



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.: 02 /2021

Dated: 26.05.2021

RECRUITMENT OF EXPERIENCED PROFESSIONALS IN MATERIALS & FINANCE 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/Joint Ventures:-

A. VACANCY POSITION (Table- 01)

Post Code	Post Name and Pay Scale (2017 IDA based)	CTC Offered (₹) (Approx.) in Lacs per annum	Total Vacancies #	Reservation Position						Post Identified for PwBD candidates @
				UR	SC	ST	OBC (NCL)	EW S **	PwBD \$	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)
01	Sr. Manager (F&A) ₹80000-220000 (E-5)	₹22.17	02 (Backlog)	-	01	-	01	-	-	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above
02	Accounts Officer ₹40000-140000 (E-1)	₹11.09	07	04	-	02 (Backlog)	01	-	1 (HH)* (Backlog)	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above
03	Asstt. Manager (Matls) ₹50000-160000 (E-2)	₹13.86	04	03	-	-	01	-	-	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
04	Materials Officer ₹40000-140000 (E-1)	₹11.09	10	05	02 (01-Backlog)	-	02	01	1 (HH)* (Backlog)	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) 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, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities, 'IDA' = Industrial Dearness Allowance; 'ASSTT. MGR.' = Assistant Manager; 'F&A' = Finance & Accounts; 'Matsl'=Materials.

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 therefor. In addition to the notified vacancies a panel of candidates shall also be created for unforeseen vacancies, including but not limited to vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment. Posts shall be filled according to reservation position. **Accordingly, SC/ST/OBC/EWS/PwBD/ExSM category candidates are encouraged to apply. 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).

@ The PwBD categories identified for above posts are as per Gazette Notification dated 04.01.2021 issued by MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT [Department of Empowerment of Persons with Disabilities (Divyangjan)], Govt of India. Please refer to Clause No. F.8 of this advertisement in this regard also.

* This backlog vacancy shall be filled up out of the candidates with the Persons with Benchmark Disability as mentioned in column (x) of table-01 i.e. HH. 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 (xi) of the Table – 01. In case of non-availability of suitable persons with any of the Benchmark Disability then the backlog vacancy 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**):

SI.No.	Pay Scale Code	Pay Scale (2017 IDA based)	Post
1	E-1	₹40000 - 3% - 140000	Materials Officer/ Accounts Officer
2.	E-2	₹50000 - 3% - 160000	Asstt. Manager (Materials).
3.	E-5	₹80000 - 3% - 220000	Sr. Manager (F&A)

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.

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.**

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)

Name of Post	Maximum Age	Minimum Educational Qualification	Post Qualification inline executive Work Experience
(i)	(ii)	(iii)	(iv)
Sr. Manager (F&A)	45 Years	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 60% marks	Minimum 13 years post qualification in line executive experience should be as on the cutoff date.
Accounts Officer	30 Years	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 60% marks	Minimum 01 year post qualification in line executive experience should be as on the cutoff date.
Asstt. Manager (Mats.)	40 Years	Degree in Engineering (in any specialization) Or full time regular MBA (Materials Management /Supply Chain Management) Or PG Diploma in Materials Management (02 years regular course) (Recognized as equivalent to MBA by UGC/AICTE).	Minimum 02 years in line experience in responsible position in Materials Management activities such as Purchasing and / Store Keeping in Fertilizer/ Chemical/ Petro – Chemical Hydrocarbon/ Manufacturing Industry as on the cutoff date.
Materials Officer	30 Years	Degree in Engineering (in any specialization) Or full time regular MBA (Materials Management /Supply Chain Management) Or PG Diploma in Materials Management (02 years regular course) (Recognized as equivalent to MBA by UGC/AICTE).	Minimum 01 year in line experience in a responsible position in Materials Management activities such as Purchasing and/Store Keeping in Fertilizer/ Chemical/ Petro-Chemical Hydrocarbon/ manufacturing Industry as on the cutoff date.

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 **30.04.2021** and will remain unchanged irrespective of any reason whatsoever.

2. AGE LIMIT (Column ii)

Maximum age mentioned on the above table is for 'UR' category. Relaxations to SC/ST/OBC/PwBD/ExSM in age criteria are mentioned in Clause Nos. F.12 - F.16 of this advertisement.

3. EDUCATIONAL QUALIFICATION (Column-iii)

- The prescribed minimum Educational Qualification should be completed on full time regular basis with minimum 60% marks except CA/CMA. For candidates possessing dual degree MBA/ PGDM in Finance/ Financial Management, the qualification should be with major specialization in Finance/ Financial Management and the candidate will have to provide a certificate indicating major specialization in Finance/Financial Management.
- 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.

- c) Minimum percentage of marks in the minimum educational qualification as indicated above shall be aggregate of all semesters/years and irrespective of the weightage given to any particular semester/year by the Institute/University.
- d) Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale. Candidates having CGPA/OGPA or letter grade in a degree, however, shall invariably produce a bonafide copy of the conversion norms/formula with respect to his/her University/Institute along with the application form and at the time of Interview.
- e) Candidates appearing in the final year/ semester of the minimum essential qualification as mentioned in 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.

4. WORK EXPERIENCE (Columns 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 Engineer Trainee would be counted only in case he/she has been regularized in the same Company.
- c) Apprenticeship training under Apprentices Act, 1961, would not be counted as post - qualification inline executive work experience.
- d) Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall produce No Objection Certificate (NOC) from their present employer at the time of interview failing which his/ her candidature will not be considered and he/she will not be allowed to appear in the interview.
- e) **Candidates must be working as on cutoff date.**

5. PAY SCALES / EQUIVALENT CTC

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

- a) Candidates working in Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings should have worked for minimum one year (for E1 Level post) and two years (for E-2 and above level post) in one level below pay scale or should be presently working in same scale or higher pay scale on the cut-off date. For next below pay scale in which experience of 01/02 years is required, please refer **Annexure-I**.
- b) Candidates working in Private Sectors or any such Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings whose Pay Scales do not match with NFL's given Pay Scales, should have requisite experience at a minimum CTC as detailed below (**Table-04**):

Level/post for which Candidate is applying	Minimum required CTC (₹ in Lakhs per annum)	Minimum years of inline Experience required at the minimum required CTC as mentioned in column ii as on cutoff date
(i)	(ii)	(iii)
Materials Officer/ Accounts Officer (E-1)	₹6.09	01 Year
Asst. Manager (Matls) (E-2)	₹8.12	02 Years
Sr. Manager (F&A) (E-5)	₹14.21	02 Years

Candidates must also be working on the cutoff date at a minimum CTC as mentioned in column (ii) of above table.

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

D. APPLICATION FEES

UR / EWS / OBC candidates are required to send Non-refundable Application Fee of amount as detailed below through Demand Draft in favour of **NATIONAL FERTILIZERS LIMITED** payable at **NEW DELHI**.

Sl. No	Pay Scale Code	Post	Amount
1.	E-5	Sr. Manager (F&A)	₹1000/-
2.	E-1 & E-2	Materials Officer/ Accounts Officer/ Asst. Manager (Matls)	₹700/-

The application fee is not applicable for SC, ST, ExSM, PwBD and Departmental candidates.

E. PROCEDURE

a) 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 → Careers → Recruitment in NFL → Recruitment of Experienced Professional in Materials & Finance Disciplines-2021. The Application Form, duly filled and signed, alongwith self-attested copies of the documents / certificates, as mentioned at Sl. No. E.6, should reach in a sealed envelope cover super-scribed “**APPLICATION FOR THE POST OF _____**” at the following address:

**“Chief 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 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. E.6 below so as to reach NFL by **25.06.2021 / 02.07.2021** (Refer Clause E.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	10th / 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, Appointment letter along with all promotion, increment letters, pay slips indicating pay/ CTC for requisite period, Form-16 etc.
4.	Experience Certificate with date of joining and relieving and Present Employment Proof	Certificate issued by Employer(s) for past and present employment, Offer of appointment and pay slip for the month of April-2021 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.	Application Fee	Demand Draft of requisite amount (if applicable).
8.	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 **25.06.2021**, 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 & Pangri Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman & Nicobar Islands & Lakshadweep is **02.07.2021**. Candidates applying from far-flung areas should superscribe on envelope "**FAR-FLUNG AREA**". In case of false declaration of 'Far-Flung Area' on envelope vis-à-vis correspondence address mentioned in the 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. E.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 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. E.6 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 duly signed Application Form in support of their candidature.

b) SHORTLISTING & SELECTION PROCESS

1. Based on the information in Application Form and documents submitted by the candidates' alongwith duly signed 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.
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 would Boarding & Lodging facilities 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→ Careers→ Recruitment in NFL→ Recruitment of Experienced Professional in Materials & Finance Disciplines-2021 at an appropriate time.
4. Candidates are required to qualify in the Personal Interview separately with minimum average of 50% marks in interview. NFL reserves the right to conduct interview through video conferencing mode at its various offices.
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 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.
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 of the NFL or its Joint Ventures across India at any point of time at the discretion of Management.

F. RESERVATION/CONCESSIONS/RELAXATIONS.

1. Relaxation/Concession for SC/ST/OBC (NCL)/PwBD/Ex-SM categories candidates will be as indicated at Clause No. F.12 to F.16.
2. Category {UR/SC/ST/OBC/PwBD/Ex-SM/EWS} once submitted in Application Form will not be changed and no benefit of other category will be admissible later on.
3. SC/ST/OBC/EWS/PwBD/XSM candidates may be considered under general standards of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.
4. For claiming relaxation, the reserved category candidates should upload copy of Caste/PwBD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, alongwith Online Application Form. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should upload a self- certified bonafide translated copy of the same either in English or Rajbhasha (Hindi).
5. Only those communities that are mentioned in the common list of OBC notified by Government of India shall be treated as OBC for the purpose of reservation for employment under Central Government. Relevant list can be viewed at <http://www.ncbc.nic.in>. Accordingly, for claiming the benefit of OBC (NCL) category applicable for purpose reservation in appointment to the posts under Govt. of India/Central Government /Public Sector Undertaking, the candidate shall submit & subsequently produce his latest OBC certificate in the proforma prescribed by Government of India, as contained in DoPT Memo No.36036/2/2013-Estt/(Res.) dated 30.05.2014 from a Competent Authority **issued in the last six months from the cut-off date.** Further the OBC (NCL) candidates will have to give a self-declaration, at the time of documents verification indicating that they belong to OBC (NCL).
6. Candidates belonging to OBC category and falling in creamy layer are not entitled to OBC reservation benefits. Such OBC candidates shall be treated as Un-reserved candidates. Accordingly such candidates may choose to apply for the advertised positions provided they meet the age criteria applicable to "UR" candidates and indicate their category as "UR".
7. Prescribed reservations for PwBD and/or ExSM/Dependent of those killed or disabled in action will be applied on horizontal inter-locking reservation system basis as per Government of India guidelines. Candidates belonging to PwBD category shall be considered only against the identified positions.
8. Section 2(r) of The Rights of Persons with Disabilities Act 2016, defines "person with benchmark disability" as a person duly certified by the certifying authority with:
 - a. not less than 40% of a specified disability where specified disability has not been defined in measurable terms and;
 - b. a disability where specified disability has been defined in measurable terms.

The candidates are required to submit a Disability Certificate issued by Competent Authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Amended Rules, 2009, failing which their candidature as PwBD candidates will not be considered.

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

9. Format of caste certificate for SC/ST/OBC, format of EWS certificate and format of PwBD certificate is available on the website www.nationalfertilizers.com → Careers.
10. SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.
11. In case adequate numbers of SC/ST/PwBD candidates who satisfy the minimum standard are not available to fill up the reserved vacancies, then SC/ST/PwBD candidates may be shortlisted to the extent of shortfall in vacancies by relaxing the minimum standard of securing 60% marks to 55% marks in educational qualification criterion, provided that they are not considered unfit to hold the post and satisfy all the other eligibility criteria. Accordingly, SC/ST/PwBD category candidates are encouraged to apply.
12. Relaxation in age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC (NCL) candidates considered against reserved positions.
13. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.
14. "UR" PwBD candidates will be allowed age-relaxation upto 10 years, upto 15 years for PwBD-SC/ST and upto 13 years for PwBD-OBC(NCL) candidates, if considered against reserved vacancies.
15. Upper age is relaxed by 05 (five) years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.1980 to 31.12.1989.
16. The maximum age of the applicant, after giving relaxations under Clause No. F.12 to F.15 (standalone or in combination thereof), should not exceed 56 years as on cutoff date.

G. GENERAL INSTRUCTIONS:

1. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications. Candidates have to ascertain themselves their eligibility vis-à-vis advertised criteria for a post for which they are applying.
2. While applying, candidates should mention their full name as it appears in Certificate / Marksheet issued by a Board of Secondary Education for passing Matriculation which shall be the only acceptable document in support of proof of age.
3. The age limit, minimum educational qualification, number of years & type of post qualification inline executive work experience are the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.

4. Details once submitted in the application form will be final and request for any change including change in correspondence address/email address/mobile number/ category shall not be entertained.
5. Candidates should possess a valid email ID as the same is mandatorily required to be filled in the application form. Candidates are also advised to keep the email ID active for at least one & a half year from cut-off date. No change in the email ID will be allowed once submitted. All information/communication regarding participating in the selection process shall be provided through email to the candidates, found prima-facie eligible, based on the information submitted by them in their application form. Responsibilities of receiving and downloading of information/communications, etc. will be of the candidate. NFL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate and no correspondence in this regard shall be entertained.
6. The candidature of all applicants would be provisional and subject to subsequent verification of Degree certificates/testimonials, Caste / PwBD/ ExSM etc. Candidates, if shortlisted for personal interview, are required to bring in original all certificates at the time of interview, failing which they may not be allowed to attend the interview.
7. Any notice/revision/clarification/corrigendum/addendum/errata in respect of this advertisement shall be displayed only on NFL's website www.nationalfertilizers.com → Careers → Recruitment in NFL → Recruitment of Experienced Professional in Materials & Finance Disciplines-2021. No further press advertisement will be issued. Hence prospective applicants are advised to visit the above link on NFL website regularly for latest update with regard to this advertisement.
8. The names of candidates called for personal interview will also be displayed only on the above mentioned link on NFL website. Candidates are advised to visit the website regularly for the latest information in this regard. Only short listed candidates who are prima-facie found eligible based on the information submitted in their application will be called for participating in the selection process and will be intimated through electronic mode for personal interview and NFL will not be responsible for any delay or non-delivery of such intimation. Candidates are advised to regularly visit the above mentioned link for all the updated information with regard to this advertisement. No telephonic queries shall be entertained.
9. In case the applicant does not receive any communication within 90 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for the selection process.
10. Mere admission to the selection process does not imply that Company is satisfied about candidate's eligibility. The candidates should ensure that the details mentioned in the application form are correct and are in conformity with the eligibility criteria for the post applied for, as mentioned in the advertisement.
11. In case it is detected that a candidate does not fulfill any of the advertised eligibility criteria or has given false declaration or suppressed any material fact or information having any bearing on his candidature, he/she shall render himself/herself ineligible for consideration at any stage of selection and for termination at any time during employment, if recruited.
12. Further, 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.
13. Candidates should retain the copy of their Application Form & DD for future reference as they can be asked to produce the same on anytime.
14. Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at New Delhi only to the exclusion of all other Courts.
15. Canvassing in any form at any stage shall be considered a disqualification for employment in the Company.

16. In case of any ambiguity/dispute on account of interpretation in versions other than English Language advertised in Newspaper/Employment News/Website, interpretation as per English version displayed in the website www.nationalfertilizers.com shall prevail.

IMPORTANT

Sl. No	Details
1.	Cut-off date of reckoning eligibility for all purposes of this advertisement shall remain 30.04.2021.
2.	The link for Advertisement & application Form Proforma has been hosted on the website www.nationalfertilizers.com → Careers → Recruitment in NFL → Recruitment of Experienced Professional in Materials & Finance Disciplines-2021.
3.	Last date of receipt of duly filled-in Application Form alongwith requisite self-attested copies of the documents / certificates at Noida office is 25.06.2021. / 02.07.2021 (for far-flung areas as mentioned in advertisement), unless extended and notified on NFL's website.
4	Canvassing in any form is liable to render a candidate ineligible.

Sd/-

**DY. GENERAL MANAGER (HR)
NFL**

ANNEXURE-I

POST/ LEVEL FOR WHICH CANDIDAT E IS APPLYIN G	CORRESPONDIN G 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
Officer (E-1)	₹40000-140000	₹6550-200- 11350	₹12600- 32500	₹30000- 120000	₹9300 -34800	₹4200	₹35400-112400
Asstt. Manager (E-2)	₹50000-160000	₹8600-250- 14600	₹16400 - 40500	₹40000- 140000	₹9300 - 34800	₹4600	₹44900-142400
Dy. Manager (E-3)	₹60000-180000	₹10750- 300-16750	₹20600 - 46500	₹50000- 160000	₹9300 - 34800	₹4800	₹47600-151100
Manager (E-4)	₹70000-200000	₹13000- 350-18250	₹24900 - 50500	₹60000- 180000	₹9300 - 34800/ ₹15600 - 39100	₹5400	₹53100-167800/ ₹56100-177500
Sr. Manager (E-5)	₹80000-220000	₹14500- 350-18700	₹29100 - 54500	₹70000- 200000	₹15600 - 39100	₹6600	₹67700-208700
Chief Manager/ Sr. CMO (E-6)	₹90000-240000	₹16000- 400-20800	₹32900 - 58000	₹80000- 220000	₹15600 - 39100	₹7600	₹78800-209200
DGM (E-7)	₹100000-260000	₹17500-400- 22300	₹36600 - 62000	₹90000- 240000	₹37400-67000	₹8700	₹118500-214100