfertilizers.com. No request for change in examination centre and date would be entertained.
- 2.8. 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. SELECTION PROCEDURE

- a. The advertised posts being Non - Executive (Worker) level posts, selection of the candidates for appointment shall be made on the basis of marks obtained in online test and subject to verification of certificates/testimonials etc. Candidates selected to these posts shall be reporting to the Supervisory Staff of respective Department / Section.
- b. Separate merit list will be drawn for General/SC/ST/OBC(NCL)/EWS 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 in online test and all such candidates would be empanelled Unit-Discipline-Category wise in order of merit.**
- c. In case two or more candidates score equal marks in the online examination, percentage of marks in the qualifying examination 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. The candidates having prescribed minimum basic qualification will be considered as senior to the candidates having higher qualification like Degree, Diploma, Post-Graduation, MBA, etc. for drawing up merit list.
- d. SC/ST/OBC (NCL)/EWS 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.

H. 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. 1.7** 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. **Candidates selected for these posts would be required to work in general and/or rotating shifts depending upon work exigencies.**
4. **Selected candidates will be initially posted in that Unit 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.**

5. Candidates should have sound health and selected candidates, before joining, will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital.
6. 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.

I. 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 31.07.2019 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 applied for 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. 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.
7. Mere admission to the selection process does not imply that NFL is satisfied about candidates' 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.
8. 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.
9. 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. 31.07.2019. 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.

10. 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 publication of this advertisement, it may be presumed that he/she has not been short listed for the Selection Process. Accordingly, candidates are advised to regularly visit "Careers" head on our website - www.nationalfertilizers.com for the updated information on the selection process.
11. 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.
12. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on NFL's website www.nationalfertilizers.com under the head "Careers". 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.
13. Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at Delhi only to the exclusion of all other Courts.
14. 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 nationalfertilizershelpdesk@gmail.com or on Helpline No.9871027368 **from 10:00AM to 6:00PM only on working days.**
15. 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 will prevail.
16. 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 www.nationalfertilizers.com → Careers → Recruitment in NFL → Recruitment in Materials, Transportation & HR Disciplines (WORKMEN CATEGORY) - 2019.	
CUT – OFF DATE FOR RECKONING ELIGIBILITY FOR ALL PURPOSES	31.07.2019
DATE OF OPENING OF ONLINE APPLICATION	06.08.2019
LAST DATE OF SUBMISSION OF ONLINE APPLICATION, UNLESS CHANGE IN DATE IS NOTIFIED	05.09.2019 : upto 5.30 PM
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	

GENERAL MANAGER (HR), NFL