



**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.: 01/2022**

**Dated: 05.07.2022**

**SPECIAL RECRUITMENT DRIVE FOR FILLING UP BACKLOG VACANCIES**  
**RESERVED FOR SC/ ST/ OBC (NCL) CATEGORIES**

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/ Joint Ventures:-

**A. VACANCY POSITIONS FOR SC/ST/OBC CANDIDATES IN NFL (Table- 01)**

Post Code	Post Name and Pay Scale (2017 IDA based)	CTC Offered (Approx.) in Lacs per annum	Total Vacancies	Post Identified for PwBD candidates @
(i)	(ii)	(iii)	(iv)	(xi)
01	Senior Manager (HR) ₹80000-220000 (E-5)	₹ 24.08	01 (OBC)	a) B, LV b) D, HH c) OA, OL, BL, OAL, BA,CP, LC, Dw, AAV d) SLD e) MD involving (a) to (d) above
02	Senior Manager (F&A) ₹80000-220000 (E-5)	₹ 24.08	02 (01-SC, 01-OBC)	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, LC, Dw, AAV d) MD involving (a) to (c) above
03	Manager (Production) ₹70000-200000 (E-4)	₹ 21.07	01 (OBC)	a) HH b) OA, OL, CP, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
04	Manager (Mechanical) ₹70000-200000 (E-4)	₹ 21.07	01 (OBC)	a) D, HH b) OA, OL, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
05	Manager (Electrical) ₹70000-200000 (E-4)	₹ 21.07	02 (OBC)	a) D, HH b) OL, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
06	Engineer (Mechanical) ₹40000-140000 (E-1)	₹ 12.04	01-ST	a) D, HH b) OA, OL, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
07	Engineer (Instrumentation) ₹40000-140000 (E-1)	₹ 12.04	01-OBC	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
08	Senior Chemist (Chemical Lab) ₹40000-140000 (E-1)	₹ 12.04	01 (OBC)	a) HH b) OA, OL, CP, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above

Post Code	Post Name and Pay Scale (2017 IDA based)	CTC Offered (Approx.) in Lacs per annum	Total Vacancies	Post Identified for PwBD candidates @
09	Accounts Officer (F&A) ₹40000-140000 (E-1)	₹ 12.04	02 (ST)	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above
10	Transportation Officer ₹40000-140000 (E-1)	₹ 12.04	01 (OBC)	a) D, HH b) OL, CP, LC, Dw, AAV c) MD involving (a) to (b) above
11	Medical Officer (Medicine) ₹40000-140000 (E-1)	₹ 12.04	01 (OBC)	a) OA, OL, BL, LC, Dw, AAV b) SLD c) MD involving (a) to (b) above
12	Medical Officer (Pediatrics) ₹40000-140000 (E-1)	₹ 12.04	01 (OBC)	a) OA, OL, BL, LC, Dw, AAV b) SLD c) MD involving (a) to (b) above

### **Abbreviations:**

'UR' = Unreserved; 'SC' = Scheduled Caste; 'ST' = Scheduled Tribe; 'OBC (NCL)' = Other Backward Classes (Non-Creamy Layer); 'EWS' = Economically Weaker Section; 'ExSM' = Ex Serviceman; 'PwBD' = Divyangjan or Persons with Benchmark Disabilities; B=Blind, LV=Low Vision, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, SLD= Specific Learning Disability, MD=Multiple Disabilities, 'IDA' = Industrial Dearness Allowance.

₹ PwBD/ExSM reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC (NCL)/EWS vacancies.

@ The PwBD categories identified for above posts are as per Gazette Notification dated 07.01.2021 issued by MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT [Department of Empowerment of Persons with Disabilities (Divyangjan)], Govt of India. Please refer to Clause No. F.7 of this advertisement in this regard also.

## **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**):

Post code	Pay Scale Code	Pay Scale (2017 IDA based)
01	E-1	₹40000 - 3% - 140000
02	E-4	₹70000- 3% - 200000
03	E-5	₹80000- 3% - 220000

Selected candidates will be placed at the minimum Basic Pay in Pay Scale. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance, House Rent Allowance / Company Accommodation, wherever available and will also be entitled for other perquisites & allowances / benefits such as Leave, Medical Facilities, Contributory Provident Fund, Gratuity, Contributory Superannuation Benefit Fund Scheme, Group Personal Accident Insurance etc., as & when applicable and as per NFL rules in force from time to time. **Non-Practicing Allowance (NPA) @ 20% of Basic Pay** shall also be payable to Medical Officer in addition to above as per Company rules in force from time to time.

### **2. APPOINTMENT AND PLACEMENT**

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

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

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

<b>Name of Post</b>	<b>Maximum Age as on cutoff date</b>	<b>Minimum Educational Qualification</b>	<b>Minimum period of inline Executive Work Experience required.</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>	<b>(iv)</b>
<b>Senior Manager (HR)</b>	<b>50 Yrs. for OBC (NCL)</b>	<b>Minimum 55% marks in MBA/ Integrated MBA/ Post Graduate Degree or Diploma of minimum 02 years duration in HRM/ Personnel Management &amp; Industrial Relations from a recognized University/ Institute.  Degree in Law (LLB) is desirable.</b>	<b>Minimum 11 years' post qualification inline executive experience in any Government/ Public Sector/ Autonomous Body/ MNC / Private Organization.  Out of 11 years, candidate must possess 02 years' experience in the relevant pay scale or CTC as mentioned in the clause No C.5 below.</b>
<b>Senior Manager (F&amp;A)</b>	<b>50 Yrs. for OBC (NCL)  52 Yrs. for SC</b>	<b>Chartered Accountant from The Institute of Chartered Accountants of India OR Cost &amp; Management Accountant from The Institute of Cost Accountants of India OR Two years full time / regular MBA/ PGDM with major specialization in Finance / Financial Management with minimum 55% marks.</b>	<b>Minimum 11 years' post qualification inline executive experience in any Government/ Public Sector/ Autonomous Body/ MNC / Private Organization.  Out of 11 years, candidate must possess 02 years' experience in the relevant pay scale or CTC as mentioned in the clause No C.5 below.</b>
<b>Manager (Production)</b>	<b>48 Yrs. for OBC (NCL)</b>	<b>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.</b>	<b>Minimum 09 years' post qualification inline experience in operation of Ammonia-Urea Fertilizer complex/ Continuous process chemical / Petro-Chemical industry.  Out of 09 years, candidate must possess 02 years' experience in the relevant pay scale or CTC as mentioned in the clause No C.5 below.</b>
<b>Manager (Mechanical)</b>	<b>48 Yrs. for OBC (NCL)</b>	<b>Minimum 60% marks in Engineering Degree (B.Tech./B.E./B.Sc. Engg.) in Mechanical Engineering from recognized Institute OR AMIE in Mechanical Engineering.</b>	<b>Minimum 09 years' post qualification inline experience in erection / maintenance of Ammonia-Urea Fertilizer complex / Continuous process chemical / Petro Chemical industry.  Out of 09 years, candidate must possess 02 years' experience in the relevant pay scale or CTC as mentioned in the clause No C.5 below.</b>
<b>Manager (Electrical)</b>	<b>48 Yrs. for OBC (NCL)</b>	<b>Minimum 60% marks in Engineering Degree (B.Tech./ B.E./B.Sc. Engg.) in Electrical Engineering from recognized Institute OR AMIE in Electrical Engineering</b>	<b>Minimum 09 years' post qualification inline experience in construction / maintenance of HT &amp; 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.  Out of 09 years, candidate must possess 02 years' experience in the relevant pay scale or CTC as mentioned in the clause No C.5 below.</b>

Name of Post	Maximum Age as on cutoff date	Minimum Educational Qualification	Minimum period of inline Executive Work Experience required.
(i)	(ii)	(iii)	(iv)
Engineer (Mechanical)	37 Yrs. for ST	Minimum 55% marks in Engineering Degree (B.Tech./ B.E./B.Sc. Engg.) in Mechanical Engineering from recognized Institute OR AMIE in Mechanical Engineering.	Minimum 01 year's post qualification inline experience in erection / maintenance of Ammonia-Urea Fertilizer complex / Continuous process chemical / Petro-Chemical industry.  Candidate must possess 01 year experience in the relevant pay scale or CTC as mentioned in the clause No C.5 below.
Engineer (Instrumentation)	33 Yrs. for OBC (NCL)	Minimum 60% marks in Engineering Degree (B.Tech./ B.E./ B.Sc. Engg.) in Instrumentation or Instrumentation & Control or Electronics & Instrumentation or Electronics Instrumentation & Control or Industrial Instrumentation or Process Control Instrumentation or Electronics & Electrical or Applied Electronics & Instrumentation or Electronics & Communication or Electronics & Control  OR AMIE in Electronics & Communication Engineering.	Minimum 01 year's post qualification inline maintenance experience in process control instrumentation in Ammonia-Urea Fertilizer complex / Continuous process chemical / Petro-Chemical industry.  Candidate must possess 01 year experience in the relevant pay scale or CTC as mentioned in the clause No C.5 below.
Senior Chemist (Chemical Lab)	33 Yrs. for OBC (NCL)	Minimum 60% marks in M.Sc. (Chemistry)	Minimum 01 year's post Inline experience in Control Laboratory attached to Fertilizers/ Continuous process Chemical / Petro-Chemical/ Heavy Chemical Industries  Candidate must possess 01 year experience in the relevant pay scale or CTC as mentioned in the clause No C.5 below.
Accounts Officer (F&A)	37 Yrs. for ST	Chartered Accountant from The Institute of Chartered Accountants of India. Or Cost & Management Accountant from The Institute of Cost Accountants of India Or Two years full time / regular MBA/PGDM with major specialization in Finance / Financial Management with minimum 55% marks	Minimum 01 year's post qualification in line executive experience should be as on the cutoff date.  Candidate must possess 01 year experience in the relevant pay scale or CTC as mentioned in the clause No C.5 below.

Name of Post	Maximum Age as on cutoff date	Minimum Educational Qualification	Minimum period of inline Executive Work Experience required.
(i)	(ii)	(iii)	(iv)
Transportation Officer	33 Yrs. for OBC (NCL)	Minimum 60% marks in Bachelor Degree in Engineering in any specialization or Minimum 60% marks in Two year regular MBA / Post Graduate Diploma (recognized by UGC/ AICTE) with specialization in Materials Management / Supply Chain Management / Operations Management.	Minimum 01 year's post qualification experience of handling transportation activities such as traffic functions (coordination with Railways, scheduling, shunting, marshaling yards, etc.) relating to own railway siding / dispatches through road transport of finished products etc. in Fertilizer / Chemical / Petro-Chemical/ Power / Cement / Manufacturing industries / Railway / Metro Services, as an employee of that Plant / Undertaking / Organization / Department.  Candidate must possess 01 year experience in the relevant pay scale or CTC as mentioned in the clause No C.5 below.
Medical Officer (Medicine)	33 Yrs. for OBC (NCL)	MBBS Degree	Minimum 06 months' professional experience in Medicine field (after internship) from a reputed Hospital/ Medical College/ Hospital in a large industrial complex on permanent or temporary basis.
Medical Officer (Pediatrics)	33 Yrs. for OBC (NCL)	MBBS Degree	Minimum 06 months' professional experience in Pediatrics field (after internship) from a reputed Hospital /Medical College/ Hospital in a large industrial complex on permanent or temporary basis.

### 1. CUT OFF DATE

The cut-off date for determining eligibility criteria in respect of age, minimum educational qualification, post-qualification inline executive work experience in the relevant Pay Scale/ CTC shall be **30.06.2022** and will remain unchanged irrespective of any reason whatsoever.

### 2. AGE LIMIT (Column-ii)

Maximum age mentioned on the above table is inclusive of the age relaxation applicable to the respective category for the post. Relaxations to PwBD/ExSM in age criteria are mentioned in Clause Nos. F.9 - F.12 of this advertisement.

### 3. EDUCATIONAL QUALIFICATION (Column-iii)

- The prescribed minimum Educational Qualification except CA, CMA, AMIE should be completed on **full time regular basis**.
- No claim of possession of equivalent educational qualification(s) other than advertised educational qualification for a post would be entertained and decision of NFL in this regard would be final and binding.
- 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.
- Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale. Candidates having CGPA/OGPA or letter grade in a degree, however, shall

invariably produce a bonafide copy of the conversion norms/formula with respect to his/her University/Institute along with the application form and at the time of Interview.

- e) Candidates appearing in the final year/ semester of the minimum essential qualification as mentioned in column iii of table- 03 above and their result are awaited as on cutoff date are not eligible to apply.
- f) Computer Literacy is desirables for all candidates.
- g) In case of any dispute arising about admissibility of any particular qualification the decision of NFL Management shall be final and binding on the applicants.

#### **4. WORK EXPERIENCE (Column-iv)**

- a) Work Experience should be after acquiring relevant educational qualification and should be in-line executive experience.
- b) Candidate's work experience as Management Trainee / Graduate Trainee would be counted only in case he/she has been regularized in the same Company.
- c) Apprenticeship training under Apprentices Act, 1961 or Industrial / Vocational training undergone as a part of a course curriculum will not be considered against minimum essential experience criteria.
- d) Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/ Autonomous Bodies shall produce No Objection Certificate (NOC) from their present employer at the time of interview failing which his/ her candidature will not be considered and he/she will not be allowed to appear in the interview.
- e) Experience of candidates working on contract basis through empanelled agency/ contractor (i.e., those who have been deployed on contract basis by some other agency/ organization for working on project/construction/O&M or any other activity) will not be considered. Only direct work experience including fixed term basis employment in an organization will be taken into consideration.
- f) **Candidates must be working as on cutoff date.**

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

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

- a) Candidates working in Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings as on cutoff date must satisfy the following conditions:

Should have worked for minimum 01 year (for E-1 level post) and 02 years (for E-2 and above level post) and also be working as on cutoff date in one level below pay scale **in the relevant domain/ field as mentioned in the column (iv) of the table -03**

**or**

Should be presently working in same scale or higher pay scale on the cut-off date **in the relevant domain/ field as mentioned in the column (iv) of the table -03.**

For next below pay scale in which experience of 01/ 02 years is required, please refer **Annexure-I.**

- b) Candidates working in Private Sectors or any such Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings whose Pay Scales do not match with NFL's given Pay Scales as on cutoff date, should have worked for 01/02 years (as applicable) and also be working on the cutoff date **in the relevant domain/ field as mentioned in the column (iv) of the table -03** at a minimum CTC as detailed below (**Table-04**):

Level/post for which Candidate is applying	Minimum required CTC (₹ in Lakhs per annum) in which candidate is working/worked	Minimum years of inline executive Experience required at the minimum required CTC as mentioned in column ii as on cutoff date
(i)	(ii)	(iii)
Senior Manager (HR)	15.85 LPA	02 Years
Senior Manager (F&A)	15.85 LPA	02 Years
Manager (Production)	15.41 LPA	02 Years
Manager (Mechanical)	15.41 LPA	02 Years
Manager (Electrical)	15.41 LPA	02 Years
Engineer (Mechanical)	7.93 LPA	01 Year
Engineer (Instrumentation)	8.81 LPA	01 Year
Senior Chemist (Chemical Lab)	8.81 LPA	01 Year
Accounts Officer (F&A)	7.93 LPA	01 Year
Transportation Officer	8.81 LPA	01 Year
Medical Officer (Medicine)	NA	NA
Medical Officer (Pediatrics)	NA	NA

c) Candidates must also be working on the cutoff date in the relevant domain/field as mentioned in the column (iv) of the table -03 at a minimum CTC/ Pay Scale (as applicable) as mentioned above at clause No 5.a and 5.b.

d) It should be noted that **no claim of possession of equivalent Pay Scale** to the advertised Pay Scale for a post **would be entertained**.

#### **D. APPLICATION FEES**

OBC candidates are required to pay Non - refundable application fee through online transfer mode only as detailed below at the time of submission of online application form (**Table-05**):

Sl. No.	Pay Code	Post	Amount (in ₹)
01	E-1	Engineer (Instrumentation) Senior Chemist (Chemical Lab) Medical Officer (Medicine) Medical Officer (Pediatrics) Transportation Officer	₹ 700/- plus applicable Bank Charges.
02	E-4	Manager (Production) Manager (Mechanical) Manager (Electrical)	
03	E-5	Senior Manager (HR) Senior Manager (F&A)	₹ 1000/- plus applicable Bank Charges.

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/Departmental category candidates are not required to pay any application fee. **It may also be noted that NFL does not seek any other charges/fees except the above mentioned application fee.**

## **E. PROCEDURE**

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

- 1.1. Before applying, candidates are advised to peruse the advertisement carefully and should ensure that they fulfill all the eligibility criteria. Their eligibility will be provisional and will be verified only in case they are shortlisted for selection.
- 1.2. Eligible and interested candidates are required to **apply online from 06.07.2022 to 05.08.2022 upto 5:30PM** on NFL's website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Special Recruitment drive to fill vacancies reserved for SC/ST/OBC(NCL) in NFL-2022. No other mode of application including manual/paper shall be accepted / entertained.
- 1.3. After successful submission of online Application Form, candidates are required to take printout of the online Application Form and send it along with self-attested copies of the documents / certificates, as mentioned at Sl. No. E.1.15 in a sealed envelope cover super-scribing **“APPLICATION FOR THE POST OF \_\_\_\_\_ (POST NAME), NFL - 2022”** at the following address within the due date (Please refer Clause E.1.16)::

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

**Kindly note that non-receipt of printout of the Application Form along with requisite documents at the address mentioned above within the last date of receipt of application shall lead to rejection of the candidature.**
- 1.4. **Only one application per candidate is allowed.** The details in online Application Form can be edited / modified before submission of application fee or final submission of online form and details once finally submitted cannot be changed under any circumstances. Hence, candidates are strictly advised to ensure that they have filled in the correct particulars & details in online application form. It should be noted that false declaration shall render the candidate ineligible from this recruitment process.
- 1.5. Before applying, candidates should ensure that they fulfill all the eligibility norms.
- 1.6. Incomplete online applications shall be summarily rejected.
- 1.7. Before registering their applications on the website, the candidates should possess the following and keep it handy:
  - a) Valid E-Mail ID, which should remain valid for at least one & a half year.
  - b) Candidates should have latest passport size photograph (jpg or jpeg file only upto 50 Kb) as well as photograph of signatures in digital format (jpg or jpeg file only upto 20 kb) for uploading with the application form.
  - c) Provision to pay Application Fee as per details given at clause D (Table 5) above.
- 1.8. Online registration involves following steps:
  - a) **Step 1: Filling up of online Application Form** - Go to NFL's website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Special Recruitment drive to fill vacancies reserved for SC/ST/OBC(NCL) in NFL-2022.
    - Read the Advertisement carefully to be sure about your eligibility
    - Click on the link “Apply Online”
    - Fill up all the required fields
    - Ensure the information provided is correct and then submit.
  - b) **Step 2: Making Payment**
    - Click on “Make payment” which will take you to Payment Gateway, which has been authorized to collect the application fee /processing charges on behalf of NFL.
  - c) **Step 3: Final Registration & Printing of Online Application Form finally submitted.**
- 1.9. Once the payment is made, candidates should download and retain a photocopy of their e-receipt and Online Application Form finally submitted as they would be asked to produce them for reference to produce it at the document verification or at any stage of selection process.
- 1.10. Fee once paid will not be refunded under any circumstances. Failed Transaction amount will be automatically refunded to same A/c from which payment was originally made, within 15 working days.
- 1.11. Candidates should strictly ensure timely payment of application fee and/or submission of their online applications well before the stipulated last date of submission to avoid last minute rush.



- 1.12. All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate. All information regarding examination schedule/admit card etc. shall be provided through email and / or by uploading on NFL website.
- 1.13. NFL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/website in time.
- 1.14. Candidature of a candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate in the Application Form is found to be false or not in conformity with the advertised eligibility criteria at any stage.
- 1.15. Candidate called for document verification, shall be required to bring all ORIGINAL DOCUMENTS [in the order as mentioned below] together with ONE SEPARATE SET OF PHOTO COPY of all documents duly SELF ATTESTED (in the same order) at the time of document verification, failing which he/ she will not be permitted to appear in the further Selection Process/interview:

1.	Date of Birth	10 <sup>th</sup> / Matriculation Certificate
2.	For Educational Qualification	Mark sheets and Degree Certificates (Matric onwards upto highest level for all semesters/years).  Documentary proof/ certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ OGPA or letter grade.  Major specialization proof in case of dual specialization in case of MBA / PGDBM Degree.
3.	For Pay Scale (for PSU/Govt.) or CTC (for Private Sector)	Employer's Certificate or Appointment letter clearly mentioning therein Pay scale/ Annual CTC along with all promotion, increment letters, pay slips indicating pay/ CTC for requisite period, Form-16 etc.
4.	Experience Certificate	Proof of having minimum required years of experience/ minimum required experience in the next lower pay scale / minimum required CTC.  Only following types of documentary proofs towards experience will be considered relevant : <b>I. For Past Employment:</b> <ul style="list-style-type: none"> <li>• Experience letter issued by competent and authorized executive of the organization indicating Designation, date of joining including date of relieving the organization by the employee concerned OR</li> <li>• Appointment letter clearly mentioning the date of joining the organization and also acceptance of resignation letter/ relieving order.</li> </ul> <b>II. For Current Employment:</b> <ul style="list-style-type: none"> <li>• Experience letter issued by competent and authorized executive of the organization indicating designation, and date of joining the organization by the employee concerned along with latest pay slip OR</li> <li>• Appointment letter clearly mentioning the date of joining the organization and Latest Pay Slip along with any of the following optional documents: <ul style="list-style-type: none"> <li>➤ Identity card issued by current employer</li> <li>➤ Annual Increment letter</li> <li>➤ Promotion order/Transfer order etc.</li> </ul> </li> </ul> In the absence of appointment letter and latest pay slip, candidature of such candidates shall be liable to be rejected.
5.	For Caste/Tribe Certificate[for SC/ ST/ OBC (NCL)]	Caste Certificate in the prescribed format. OBC (Non Creamy Layer) category candidates are required to submit <b>latest</b> caste certificate from Competent Authority.
6.	For Differently abled/ PwBD candidates	Medical Certificate in the prescribed format.
7.	EWS Certificate	EWS category candidates are required to submit latest category certificate from Competent Authority.
8.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with attested photograph.
9.	Application Fee	Copy of Payment Receipt.

- 1.16. The last date of receipt of copy of online Application Form alongwith all requisite documents/certificates is **12.08.2022**, unless extended and notified on NFL's website. However, last date for receipt of copy of online Application Form alongwith all requisite documents/certificates of candidates presently residing in far-flung area i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union territory of Ladakh, Lahul & Spiti District & Pangti Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman & Nicobar Islands & Lakshadweep is **19.08.2022**. Candidates applying from far-flung areas **should superscribe on envelope "FAR-FLUNG AREA"**. In case of false declaration of 'Far-Flung Area' on envelope vis-à-vis correspondence address mentioned in the online Application Form, the same shall be summarily 'Rejected'.
- 1.17. Incomplete Application Forms OR not in prescribed proforma OR not supported by self-attested copies of relevant documents OR not fulfilling the eligibility criteria OR received at any other address of NFL other than that as mentioned in the foregoing in Clause No. E.1.3 OR received after due date shall be summarily 'Rejected'.
- 1.18. It may be noted that Applications Forms received without self-attested copies of relevant documents or received after due date shall be summarily rejected and no queries shall be entertained in this regard.
- 1.19. Candidates should note that scrutiny and shortlisting of Applications would be done on the basis of documents enclosed with the prescribed application form. The list of required documents at Clause No. E.1.15 is indicative and not exhaustive. Candidates may be asked at any stage of recruitment to produce any additional documents which are considered necessary to establish the eligibility of the candidate w.r.t. the eligibility criteria prescribed in the advertisement. No interim correspondence by the candidates regarding availability / non - availability of documents would be entertained. Accordingly, candidates are advised to enclose & send self-attested copies of all the relevant documents alongwith the copy of online Application Form in support of their candidature, failing which their candidature shall not be considered.

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

- 2.1 Based on the information in Application Form and documents submitted by the candidates' alongwith copy of their Application Form, scrutiny of applications would be done and candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard. List of candidates shortlisted for interview shall be placed on NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Special Recruitment drive to fill vacancies reserved for SC/ST/OBC(NCL) in NFL-2022 at an appropriate time.
- 2.2 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. No TA and Boarding & Lodging facilities will be admissible for appearing in the online test.
- 2.3 Modalities of Online Test, in the event it is decided to conduct the same, shall be placed on NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Special Recruitment drive to fill vacancies reserved for SC/ST/OBC(NCL) in NFL-2022 at an appropriate time.
- 2.4 Candidates are required to qualify in the Personal Interview with minimum average of 50% marks in interview. NFL reserves the right to conduct interview through video conferencing mode at its various offices.
- 2.5 In case, total marks (upto two decimals) of two or more candidates after personal interview are same, percentage of marks in the qualifying examination would be considered for drawing up merit list. In case percentage of marks (upto two decimals) are also equal in the qualifying examination, the date of birth of the candidates will be considered for preparing merit list i.e. the candidate born earlier will be considered as senior in the merit list.

- 2.6 It may be noted that candidates will be called for personal interview provisionally on the basis of information submitted by them in the application Form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the Advertisement. Candidates not meeting the eligibility criteria or not in possession of complete requisite documents will not be allowed to attend the personal interview and no TA will be paid to them. Further, no queries shall be entertained in this regard.
- 2.7 Mere admission to the selection process does not imply that Company (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.
- 2.8 The candidates called for personal interview for the posts at the level of E-5 to E-7 shall be reimbursed single return air fare (economy class)/ 1st class AC rail fare/ road mileage at prescribed rates for the journey by road/ by one's own conveyance. The candidates called for personal interview for posts at the level of E-1 to E-4 will be reimbursed to and fro single 2nd AC Class Rail fare (Mail/Express trains, excluding Rajdhani/ Duronto/ Shatabdi)/ Bus fare from the nearest railway station of the correspondence address indicated by the candidates in their online application to the place of interview by the shortest route on production of necessary receipts. No TA is payable to the candidates called for the online examination wherever applicable.
- 2.9 The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital/NFL's common panel of hospitals and their appointment will also be subject to verification of character & antecedents and Caste certificate from the concerned District Authorities.
- 2.10 Selected candidates can be posted in any of the Units/Offices of the NFL at the discretion of NFL Management. **Only candidates willing to serve anywhere in India need to apply.**

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

1. Maximum age mentioned for the post in the table-03 is inclusive of the age relaxation applicable to the respective category.
2. Category {SC/ST/OBC/PwBD/Ex-SM} once submitted in Application Form will not be changed and no benefit of other category will be admissible later on.
3. For claiming relaxation, the reserved category candidates should upload copy of Caste/PwBD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, alongwith Online Application Form. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should upload a self- certified bonafide translated copy of the same either in English or Rajbhasha (Hindi).
4. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. 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 on the cut off date, 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. 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).

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. Section 2(r) of The Rights of Persons with Disabilities Act 2016, defines "person with benchmark disability" as a person duly certified by the certifying authority with:
  - a. not less than 40% of a specified disability where specified disability has not been defined in measurable terms and;
  - b. a disability where specified disability has been defined in measurable terms.

The candidates are required to submit a Disability Certificate issued by Competent Authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Amended Rules, 2009, failing which their candidature as PwBD candidates will not be considered. Thus, in line with The Rights of Persons with Disabilities Act 2016 with regard to reservation for Persons with Benchmark Disabilities (PwBD) in the posts/services under Central Government, only "person with benchmark disability" would be eligible for reservation in posts/services with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. A candidate who wants to avail of benefit of reservation will have to submit a Disability Certificate in the Proforma prescribed by Government of India, issued by the Competent Authority, alongwith application form, failing which their candidature as PwBD candidates will not be considered. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should submit a self- certified bonafide translated copy of the same either in English or Rajbhasha (Hindi).

7. Format of caste certificate for SC/ST/OBC and format of PwBD certificate is available on the website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers.
8. In case adequate numbers of SC/ST/PwBD candidates who satisfy the minimum standard are not available to fill up the vacancies reserved for them, then SC/ST/PwBD candidates may be shortlisted to the extent of shortfall in vacancies by relaxing the minimum standard of securing 60% marks to 55% marks in educational qualification criterion, provided that they are not considered unfit to hold the post and satisfy all the other eligibility criteria. Accordingly, SC/ST/PwBD category candidates are encouraged to apply.
9. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.
10. PwBD candidates will be allowed age-relaxation upto 10 years.
11. 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.
12. The maximum age of the applicant, after giving relaxations under Clause No. F.9 to F.11 (standalone or in combination thereof), should not exceed 56 years as on cutoff date.

#### **G. GENERAL INSTRUCTIONS:**

1. Only Indian Nationals are eligible to apply.
2. All qualifications should be recognized by AICTE / UGC / appropriate Indian Statutory Authorities.
3. NFL will not undertake detailed scrutiny at the time of receipt of application forms of candidates for eligibility and other aspects of shortlisting and, therefore, the candidature is only provisional. Before applying, candidates are advised to go through the requirements of essential qualification, age etc. and satisfy themselves that they are eligible for the post. When scrutiny is undertaken, if any claim made in the application form is not found substantiated, the candidature of such candidates will be cancelled and decision of NFL shall be final.
4. No modifications are allowed after candidate submits his/her application form. If any discrepancies are found in the data/particulars furnished by the candidates in his/her application form and that of the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details while filling their application forms.

5. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their application forms. Candidates have to ascertain themselves their eligibility vis-à-vis advertised criteria for a post for which they are applying.
6. While applying, candidates should mention their full name as it appears in Certificate / Mark-sheet issued by a Board of Secondary Education for passing Matriculation which shall be the only acceptable document in support of proof of age.
7. The age limit, minimum educational qualification, number of years & type of post qualification inline executive work experience are the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
8. Details once submitted in the application form will be final and request for any change including change in correspondence address/email address/mobile number/ category shall not be entertained.
9. Candidates should possess a valid email ID as the same is mandatorily required to be filled in the application form. Candidates are also advised to keep the email ID active for at least one & a half year from cut-off date. No change in the email ID will be allowed once submitted. All information/communication regarding participating in the selection process shall be provided through email to the candidates, found prima-facie eligible, based on the information submitted by them in their application form. Responsibilities of receiving and downloading of information/communications, etc. will be of the candidate. NFL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate and no correspondence in this regard shall be entertained.
10. The candidature of all applicants would be provisional and subject to subsequent verification of Degree certificates/testimonials, Caste / PwBD/ ExSM etc. Candidates, if shortlisted for personal interview, are required to bring in original all certificates at the time of interview, failing which they may not be allowed to attend the interview.
11. Any notice/revision/clarification/corrigendum/addendum/errata in respect of this advertisement shall be displayed only on NFL's website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Special Recruitment drive to fill vacancies reserved for SC/ST/OBC(NCL) in NFL-2022. No further press advertisement will be issued. Hence prospective applicants are advised to visit the above link on NFL website regularly for latest update with regard to this advertisement.
12. The names of candidates called for personal interview will also be displayed only on the above mentioned link on NFL website. Candidates are advised to visit the website regularly for the latest information in this regard. Only short listed candidates who are prima-facie found eligible based on the information submitted in their application will be called for participating in the selection process and will be intimated through electronic mode for personal interview and NFL will not be responsible for any delay or non-delivery of such intimation. Candidates are advised to regularly visit the above mentioned link for all the updated information with regard to this advertisement. No telephonic queries shall be entertained.
13. 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.
14. Mere admission to the selection process does not imply that Company 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.
15. If, at any stage of the recruitment process or subsequently, it is found, that the applicant:
  - a) has provided wrong information or submitted false documents or
  - b) has suppressed relevant information
  - c) does not meet the eligibility criteria for this recruitment or
  - d) has resorted to unfair means during selection process or
  - e) is found guilty of impersonation

He/she will be liable to be disqualified, prosecuted and debarred for all future appointments in NFL and her/his application/appointment will be cancelled/rejected forthwith. Further such candidates shall render themselves ineligible for consideration at any stage of selection and for termination of their services at any time during employment, if recruited.

16. 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.
17. Candidates should retain the copy of their Application Form & Payment receipt for future reference as they can be asked to produce the same on anytime.
18. 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.
19. Canvassing in any form at any stage shall be considered a disqualification for employment in the Company.
20. In case of any ambiguity/dispute on account of interpretation in versions other than English Language advertised in Newspaper/Employment News/Website, interpretation as per English version displayed in the website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) shall prevail.
21. Any modifications / amendments / corrigendum in the advertisement will be given on NFL's website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Special Recruitment drive to fill vacancies reserved for SC/ST/OBC(NCL) in NFL-2022 only.
22. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement/notification the candidate may check on NFL's website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Special Recruitment drive to fill vacancies reserved for SC/ST/OBC(NCL) in NFL-2022 only.
23. Candidates are advised in their own interest not to wait till the last date of submissions of form and send their application forms duly completed in all respects well in time so that the same are reached to the addressee before the last date.
24. The decision of NFL's Management in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

Sl. No.	IMPORTANT DETAILS
1.	Cut-off date of reckoning eligibility for all purposes of this advertisement shall remain 30.06.2022.
2.	The link for Advertisement & Online application has been hosted on the website <a href="http://www.nationalfertilizers.com">www.nationalfertilizers.com</a> → Careers → Recruitment in NFL → Special Recruitment drive to fill vacancies reserved for SC/ST/OBC(NCL) in NFL-2022.
3.	<ul style="list-style-type: none"> <li>• Online application link shall be available from 06.07.2022.</li> <li>• Last Date of Online application is 05.08.2022.</li> <li>• Last date of receipt of copy of online Application Form alongwith requisite self-attested copies of the documents / certificates at Noida office is 12.08.2022 / 19.08.2022 (for far-flung areas as mentioned in advertisement), unless extended and notified on NFL's website.</li> </ul>

**Sd/-**  
**Dy. General Manager (HR)**  
**National Fertilizers Limited**  
**A-11, Sector-24, NOIDA (U.P.)**  
**Pin Code-201301**

**ANNEXURE-I**

POST/ LEVEL FOR WHICH CANDIDAT E IS APPLYIN G	CORRESPONDING PAY SCALE BEING OFFERED FOR THE POST BEING APPLIED	NEXT BELOW PAY SCALE IN WHICH POST-QUALIFICATION INLINE WORK- EXPERIENCE IS REQUIRED AS ON CUT-OFF DATE OF RECKONING ELIGIBILITY					
		PAY SCALES IDA PATTERN			EQUIVALENT CDA PATTERN		
		2017 BASED	1997 BASED	2007 BASED	2017 BASED	SCALE WITH GRADE PAY (7TH PC)	SCALE AFTER 01.01.2016
<b>Officer (E-1)</b>	₹40000-140000	₹6550-200- 11350	₹12600 - 32500	₹30000- 120000	₹9300 –34800	₹4200	₹35400- 112400
<b>Asstt. Manager (E-2)</b>	₹50000-160000	₹8600-250- 14600	₹16400 - 40500	₹40000- 140000	₹9300 - 34800	₹4600	₹44900-142400
<b>Dy. Manager (E-3)</b>	₹60000-180000	₹10750-300- 16750	₹20600 - 46500	₹50000- 160000	₹9300 - 34800	₹4800	₹47600-151100
<b>Manager (E-4)</b>	₹70000-200000	₹13000-350- 18250	₹24900 - 50500	₹60000- 180000	₹9300 - 34800/ ₹15600 -39100	₹5400	₹53100- 167800/ ₹56100-177500
<b>Sr. Manager (E-5)</b>	₹80000-220000	₹14500-350- 18700	₹29100 - 54500	₹70000- 200000	₹15600 -39100	₹6600	₹67700-208700
<b>Chief Manager/ Sr. CMO (E-6)</b>	₹90000-240000	₹16000-400- 20800	₹32900 - 58000	₹80000- 220000	₹15600 - 39100	₹7600	₹78800-209200
<b>DGM (E-7)</b>	₹100000-260000	₹17500-400- 22300	₹36600 - 62000	₹90000- 240000	₹37400-67000	₹8700	₹118500- 214100