



**NATIONAL FERTILIZERS LIMITED**  
**(A Government of India Undertaking)**  
**(CIN : L74899DLI974GOI007417)**  
**A-11, Sector-24, Noida,**  
**District Gautam Budh Nagar, Uttar Pradesh - 201301.**  
**Phone Nos.: 0120-2412294, 2412445 Fax 0120-2412397**

**Advertisement No. 03/2020**

**Dated: 28.04.2020**

**RECRUITMENT OF EXPERIENCED PROFESSIONALS IN PRODUCTION, MECHANICAL, ELECTRICAL, INSTRUMENTATION, CHEMICAL LABORATORY, CIVIL AND FIRE & SAFETY DISCIPLINES**

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 experienced professionals with initiative for manning the following positions on regular basis for its various Units/Offices:

**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)
01	ENGINEER	E-1	₹11.00	PRODUCTION	01	01	-	-	-	-	-	OH: OA, OL
02	MANAGER	E-4	₹19.26		16	08	02	01	04	01	-	
03	ENGINEER	E-1	₹11.00	MECHANICAL	04	03	-	-	01	-	01-HH	OH: OL HH
					01 (Backlog)	-	-	01	-	-	-	
04	MANAGER	E-4	₹19.26		12	07	01	-	03	01	-	
05	ENGINEER	E-1	₹11.00	ELECTRICAL	01	01	-	-	-	-	-	OH: OL HH
					02 (Backlog)	-	02	-	-	-	-	
06	MANAGER	E-4	₹19.26		02 (Backlog)	-	-	-	02	-	-	
07	ENGINEER	E-1	₹11.00	INSTRUMENTATION	04	03	-	-	01	-	-	OH: OL HH
					01 (Backlog)	-	-	-	-	-	01-HH*	
08	ENGINEER	E-1	₹11.00	CIVIL	01	01	-	-	-	-	-	OH: OA, OL HH
09	SR. CHEMIST	E-1	₹11.00	CHEMICAL LAB	06	05	-	-	01	-	01-OH	OH: OA, OL
10	ENGINEER	E-1	₹11.00	FIRE & SAFETY	01	01	-	-	-	-	-	Not Identified for PwBD
<b>TOTAL</b>					<b>52</b>	<b>30</b>	<b>05</b>	<b>02</b>	<b>12</b>	<b>02</b>	<b>02-HH, 01-OH</b>	

## **Abbreviations:**

“UR” - Unreserved; “SC” - Scheduled Caste; “ST” - Scheduled Tribe; “OBC (NCL)” - Other Backward Classes (Non-Creamy Layer); “EWS” - economically Weaker Section; “PwBD” - Divyangjan or Persons with Benchmark Disabilities; “OH” - Orthopedically Impaired; “OA” - One Arm affected; “OL” - One Leg affected; “HH” - Hearing Impaired; “IDA” - Industrial Dearness Allowance; “Sr. Chemist” - Senior Chemist;

# The number of vacancies are tentative and may increase or decrease at the absolute 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 therefore. 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/EWS category candidates are encouraged to apply.** Further, NFL 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. Refer to Clause No. F.7 of this Advertisement.

@ The PwBD categories identified for above posts are as per the latest list of “Group A Posts” identified for Persons with Disabilities (New)” available on the website of Office of The Chief Commissioner for Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India at <http://www.ccdisabilities.nic.in> as on the date of this advertisement.

\* This backlog vacancy shall be filled up out of the candidates with the Persons with Benchmark Disability as mentioned in column (xi) of table-I. In case suitable persons with that Benchmark Disability are 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 Table – I. In case of non-availability of suitable persons with any of the Benchmark Disability then the backlog posts shall be filled up by the persons other than the persons with Benchmark Disability. **Accordingly, candidates other than PwBD category may also apply against the vacancies reserved for PwBD. However, their candidature will be considered in the event of non-availability of suitable candidates belonging to PwBD category.**

\*\* EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation pending in any court. 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**

NFL offers one of the best pay packages in the Fertilizer industry. Following are the Pay Scales which are being offered by NFL (**Table 02**):

Sl. No.	Pay Scale Code	Pay Scale (2017 IDA based)	Designation
1	E-1	₹40000 - 3% - 140000	Sr. Chemist / Engineer
2	E-4	₹70000 - 3% - 200000	Manager

Selected candidates will be placed at the minimum Basic Pay in the 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 per NFL rules in force from time to time.

## 2. APPOINTMENT AND PLACEMENT

The candidate should have sound health. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon of any Central/State Government Hospitals. The appointment will be provisional and subject to verification of Character & Antecedents and Caste/PwBD Certificate from the concerned District Authorities/Competent Authorities. **Selected candidates shall be posted in any of the Units / plants of NFL or its Joint Ventures across India at any point of time at the discretion of the Management.**

## C. MINIMUM ELIGIBILITY CRITERIA AS ON 31.03.2020

The columns (i - vi) mentioned in the table under this clause be read with Clause Nos.C.1 - C.4 mentioned subsequently. (Table 03)

Post code	Post	Qualification	Age	Nature of Experience	Quantum of post qualification experience
(i)	(ii)	(iii)	(iv)	(v)	(vi)
01	Engineer (Production)	Minimum 60% marks in Engineering Degree (B.Tech./B.E./B.Sc. Engg.) in Chemical Engineering / Chemical Technology from recognized Institute OR AMIE in Chemical Engineering.	30 years	Post qualification inline experience in operation of Ammonia-Urea Fertilizer complex / Continuous process chemical / Petro-Chemical industry.	<p><b>Total post qualification inline experience: 1 year</b></p> <p>Govt / PSU employees Should have worked for 1 year or more in one level below pay scale or Presently working in same or higher pay scale, as on cut-off date of eligibility</p> <p>Candidates working in Private sector should have minimum one year post qualification inline experience at a minimum CTC of Rs. 6.05 lakh p.a. as on cut-off date.</p>
	45 years		<p><b>Total post qualification inline experience: 09 years.</b></p> <p>Govt / PSU employees Should have worked for two year or more in one level below pay scale or Presently working in same or higher pay scale, as on cut-off date of eligibility.</p> <p>Candidates working in Private sector should have minimum two years post qualification inline experience at a minimum CTC of 12.09 lakh p.a. as on cut-off date.</p>		
.03	Engineer (Mechanical)	Minimum 60% marks in Engineering Degree (B.Tech./B.E./B.Sc. Engg.) in Mechanical Engineering from recognized Institute OR AMIE in Mechanical Engineering.	30 years	Post qualification inline experience in erection / maintenance of Ammonia-Urea Fertilizer complex / Continuous process chemical / Petro-Chemical industry.	<p><b>Total post qualification inline experience: 1 year</b></p> <p>Govt / PSU employees Should have worked for 1 year or more in one level below pay scale or Presently working in same or higher pay scale, as on cut-off date of eligibility.</p> <p>Candidates working in Private sector should have minimum one year post qualification inline experience at a minimum CTC of Rs. 6.05 lakh p.a. as on cut-off date.</p>
	45 years		<p><b>Total post qualification inline experience: 09 years</b></p> <p>Govt / PSU employees Should have worked for two year or more in one level below pay scale or Presently working in same or higher pay scale, as on cut-off date of eligibility.</p> <p>Candidates working in Private sector should have minimum two year post qualification inline experience at a minimum CTC of Rs. 12.09 lakh p.a. as on cut-off date</p>		
04	Manager (Mechanical)				
05	Engineer (Electrical)	Minimum 60% marks in Engineering Degree (B.Tech./B.E./B.Sc. Engg.) in Electrical Engineering from recognized Institute OR AMIE in Electrical Engineering	30 years	Post qualification inline experience in construction / maintenance of HT & LT power distribution system, HT synchronous and induction motors, large transformers, protection systems etc.in Ammonia-Urea Fertilizer complex / Continuous process chemical / Petro-Chemical industry/thermal power plant/large steel plant.	<p><b>Total post qualification inline experience: 1 year</b></p> <p>Govt / PSU employees Should have worked for 1 year or more in one level below pay scale or Presently working in same or higher pay scale, as on cut-off date of eligibility.</p> <p>Candidates working in Private sector should have minimum one year post qualification inline experience at a minimum CTC of Rs.06.05 lakh p.a. as on cut-off date.</p>
	45 years		<p><b>Total post qualification inline experience: 09 years</b></p> <p>Govt / PSU employees Should have worked for 2 years or more in one level below pay scale or Presently working in same or higher pay scale, as on cut-off date of eligibility.</p> <p>Candidates working in Private sector should have minimum two years post qualification inline experience at a minimum CTC of Rs. 12.09 lakh p.a. as on cut-off date</p>		
06	Manager (Electrical)				
07	Engineer (Instrumentation)	Minimum 60% marks in Engineering Degree (B.Tech./B.E./B.Sc. Engg.) in Instrumentation / Electronics & Communication / Instrumentation & Electronics / Electronics & Electrical Engineering from recognized Institute OR AMIE in Electronics & Communication Engineering	30 years	Post qualification inline maintenance experience in process control instrumentation in Ammonia-Urea Fertilizer complex / Continuous process chemical / Petro-Chemical industry.	<p><b>Total post qualification inline experience: 1 year</b></p> <p>Govt / PSU employees Should have worked for 1 year or more in one level below pay scale or Presently working in same or higher pay scale, as on cut-off date of eligibility.</p> <p>Candidates working in Private sector should have minimum one year post qualification inline experience at a minimum CTC of Rs. 6.05 lakh p.a. as on cut-off date</p>
	45 years				

Post code	Post	Qualification	Age	Nature of Experience	Quantum of post qualification experience
(i)	(ii)	(iii)	(iv)	(v)	(vi)
08	Engineer (Civil)	Minimum 60% marks in Degree (B. Tech./ B.E.) in Civil Engineering from recognized Institute OR AMIE in Civil Engineering	30 years	Post qualification inline regular or direct contractual experience in PSU/ Govt. Organization/ Large Private Company (preferably in ammonia urea fertilizer or petrochemical sector).	<b>Total post qualification inline experience: 1 year</b> Govt / PSU employees Should have worked for 1 year or more in one level below pay scale or Presently working in same or higher pay scale, as on cut-off date of eligibility. Candidates working in Private sector should have minimum one year post qualification inline experience at a minimum CTC of Rs. 6.05 lakh p.a. as on cut-off date
09	Sr Chemist	M Sc (Chemistry)	30 years	Post qualification inline experience in NABL accredited LAB/ Ammonia Urea Fertilizer complex / Continuous process chemical / Petro-Chemical industry.	<b>Total post qualification inline experience: 1 year</b> Govt / PSU employees Should have worked for 1 year or more in one level below pay scale or Presently working in same or higher pay scale, as on cut-off date of eligibility. Candidates working in Private sector should have minimum one year post qualification inline experience at a minimum CTC of Rs. 6.05 lakh p.a. as on cut-off date
10	Engineer (Fire and Safety)	Minimum 60% marks in Degree (B. Tech./ B.E.) in Fire Engg. / Safety & Fire Engg. OR Minimum 60% marks in Degree (B. Tech./ B.E./ BSc Engg.) in Electrical / Mechanical / Chemical with Divisional Officers Course from National Fire Service College (NFSC), Nagpur	30 years	Experience in recognized Fire station/ Ammonia-Urea Fertilizer Complex / Continuous process chemical / Petro-Chemical refinery.	<b>Total post qualification inline experience: 1 year</b> Govt / PSU employees Should have worked for 1 year or more in one level below pay scale or Presently working in same or higher pay scale, as on cut-off date of eligibility. Candidates working in Private sector should have minimum one year post qualification inline experience at a minimum CTC of Rs. 6.05 lakh p.a. as on cut-off date

### 1. **AGE LIMIT (Column iv)**

Maximum age mentioned on the above table is for 'UR' category. Relaxation to SC/ST/OBC/PwBD/ExSM in age criteria are mentioned in Clause Nos.F.11 - F.15 of this advertisement.

### 2. **EDUCATIONAL QUALIFICATION (Columns iii)**

**The Educational Qualification should be on full time regular basis with minimum 60% marks except for AMIE.** Specifications of minimum educational qualifications for all the posts be read with Clause Nos.1.3 to 1.7 of this advertisement. **No claim of possession of equivalent qualification other than advertised educational qualification would be entertained.**

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

Work Experience should be after acquiring relevant educational qualification and should be in-line experience. 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. Also see Clause No. 1.8 to 1.9 before proceeding. **Candidates must be working as on 31.03.2020.**

### 4. **PAY SCALES / EQUIVALENT CTC.**

In addition to possessing minimum numbers of years of post-qualification in-line work experience as on cut-off date of reckoning eligibility criteria, candidates should also satisfy the following conditions:

i. **FOR CANDIDATES WORKING IN GOVERNMENT (CENTRAL/STATE), PUBLIC SECTOR UNDERTAKINGS (CENTRAL/STATE), AUTONOMOUS OR STATUTORY BODIES AS ON 31.03.2020:**

a) **For candidates applying for the post at E-1 level:** Candidates should have worked for one year or more in one level below Pay Scale as on Cut-off date.

**OR**

Presently working in same or higher Pay Scale as on cut-off date of eligibility.

b) **For candidates applying for the post at E-4 level:** Candidates should have worked for two years or more in one level below Pay Scales as on Cut-off date.

**OR**

Presently working in same or higher Pay Scale, as on cut-off date of eligibility.

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) PAY SCALES REQUIRED FOR EMPLOYEES WORKING IN PUBLIC SECTOR UNDERTAKINGS (CENTRAL/ STATE) OR GOVERNMENT DEPARTMENTS (CENTRAL/STATE) AS ON CUT-OFF DATE i.e. 31.03.2020 ARE AS UNDER:**

LEVEL/POST FOR WHICH CANDIDATE IS APPLYING	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		
	1997 BASED	2007 BASED	2017 BASED	SCALE WITH GRADE PAY (6TH PC)		SCALE AFTER 01.01.2016 (7TH PC)
<b>Engineer/ Sr. Chemist (E-1)</b>	₹6550-200-11350	₹12600 – 32500	₹30000-120000	₹9300 –34800	₹4200 GP	₹35400-112400
<b>Manager (E-4)</b>	₹13000-350-18250	₹24900-50500	₹60000-180000	₹9300-34800/ ₹15600 -39100	₹5400 GP	₹53100-167800/ ₹56100-177500

- ii. **FOR CANDIDATES WORKING IN PRIVATE SECTOR OR IN SUCH GOVERNMENT (CENTRAL/STATE) DEPARTMENTS, PUBLIC SECTOR UNDERTAKINGS (CENTRAL/STATE), AUTONOMOUS OR STATUTORY BODIES WHOSE PAY SCALES DO NOT MATCH WITH THE GIVEN SCALES IN THE ADVERTISEMENT, SHALL BE REQUIRED TO PROVIDE A PROOF/CERTIFICATE FROM THEIR EMPLOYER FOR HAVING WORK EXPERIENCE OF MINIMUM 01 YEAR (FOR E-1 LEVEL) / 02 YEARS (FOR E-4 LEVEL) AS ON 31.01.2020 AT THE MINIMUM CTC AS MENTIONED BELOW:**

LEVEL/POST FOR WHICH CANDIDATE IS APPLYING	MINIMUM REQUIRED CTC AS ON 31.03.2020 (₹ in lakhs per annum)	MINIMUM YEARS OF EXPERIENCE REQUIRED AT THE MINIMUM REQUIRED CTC AS ON 31.03.2020
Manager (E-4)	₹ 12.09 Lakhs per annum	02 YEARS
Engineer/Senior Chemist (E-1)	₹ 6.05 Lakhs per annum	01 YEAR

**D. CUT OFF DATE FOR DETERMINATION OF ELIGIBILITY CRITERIA:**

The cut-off date for determining eligibility criteria in respect of age, minimum educational qualification, post-qualification inline work experience in the relevant Pay Scale/CTC shall be **31.03.2020** and will remain unchanged irrespective of any reason whatsoever.

**E. APPLICATION FEE**

UR / EWS / OBC candidates are required to send Non-refundable Application Fee of Rs. 700/- (Rupees Seven Hundred only) through Demand Draft in favour of NATIONAL FERTILIZERS LIMITED payable at NEW DELHI. However, SC/ ST/ ExSM, PwBD and Departmental candidates are not required to pay the Application Fee.

**F. RESERVATION/CONCESSIONS/RELAXATIONS**

1. Category {General/SC/ST/OBC/EWS/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/EWS/PwBD is available under the head "Careers" on [www.nationalfertilizers.com](http://www.nationalfertilizers.com) for convenience of the candidates.
2. SC/ST/OBC/EWS/PwBD/XSM 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, if applicable.
3. 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 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).

4. 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 after March, 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).
5. 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.
6. 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".
7. 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. 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).
8. SC/ST/PwBD/ExSM/Departmental candidates are exempted from payment of application fee.
9. 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 other eligibility criteria. **Accordingly, SC/ST/PwBD category candidates are encouraged to apply**
10. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.
11. 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.
12. "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.
13. 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.
14. For Departmental candidates applying for the Post at E-1 level, upper age limit will be 40 years for "General", 45 years for "SC/ST" and 43 years for "OBC" candidates.

15. The maximum age of the applicant, after giving relaxations under Clause No. F.11 to F.14 (standalone or in combination thereof), should not exceed 56 years on 31.03.2020.

## **G. HOW TO APPLY**

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.
2. Candidates fulfilling the prescribed eligibility criteria should download and print the prescribed Application Form proforma available on NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of experienced professionals in Production, Mechanical, Electrical, Instrumentation, Chemical Laboratory, Civil and Fire & Safety-2020. The Application Form, duly filled and signed, alongwith self-attested copies of the documents / certificates, as mentioned at Sl. No. G.6, should reach in a sealed envelope cover super-scribed with “APPLICATION FOR THE POST OF \_\_\_\_\_ (POST NAME) - 2020” at the following address:

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

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

3. Candidature of a candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate in the Application Form is found to be false or not in conformity with the advertised eligibility criteria at any stage.
4. Candidates are required to provide their details in the Application Form regarding age, date of birth, qualification, division and percentage of marks obtained, year of passing and respective School/College/University, work experience including positions held, name of Organization, nature of duties performed/performing, period of service, scale of pay, salary/CTC (Cost to Company) drawn, demand draft of Rs.700/- towards Application Fee (if applicable) and other requisite information/declaration.
5. The candidates should ensure that the details entered in Application Form are correct. Candidates are required to send the duly filled-in Application Form proforma alongwith self-attested copies of the documents / certificates, as detailed at Sl. No. G.6 below so as to reach NFL by 27.05.2020 / 03.06.2020 (Refer Clause G.7 below) failing which their candidature will not be considered and no queries shall be entertained in this regard.
6. Self-attested photocopy of following documents is required to be enclosed alongwith application form:

1.	Date of Birth	10 <sup>th</sup> / Matriculation Certificate
2.	For Educational Qualification	Mark sheets and Degree Certificates (Matric onwards upto highest level for all semesters/years).
3.	For Pay Scale (for PSU/Govt.) or CTC** (for Private Sector)	Employer's Certificate or Appointment letter along with all promotion/increment letters/pay slip from the month of March, 2019 to March 2020 indicating pay/CTC for requisite period. Form-16 (FY 2017-18, 2018-19 & 2019-20).
4.	Experience Certificate with date of joining and relieving and Present Employment Proof	Certificate issued by Employer(s), if any, for past or present employment / Offer of appointment and pay slip for the month of March, 2020 as proof of working on cut-off date.
5.	For Caste Certificate	Caste Certificate in the prescribed format.
6.	For Differently abled/PwBD candidates	Medical Certificate in the prescribed format.
7.	No Objection Certificate (NOC) / Application through proper channel	From present employer, in case of candidates working in Govt./Quasi-Govt./PSU/Autonomous/Statutory Body/JVs whether on permanent or contract basis.
8.	Application Fee	Demand Draft of ₹700/- (if applicable).
9.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with attested photograph.

7. The last date of receipt of duly complete Application Form alongwith all requisite documents/certificates is 27.05.2020, unless extended and notified on NFL's website. However, last date for receipt of Application Forms of candidates presently residing in far-flung area i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union territory of Ladakh, Lahul & Spiti District & Pangi Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman & Nicobar Islands & Lakshadweep is 03.06.2020. Candidates

applying from far-flung areas should superscribe on envelope "FAR-FLUNG AREA". In case of false declaration of 'Far-Flung Area' on envelope vis-à-vis correspondence address mentioned in the Application Form, the same shall be summarily 'Rejected'.

8. Incomplete Application Forms OR not in prescribed proforma OR not supported by self-attested copies of relevant documents OR not fulfilling the eligibility criteria OR received at any other address of NFL other than that as mentioned in the foregoing in Clause No. G.2 OR received after due date shall be summarily 'Rejected'.
9. It may be noted that Applications Forms received without self-attested copies of relevant documents or received after due date i.e. 27.05.2020 (or 03.06.2020 if applicable) shall be summarily rejected and no queries shall be entertained in this regard.
10. Candidates should note that scrutiny and shortlisting of Applications would be done on the basis of documents enclosed with the prescribed application form. The list of required documents at Clause No. G.6 is indicative and not exhaustive. No interim correspondence by the candidates regarding availability/non - availability of documents would be entertained. Accordingly, candidates are advised to enclose & send self-attested copies of all the relevant documents alongwith the duly signed Application Form in support of their candidature.

#### **H. SHORTLISTING & SELECTION PROCESS**

1. Based on the information in application and documents submitted by the candidates' alongwith duly signed print out of their Application Form, scrutiny of applications would be done and candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
2. However, in case of receipt of large number of Applications, NFL 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 Boarding & Lodging facilities would be arranged/reimbursed for appearing in the online test.
3. Modalities of Online Test, in the event it is decided to conduct the same, shall be placed on NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of experienced professionals in Production, Mechanical, Electrical, Instrumentation, Chemical Laboratory, Civil and Fire & Safety-2020 at an appropriate time.
4. Candidates are required to qualify in the Personal Interview separately with minimum average of 50% marks in interview.
5. In case, total marks (upto two decimals) of two or more candidates after personal interview are same, percentage of marks in the qualifying examination would be considered for drawing up merit list. In case percentage of marks (upto two decimals) are also equal in the qualifying examination, the date of birth of the candidates will be considered for preparing merit list i.e. the candidate born earlier will be considered as senior in the merit list.
6. It may be noted that candidates will be called for personal interview provisionally on the basis of information submitted by them in the application Form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the Advertisement. Candidates not meeting the eligibility criteria or not in possession of complete requisite documents will not be allowed to attend the personal interview and no TA will be paid to them. Further, no queries shall be entertained in this regard.
7. The candidates called for personal interview will be reimbursed to and fro single 2<sup>nd</sup> 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 application to the place of interview by the shortest route on production of necessary receipts. The TA reimbursement, however, is subject to candidate meeting the advertised specifications for the post applied for.
8. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital/NFL's common panel of hospitals and their appointment will also be subject to verification of character & antecedents and Caste certificate from the concerned District Authorities.
9. Selected candidates can be posted in any of the Units/Offices/Joint Ventures of the NFL at the discretion of Management.



## I. GENERAL INSTRUCTIONS:

1. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their Applications.
2. While filling Application Forms 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. The prescribed minimum educational qualification should be from University/Institute recognized by UGC/AICTE.
4. No claim of possession of a qualification equivalent to a prescribed qualification would be entertained and decision of NFL in this regard would be final and binding.
5. 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.
6. Minimum percentage of marks in the minimum educational qualification as indicated in Clause C.2 of this advertisement shall be aggregate of all semesters/years to be calculated taking average of all semesters/years. Weightage given to any particular semester/year by the Institute/University shall not be considered.
7. Wherever CGPA/OGPA/DGPA 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. **Conversion formula is required to be sent mandatorily alongwith other documents.** Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10-point scale.
8. Candidate's post qualification work experience as Management Trainee would be counted only in case he/she is regularized in the same Company.
9. **Candidates employed in Central/State Government/Quasi-Government/Central or State Public Sector Undertaking/Autonomous Body/Statutory Body, either in permanent or contractual or ad-hoc or temporary or in any manner, shall either forward their application through Proper Channel or shall produce No Objection Certificate (NOC) from their present employer at the time of interview failing which they will not be allowed to appear in the interview and no TA would be paid to them.**
10. The term departmental candidates mean those candidates who are currently working with NFL as permanent & regular employees and not wards of NFL employees.
11. The minimum educational qualification and inline 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's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
12. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.
13. Candidates in their 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.
14. Mere admission to the selection process does not imply that Company (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. In case it is detected that a candidate does not fulfil 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.
15. 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.

16. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on NFL's website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) under the head "Careers". No further press advertisement will be issued. Hence prospective applicants are advised to regularly visit NFL website for latest updates with regard to this advertisement, at least upto 27.05.2020 unless otherwise extended.
17. Only shortlisted candidates who are found eligible based on the Application Forms 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](http://www.nationalfertilizers.com) for updated information on the selection process. Only shortlisted candidates will be intimated through post or e-mail for the proposed written or online test/group discussion/personal interview. However, NFL will not be responsible for any delay or non-delivery of intimation sent through post or e-mail, as the case may be.
18. Candidates should possess a valid email ID as the same is mandatorily required for mentioning in application form. Candidates are also advised to keep the E-mail ID as well as Mobile Number, as filled-in in their application form, active for at least one & a half year from cut-off date i.e. 31.03.2020. 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 application form. 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 application form and no correspondence in this regard shall be entertained.
19. Details once submitted in the 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 Application Form.
20. 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.
21. Canvassing in any form at any stage (including before or after selection / joining) shall be considered a disqualification for employment in the Company.
22. It is clearly stated that the post advertised are for National Fertilizers limited and the selected candidates can be posted at any of our offices/ units across India. They may also be posted in any Joint Ventures of NFL on secondment basis at the discretion of management.

#### IMPORTANT

Sl. No.	Details
i)	<b>Cut-off date of reckoning eligibility for all purposes shall remain 31.03.2020</b>
ii)	<b>APPLICATION PROFORMA is available on the website <a href="http://www.nationalfertilizers.com">www.nationalfertilizers.com</a> Careers → Recruitment in NFL → Recruitment of experienced professionals in Production, Mechanical, Electrical, Instrumentation, Chemical Laboratory, Civil and Fire &amp; Safety-2020 w.e.f. 28.04.2020</b>
iii)	<b>Last date of receipt of duly filled-in application form alongwith requisite self-attested copies of the documents / certificates, application fees at Noida office is 27.05.2020 / 03.06.2020 (for far-flung areas as mentioned in advertisement), unless extended and notified on NFL's website.</b>

**GENERAL MANAGER (HR)**