



NATIONAL FERTILIZERS LIMITED

(A Government of India Undertaking)

A-11, Sector-24, Noida,

District Gautam Budh Nagar, Uttar Pradesh - 201301.

Phone Nos.: 0120-2412294, 2412445 Fax 0120-2412397

Advertisement No.: 01/2018

Dated: 18.05.2018

REQUIREMENT OF NON-EXECUTIVES IN TECHNICAL 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 has five gas based Ammonia-Urea plants viz. Nangal & Bathinda Units in Punjab, Panipat Unit in Haryana and two plants at Vijapur Unit at District Guna in Madhya Pradesh.

NFL, in collaboration with M/s Engineers India Limited (EIL) and M/s Fertilizers Corporation of India limited (FCIL), has formed a Joint Venture (JV) Company as Ramagundam Fertilizers & Chemicals Limited (RFCL) to take forward the revival of Ramagundam Unit of FCIL by setting up of gas based Ammonia - Neem Coated Urea complex at existing Ramagundam site of FCIL, District Karim Nagar, Telangana-505210.

Online applications are invited from energetic young technically qualified Indian Nationals for recruitment to various **Group 'C' positions in Non – Executives (Worker) level positions** for various Manufacturing Units of NFL, as per details mentioned as under:

A. UNIT WISE VACANCY POSITION

1. BATHINDA UNIT

POST CODE	POST & DISCIPLINE		PAY SCALE (pre-revised)	NUMBER OF VACANCIES @	UR	RESERVATION					IDENTIFIED FOR PwBD CATEGORIES \$
						SC	ST	OBC (NCL)	PwBD #	ExSM #	
01	JUNIOR	PRODUCTION	₹9000 – 16400	10 (TEN)	07	03	-	-	-	07 (including 03 backlog)	OH: OL
02	ENGINEERING	MECHANICAL		12 (TWELVE)	07	03	-	02	-		HH
03	ASSISTANT	ELECTRICAL		05 (FIVE)	03	01	-	01	-		OH: OA, OL; HH
04	GRADE II	INSTRUMENTATION		04 (FOUR)	03	01	-	-	-		OH: OL; HH

2. PANIPAT UNIT

POST CODE	POST & DISCIPLINE		PAY SCALE (pre-revised)	NUMBER OF VACANCIES @	UR	RESERVATION					IDENTIFIED FOR PwBD CATEGORIES \$
						SC	ST	OBC (NCL)	PwBD #	ExSM #	
01	JUNIOR	PRODUCTION	₹9000 – 16400	40 (FORTY)	22	07	-	11	-	08	OH: OL
02	ENGINEERING	MECHANICAL		10 (TEN)	07	01	-	02	01 OH		HH
03	ASSISTANT	ELECTRICAL		03 (THREE)	02	01	-	-	-		OH: OA, OL; HH
04	GRADE II	INSTRUMENTATION		09 (NINE)	05	01	-	03	-		OH: OL; HH

3. VIJAIPUR UNIT

POST CODE	POST & DISCIPLINE		PAY SCALE (pre-revised)	NUMBER OF VACANCIES @	UR	RESERVATION					IDENTIFIED FOR PwBD CATEGORIES \$
						SC	ST	OBC (NCL)	PwBD #	ExSM #	
01	JUNIOR	PRODUCTION	₹9000 – 16400	10 (TEN)	05	02	02	01	-	04	OH: OL
02	ENGINEERING	MECHANICAL		15 (FIFTEEN)	08	02	03	02	01 HH		HH
03	ASSISTANT	ELECTRICAL		04 (FOUR)	02	01	-	01	01 HH		OH: OA, OL; HH
04	GRADE II	INSTRUMENTATION		05 (FIVE)	04	-	01	-	-		OH: OL; HH

4. NANGAL UNIT

POST CODE	POST & DISCIPLINE		PAY SCALE (pre-revised)	NUMBER OF VACANCIES @	UR	RESERVATION					IDENTIFIED FOR PwBD CATEGORIES \$
						SC	ST	OBC (NCL)	PwBD #	ExSM #	
05	FIREMAN	FIRE	₹9000 – 16400	02 (TWO)	02	-	-	-	-	-	HH

Contd...2/-

Abbreviations:

'UR' - Unreserved; 'SC' - Scheduled Caste; 'ST' - Scheduled Tribe; 'OBC (NCL)' - Other Backward Classes (Non-Creamy Layer); 'ExSM' - Ex Serviceman; 'PwBD' - Persons with Benchmarks Disabilities or Divyangjan; 'OH' - Orthopedically Impaired; 'OA' - One Arm affected; 'OL' - One Leg affected; 'HH' - Hearing Impaired;

NOTE:

@1 The number of vacancies are tentative and may increase or decrease at the discretion of NFL and in compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, NFL reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arises, without any further notice or assigning any reason therefor. NFL also reserves the right to raise/ relax the minimum eligibility standards and to fill/ not to fill all or any of the above positions. In addition to the notified vacancies a panel of candidates shall also be created for unforeseen vacancies, including but not limited to vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment. Posts shall be filled according to reservation position. Accordingly, SC/ST/OBC/PwBD/ExSM category candidates are encouraged to apply.

#2 PwBD/ExSM reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC (NCL) vacancies. Refer to Clause No. E-1.1.4 of this advertisement.

\$3 The PwBD categories identified for above posts are as per the latest list of "Group C - Posts identified for Persons with Disabilities (New)" available on the website of Office of The Chief Commissioner for Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India at <http://www.ccdisabilities.nic.in> as on the date of advertisement. Please refer to Clause No. E-1.1.5 – E-1.1.8 of this advertisement in this regard also.

B. MINIMUM ELIGIBILITY CRITERIA

Columns iv - v in the table under this clause be read with Clause Nos. B.1 – B.2 on next page.

Sl. No.	Post Code	Post Name	Age	Minimum Educational Qualification for all & Physical Standards (for Fire discipline only)
i.	ii.	iii.	iv.	v.
1	01	Junior Engineering Assistant Grade II (Production)		B.Sc. (with Physics, Chemistry & Mathematics) or Regular 03 years Diploma in Chemical Engineering
2	02	Junior Engineering Assistant Grade II (Mechanical)		Regular 03 years Diploma in Mechanical Engineering
3	03	Junior Engineering Assistant Grade II (Electrical)		Regular 03 years Diploma in <u>Electrical or Electrical & Electronics</u> Engineering
4	04	Junior Engineering Assistant Grade II (Instrumentation)		Regular 03 years Diploma in <u>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</u> Engineering
5	05	Fireman		Minimum - 18 years Maximum - 30 years

Contd...2/-

1. AGE LIMIT (Column iv)

Maximum age limit is for 'General' category candidates. For relaxation in age criteria applicable to SC/ST/OBC/PwBD/ExSM category candidates and those candidates who have undergone apprenticeship training in NFL, refer to Clause Nos. E-3.3.3 – E-3.3.9 of this advertisement.

2. MINIMUM EDUCATION QUALIFICATION (Column v)

- a. Educational Qualification should be on full time regular basis from University/Institute recognized by UGC/AICTE/State Technical Board/appropriate Statutory Authority, with minimum 50% marks in aggregate for General and OBC candidates and 45% for SC/ST/PwBD candidates against reserved positions. Marks criterion shall not be applicable for Fire discipline.
- b. Educational Qualification acquired through Part-Time/Correspondence/Distance Learning/Online/Evening Classes mode shall render the candidate ineligible.
- c. Diploma under recognized lateral entry scheme {Class - XII (Sc.) admitted in 2nd year of Diploma Course} shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 04 semesters in the Diploma course.
- d. Candidates possessing higher technical/professional qualifications such as Degree in Engineering, MBA, Post Graduate Degree etc., in the relevant field/discipline will also be considered eligible for recruitment for advertised posts without having the basic minimum required qualification of Diploma in Engineering/Graduation.
- e. **Diploma in Engineering / Graduation should be in relevant field of Engineering as mentioned in column v. of Table in Clause B. No claim of possession of a qualification equivalent to prescribed qualification shall be entertained.**
- f. 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.
- g. Minimum percentage of marks in the minimum educational qualification as indicated above shall be aggregate of all semesters/years to be calculated taking average of all semesters/years, irrespective of the weightage given to any particular semester/year by the Institute/University.
- h. Wherever CGPA/OGPA or letter grade in a Diploma is awarded; equivalent percentage of marks should be indicated in the online application form as per norms adopted by the University/Institute. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale. Candidates would be required to provide CGPA to Percentage conversion formula of their Institute/University at the time of document verification, if shortlisted.
- i. For Fire discipline, candidates must be familiar with the use and maintenance of first-aid, firefighting and must know the elementary principles of firefighting methods employed fighting of different types of fire. They must be conversant with fire and appliance drills and be able to perform the task allotted. Candidates shall be tested on the following qualifying standards in order to adjudge their suitability for the post of Fireman:

1) MINIMUM ENDURANCE TEST PARAMETERS

- a. Running a distance of 100 yards with a weight of 60 kilogram in 90 seconds;
- b. Lifting the hooks ladder to a vertical position by 3rd and 6th round;
- c. Climbing a rope or a vertical pipe to height of 8-10 feet from ground.

2) MINIMUM PHYSICAL STANDARDS

- a. **Height** (without shoes)** - minimum 165 cms;
- b. **Chest** (unexpanded)** - minimum 81 cms;
- c. **Chest** (expanded)** - minimum 85 cms;
- d. **Weight** - minimum 50 kgs.;
- e. **Eyesight** - 6/6 both eyes with or without glasses;
- f. Should possess Heavy Vehicle Driving Licence

*** Concession of 2.5 cms. in height and/or chest may be allowed for the candidates permanently domiciled in hilly areas of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam and hill region of West Bengal, Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions of J&K.*

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C. DATE OF RECKONING ELIGIBILITY CRITERIA

The cut-off date for meeting age criterion and possession of minimum educational qualification shall be **31.05.2018** and will remain unchanged irrespective of any reason whatsoever.

D. PAY PACKAGE

NFL offers one of the best pay packages in the Fertilizers industry. Pay scales are under revision w.e.f. 01.01.2017. Selected candidates will be placed at the minimum Basic Pay of ₹9000/- in pay scale of ₹9000 – 16400. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance, House Rent Allowance / Company Accommodation and will also be entitled for other perquisites & allowances /benefits such as Leave Encashment, Medical Facilities, Performance Related Pay, Contributory Provident Fund, Gratuity, Contributory Superannuation Benefit Fund Scheme, Group Personal Accident Insurance, other welfare schemes etc. as per Company rules in force from time to time.

E. RESERVATION/CONCESSIONS/RELAXATIONS

1. RESERVATION

- 1.1 Unit-wise and Discipline-wise reservation for SC/ST/OBC(NCL) categories will be provided as per the prescribed percentage for recruitment applicable to the State in which Unit is located.
- 1.2 Category {SC/ST/OBC(NCL)/PwD} once submitted will not be changed and no benefit of other category may be admissible later on.
- 1.3 SC/ST/OBC/PwBD candidates can be considered under general standard of merit against the un-reserved posts provided no relaxation in age, minimum educational qualification marks etc. is availed of/extended to them. Thus, candidates availing relaxation will be considered against reserved positions, irrespective of their position in select list (in order of merit within their category).
- 1.4 Reservation for PwBD and /or ExSM / Dependent of those killed or disabled in action shall be applied on horizontal inter-locking reservation system basis as per Government of India guidelines. Numbers specified for PwBD/ExSM in Clause A of this advertisement are not distinct & shall be adjusted against the numbers specified in the relevant categories of each discipline i.e. UR/SC/ST/OBC(NCL). PwBD and ExSM candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in the Merit List (in order of merit within the category) on horizontal reservation policy.
- 1.5 Candidates belonging to PwBD category shall be considered only against the identified posts.
- 1.6 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".
- 1.7 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. a disability where specified disability has been defined in measurable terms.

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

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- 1.8 Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.
- 1.9 For claiming relaxation, the reserved category candidates should submit copy of Caste/PwBD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, alongwith application form. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should submit a self- certified translated copy of the same either in English or Rajbhasha (Hindi).
- 1.10 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.nbc.nic.in>. Accordingly, for claiming the benefit of OBC (NCL) category, candidate should submit & shall subsequently produce his latest caste certificate in the proforma prescribed by Government of India, applicable for purpose of reservation in appointment to posts under Govt. of India/Central Government /Public Sector Undertaking, as contained in DOPT Memo No.36036/2/2013-Estt/(Res.) dated 30.05.2014 from a Competent Authority **issued in the year 2018**. Such certificate should specifically state 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).

2. CONCESSIONS

- 2.1 SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.

3. RELAXATIONS

- 3.1 The minimum qualifying marks in eligibility minimum educational qualification for SC/ST/PwBD candidates will be relaxed by 05% i.e. 45% instead of 50% against reserved positions. Accordingly, SC/ST/PwBD category candidates are encouraged to apply.
- 3.2 In case sufficient number of SC/ST/OBC/PwBD category candidates are not available on the basis of laid down general standards, minimum qualifying marks in the online test may be relaxed by 05% to fill up the reserved posts, at the discretion of Competent Authority. Accordingly, SC/ST/OBC/PwBD category candidates are encouraged to apply.
- 3.3 Relaxation in age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC (NCL) candidates considered against reserved positions. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.
- 3.4 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. However, a PwBD candidate availing of only age relaxation will be entitled to be first considered against a unreserved post, in order of merit in the select list, before being considered against a reserved post.
- 3.5 Upper age is relaxed by 05 (five) years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.1980 to 31.12.1989.
- 3.6 An ExSM, who has put in not less than 06 months continuous service in Armed Forces, shall be allowed to deduct the period of Armed Forces service from his actual age which shall be his resultant age. The resultant age shall not exceed the prescribed maximum age by more than 03 yrs (08 yrs for disabled Defense services personnel belonging to SC/ST).
- 3.7 For purpose of claiming the age concession referred above, a certificate from the Directorate General, Resettlement, Ministry of Defense, will be accepted as documentary evidence in support of the claim of disabled Defense Service personnel.

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- 3.8 Age relaxation equivalent to the period of apprenticeship training shall be allowed to those candidates have/had successfully completed apprenticeship training under Apprentices Act, 1961 / Apprentices (Amendment) Act, 1973 in the **relevant trade /discipline** in either of the Nangal/Bathinda/Panipat/Vijaipur Units of NFL.
- 3.9 The maximum age of the applicant, after giving relaxations as mentioned above (standalone or in combination thereof), should not exceed 56 years on 31.05.2018.

4. GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE

- 4.1 Candidates whose writing speed is adversely affected permanently for any reason may use services of their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:
- The candidate will have to arrange his / her own scribe at his/her own cost;
 - Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of online test;
 - The scribe arranged by the candidate should not have applied under this advertisement for any Unit for any post. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled;
 - Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained;
 - A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment). Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

F. APPLICATION FEE

Non - refundable application fee of ₹200/- (Rupees Two Hundred only) plus ₹35/- (Rupees Thirty Five only) as Bank Charges are required to be paid by General and OBC category candidates at the time of submission of online application form. Candidates can opt to pay either through internet banking account or credit/debit card. No other mode of payment of application fee would be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of application fee. SC/ST/PwBD/ExSM category candidates are not required to pay any application fee.

G. SELECTION METHODOLOGY

1. HOW TO APPLY

- 1.1. Eligible and interested candidates are required to **apply online from 19.05.2018 upto 17.06.2018 upto 5:30PM** on NFL's website: www.nationalfertilizers.com → Careers → Recruitment of Non - Executives for NFL's Units. No other mode of application including manual/paper shall be accepted / entertained.
- 1.2. **One candidate can apply in single discipline in only one Unit of his/her choice as online test shall be conducted on same day for all the positions. Candidate has to invariably declare in his online application form that he has applied for post of Junior Engineering Assistant Grade II in only one discipline and for one Unit only. False declaration shall render the candidate ineligible from recruitment process at any stage.**

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- 1.3. **Only one application per candidate is allowed. The details in online application form can be edited / modified before submission of application fee or final submission of online form and details once finally submitted cannot be changed under any circumstances. Hence, candidates are strictly advised to ensure that they have filled in the correct particulars & details in online application form. It should be noted that false declaration shall render the candidate ineligible from this recruitment process.**
- 1.4. Before applying, candidates should ensure that they fulfill all the eligibility norms.
- 1.5. **Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to Nangal/Bathinda/Panipat/Vijaipur Units against this advertisement, are advised to apply Online, failing which their candidature will not be considered.**
- 1.6. Incomplete online applications shall be summarily rejected.
- 1.7. Before registering their applications on the website, the candidates should possess the following and keep it handy:
 - a) Valid E-Mail ID, which should remain valid for at least one & a half year.
 - b) Candidates should have latest passport size photograph (jpg or jpeg file only upto 50 Kb) as well as photograph of signatures in digital format (jpg or jpeg file only upto 20 kb) for uploading with the application form.
 - c) Supporting documents for age, qualification, caste/PwBD certificate and identity proof for uploading (pdf/jpeg/jpg file upto 01MB each).
 - d) Provision to pay examination fee of ₹200/- for General and OBC Candidates.
- 1.6. Online registration involves following steps:
 - a) Step 1: Filling up of Application - Go to NFL "Careers" page at www.nationalfertilizers.com
 - Read the Advertisement carefully to be sure about your eligibility
 - Click on the link "Apply"
 - Fill up all the required fields
 - Ensure the information provided is correct and then submit.
 - b) Step 2: Making Payment
 - Click on "Make payment" which will take you to Payment Gateway, which has been authorized to collect the application fee /processing charges on behalf of NFL.
 - c) Step 3: Final Registration & Printing of Online Application Form finally submitted.
- 1.7. Once the payment is made, candidates should download and retain a photocopy of their e-receipt and Online Application Form finally submitted as they would be asked to produce them for reference to produce it at the document verification or at any stage of selection process.
- 1.8. Fee once paid will not be refunded under any circumstances. Failed Transaction amount will be automatically refunded to same A/c from which payment was originally made, within 15 working days.
- 1.9. Candidates should strictly ensure timely payment of application fee and/or submission of their online applications well before the stipulated last date of submission i.e. 17.06.2018 upto 5:30PM to avoid last minute rush.
- 1.10. All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate. All information regarding examination schedule/admit card etc. shall be provided through email and / or by uploading on NFL website.
- 1.11. NFL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/website in time.
- 1.12. Candidates are not required to send any document to NFL.

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2. ONLINE EXAMINATION

- 2.1. It should be noted that candidature of all the applicants would be provisional and would be allowed to appear in online examination on the presumption that they meet the eligibility criteria for the post which they have applied for. Their candidature would, however, be subject to meeting of advertised eligibility criteria and verification of certificates & testimonials etc. at the time of document verification, as & when called for.
- 2.2. Candidates will be required to appear for **computer based online objective type test**, on the day, date, time & venue as mentioned in the **Admit card**, which shall tentatively be issued between **24-26.06.2018**. The candidates will be allowed to appear in Online Test only if they possess the valid Photo Admit Card indicating roll number, name & address of the allocated test centre and guidelines for the online test. Photo Admit Card in respect of such eligible & provisionally shortlisted candidates will be made available on the www.nationalfertilizers.com → Careers → Recruitment of Non - Executives for NFL's Units and such candidates will also be intimated for the same through SMS on their mobile number & through email on their E-Mail ID as mentioned in their online application form. Candidates have to download their Admit Card from the website for appearing in online test. Admit Cards will not be sent by post. NFL will not be responsible for any delay or non-delivery of intimation sent electronically through SMS or e-mail, as the case may be or inactiveness of e-mail account submitted by the candidate during online registration. No other communication will be sent to such candidates for this purpose. Hence, candidates are advised to regularly checking their e-mail account (including junk mailbox) for any communication from NFL. Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.
- 2.3. **The online test will be conducted at any one of the centres at Jammu/Kashmir, Bathinda, Bhopal, Chandigarh, Delhi & NCR, Panipat, Lucknow, Hyderabad, Patna, Gwalior.** Candidates would be required to select two preferences of above-mentioned cities for giving their online examination. However, NFL will not be bounded to allocate centre in the preferred city(ies) as indicated by the candidates in their online application form. No request for change of examination centre will be entertained after final submission of online application form. NFL reserves the right to cancel or add any centre depending upon the response of candidates in that area/centre and
- 2.4. Candidates have to make their own arrangement for travelling, lodging and boarding for appearing in online test and no TA/DA will be paid in this regard.
- 2.5. The online test for the above mentioned posts will be held on the same day unless it is not possible to conduct the same due to any unforeseen or technical reasons. In case of any mishappening or delay or rescheduling the online test for either of the posts at any or all of the test centres, candidates would be communicated fresh date of online test and no queries will be entertained in this regard. In the event of rescheduling of test or change of any test centre due to unforeseen or technical reasons, candidates would have to make their own arrangement to attend the online test and NFL shall not be held liable for such delay/rescheduling of online test and no TA/DA will be paid for appearing in the online test on this account also.
- 2.6. The online test will have two parts, Discipline related and Aptitude related. Medium of Test will be in Rajbhasha (Hindi) and English. Duration of test will be 02 hours (120 minutes). The total number of questions will be 150, of one mark each, out of which 100 questions would be from mix of course curriculum of qualifying Diploma/Course, as applicable for each post & discipline, and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge / Awareness. There will be no negative marking for wrong answer. The examination level of the domain subject will be of minimum prescribed educational qualification, as applicable for each post.
- 2.7. The **tentative date of online test** would be **07.07.2018**, however, the same is subject to change due to administrative or unforeseen reasons at the discretion of NFL and no queries shall be entertained in this regard. The exact date of online test shall be communicated to the candidates through admit card to be downloaded from NFL website www.nationalfertilizers.com. No request for change in examination date would be entertained.
- 2.8. Mere issuance of Admit card shall not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.

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3. FINAL SELECTION

- 3.1. Junior Engineering Assistant Grade II / Fireman being Group 'C' Non - Executive (Worker) level posts, there will be no interview and selection of the candidates for appointment shall be made purely on the basis of marks obtained in online test, qualifying minimum endurance test parameters as well as minimum physical standards (for Fireman only) and subject to verification of certificates/testimonials etc. Candidates selected as Junior Engineering Assistant Grade II shall be reporting to Shift Engineers / Engineers.
- 3.2. Separate merit list will be drawn for General/SC/ST/OBC(NCL) candidates with reference to the number of available vacancies for each category. Merit list of suitable candidates shall be prepared on the basis of performance in the online test. **Candidates would be required to score minimum 50% marks i.e. 75 or more marks in online test and all such candidates would be empanelled Unit-Discipline-Category wise in order of merit.**
- 3.3. In case two or more candidates score equal marks in the online examination, percentage of marks in the qualifying examination i.e. Diploma in Engineering / Graduation or course in Fire (for Fire discipline) would be considered for drawing up merit list. In case percentage of marks are also equal in the qualifying examination, the date of birth of the candidates will be considered for preparing merit list i.e. the candidates born earlier will be considered as senior in the merit list. The candidates having prescribed minimum basic qualification of Diploma in Engineering / Graduation will be considered as senior to the candidates having higher qualification like B.E./B.Tech./MBA/PG Degree etc. without having minimum basic qualification of Diploma in Engineering / Graduation for drawing up merit list.
- 3.4. SC/ST/OBC (NCL) candidates can be considered under general standard of merit against the un-reserved posts provided no relaxation in age, minimum educational qualification marks etc. is availed of/extended to them. Thus, candidates availing relaxation will be considered against reserved positions within their category in order of merit. PwBD and ExSM candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in the Merit List (in order of merit within the category) on horizontal reservation policy. However, a PwBD candidate availing of only age relaxation will be entitled to be first considered against unreserved post, in order of merit in the select list, before being considered against a reserved post.
- 3.5. It is reiterated that in addition to the notified vacancies, panel of candidates shall also be created for unforeseen vacancies, including but not limited to vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment. Posts shall be filled according to reservation position.
- 3.6. **For the post of Fireman**
 - a. In addition to Clause Nos. 3.1 – 3.6, candidates applying for the post of Fireman should note that their suitability for the job shall be adjudged on qualifying the minimum endurance test parameters as well as minimum physical standards, as mentioned at **Clause No. B.2.i.** of this advertisement. It should be noted that candidates would be shortlisted, on the basis of their performance in online test, in the ratio of 01:05 i.e. 05 candidates for 01 post and called for adjudging their suitability at Nangal Unit, till the posts are filled up.
 - b. Candidates shortlisted and called for testing of their endurance test parameters as well as physical standards shall be allowed reimbursement of to and fro single Sleeper Class Rail/Bus fare from the nearest railway station of the correspondence/ mailing address (as mentioned in their online application form) to Nangal Unit by the shortest route on production of necessary proof. Reimbursements shall be made online directly into the bank account of the candidate through IMPS / NEFT;
 - c. **Shortlisted candidates have to qualify the minimum endurance test parameters as well as minimum physical standards in order to get selected for the post of Fireman. These tests will be of qualifying nature and those candidates who qualify shall be issued offer of appointment in the order of their merit of online examination.**
 - d. **Those candidates who fail to qualify either of the minimum endurance test standards and/or physical standards shall forfeit their candidature for the post of Fireman, irrespective of their position in merit list and no queries/claims shall be entertained in this regard.**

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H. APPOINTMENT & PLACEMENT

1. Candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials etc. at the time of document verification, as & when called for. Candidature of the candidate is liable to be rejected if it is found that he/she does not meet the advertised eligibility criteria for the post he/she has applied for, irrespective of his merit position on the basis of marks secured in online examination. This clause be read with **Clause No. 1.7** of this advertisement also.
2. Candidates shortlisted on the basis of marks secured in online examination in order of merit, Unit-Discipline-Category wise, shall be called for document verification at the Unit for which they have applied for and if found suitable, will be issued offer of appointment by that respective Unit.
3. **Candidates selected for post of Junior Engineering Assistant Grade II and Fireman would be required to work in general and/or rotating shifts depending upon work exigencies.**
4. **Selected candidates will be initially posted in that Unit of NFL which they are applying for, however, they can be posted in any of the other Units/Offices/Joint Venture(s) of NFL depending upon the administrative requirements of Organization at any point of time.**
5. Candidates should have sound health and selected candidates, before joining, will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital.
6. Appointment of selected candidates would be subject to Medical Fitness and verification of Character & Antecedents and Caste/PwBD certificate (if applicable) from the concerned District /Competent Authorities.
7. For Fire discipline (Post Code 05), candidates should ensure that they fulfill the minimum endurance test standards as well as physical standards mentioned in the eligibility criteria as at Clause B.2.i read with Clause No. G.3.3.6 of this advertisement.

I. IMPORTANT INSTRUCTIONS

1. Candidates are advised to carefully read the full advertisement carefully and ascertain their eligibility before submitting their online applications.
2. While applying the candidates should mention their full name as it appears on the matriculation school certificate. Certificate issued by a Board of Secondary Education for passing Matriculation shall be the only acceptable document in support of proof of age.
3. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies as on 31.05.2018 shall be required to produce 'Permission letter / No Objection Certificate' at the time of document verification from their employer indicating permission from the Management for them to apply for the post of Junior Engineering Assistant Grade II / Fireman in NFL. Such candidates, if offered appointment, shall be required to submit proper & unconditional "**Relieving Memo./Discharge Order/Release Order**" from their employer at the time of joining, without which they will not be allowed to join.
4. Candidates in online application form have to necessarily declare and provide details in case he/she has been arrested, prosecuted, kept under detention or fined, FIR filed in any Police Station, convicted by the Court of Law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination or if proceedings are pending against him in any Court of Law.
5. Details once submitted in the online application form will be final and any request for any change including change in correspondence address/email address/mobile number/category shall not be entertained. Candidates are, therefore, advised to carefully fill up their online application.
6. The minimum educational qualification is the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. NFL's decision on all the matters relating to eligibility, acceptance or rejection of the application, mode of shortlisting or selection, cancellation of the selection process etc. shall be final & binding. No queries or correspondence shall be entertained in this regard.
7. Mere admission to the selection process does not imply that NFL is satisfied about candidate's eligibility. The candidates should ensure that the details mentioned in the application form are correct and are in conformity with the eligibility criteria for the post applied for, as mentioned in the advertisement. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials, Caste/PwBD/ExSM etc. Candidates, if shortlisted, would be required to bring in

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original all certificates at the time of document verification, failing which they may not be issued offer of appointment / allowed to join. In case it is detected at any stage (even during employment) that a candidate does not fulfill any of the advertised eligibility criteria or has furnished false or incorrect or incomplete information or given false declaration or suppressed any material fact or information having any bearing on his candidature, he/she shall render himself/herself ineligible and the candidature / appointment of the candidate will be liable to be cancelled or terminated forthwith, if recruited, without making any reference.

8. Further, NFL reserves the right to cancel/restrict/enlarge/modify the recruitment/selection process of advertised posts without any further notice or assigning any reasons whatsoever, if need so arises. Filling up of vacancies is solely at the discretion of the Management based on suitability of candidates and no claim will arise for appointment, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates.
9. Candidates should possess a valid email ID as the same is mandatorily required for registration for online applications. Candidates are also advised to keep the E-mail ID as well as Mobile Number, as filled-in in their online application form, active for at least one & a half year from cut-off date i.e. 31.05.2018. No change in the E-mail ID will be allowed once submitted. **All future information/communication regarding participating in the selection process shall be provided through e-mail/SMS to the candidates, found prima-facie eligible, based on the information submitted by them in their online application data.** Responsibility of receiving and downloading of information/communications, etc. will be of the candidate. NFL will not be responsible for any delay in communication/inactiveness of the E-mail ID, loss of email sent due to invalid/wrong E-mail ID submitted by the candidate in online application form and no correspondence in this regard shall be entertained.
10. Candidates shortlisted based on the marks secured in online examination and found prima-facie eligible based on the online application submitted will be called for participating in the Selection Process. In case the applicant does not receive any communication within 90 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for the Selection Process. Accordingly, candidates are advised to regularly visit "Careers" head on our website - www.nationalfertilizers.com for the updated information on the selection process.
11. Candidates should retain their copy of online Application Form and/or Pay in e-receipt and Admit Card for future reference as they will be asked to produce it at the document verification.
12. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on NFL's website www.nationalfertilizers.com under the head "Careers". No further press advertisement will be issued. Hence prospective applicants are advised to visit NFL website regularly for latest update with regard to this advertisement.
13. This is a consolidated advertisement for recruitment of non-executive level posts of Units of NFL and issued on behalf of Nangal, Bathinda, Panipat and Vijaipur Units of NFL for administrative ease. Any proceedings in respect of any matter of claim or dispute arising out of this advertisement/recruitment process and/or an application submitted in response thereto will be in the following Court of Jurisdiction which covers the Unit for which candidate has applied for, only to the exclusion of all other Courts:

Sl. No.	Name & Address of Units of NFL	Court of Jurisdiction
1	National Fertilizers Limited, Naya Nangal, Punjab - 140126	RUPNAGAR, PUNJAB
2	National Fertilizers Limited, Gohana Road, Panipat, Haryana - 132106	PANIPAT, HARYANA
3	National Fertilizers Limited, Sibian Road, Bathinda, Punjab - 151003	BATHINDA, PUNJAB
4	National Fertilizers Limited, Vijaipur, District Guna, Madhya Pradesh - 473111	GUNA, MADHYA PRADESH

14. For queries, candidates may visit the site and consult the Frequently Asked Questions (FAQs) section. Candidates have to ascertain themselves their eligibility vis-à-vis advertised criteria for a post for which they are applying. Other queries, if any, may be addressed to the nflrecruitment@nfl.co.in or on **Helpline No. +91-7338891451 from 10:00AM to 6:00PM only on working days.**

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15. In case of any ambiguity/dispute arises on account of interpretation in versions other than English language advertised in Newspaper/Employment News/Website, English version given in the website www.nationalfertilizers.com will prevail.
16. Canvassing in any form shall be considered a disqualification for employment in the Company.

IMPORTANT DETAILS FOR CANDIDATES

THE LINK TO THE ONLINE REGISTRATION OF THE APPLICATION HAS BEEN HOSTED ON THE WEBSITE WWW.NATIONALFERTILIZERS.COM → CAREERS → RECRUITMENT OF NON-EXECUTIVES NFL's UNITS.	
CUT – OFF DATE FOR RECKONING ELIGIBILITY FOR ALL PURPOSES	31st May, 2018
DATE OF OPENING OF ONLINE APPLICATION	19th May, 2018
LAST DATE OF SUBMISSION OF ONLINE APPLICATION, UNLESS CHANGE IN DATE IS NOTIFIED	Upto 5:30 PM; 17th June, 2018
TENTATIVE DATE OF ISSUANCE OF ADMIT CARD	24th – 26th June, 2018
TENTATIVE DATE OF ONLINE EXAMINATION	07th July, 2018
CANDIDATES ARE ADVISED TO SUBMIT THEIR ONLINE APPLICATION IN TIME TO AVOID LAST MINUTE RUSH.	
CANVASSING IN ANY FORM IS LIABLE TO RENDER A CANDIDATE INELIGIBLE.	

Dy.GM (HR), NFL