



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.: 04 (NFL)/2023

Dated: 20.12.2023

Special Recruitment Drive to fill backlog vacancies reserved for ST/OBC (NCL)/PwBD categories in NFL

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)	Approx. Offered CTC (₹ in Lakh Per Annum)	Total Vacancies	Post Identified Suitable for PwBD Categories
(i)	(ii)	(iii)	(iv)	(v)
61000181	Manager (Production) E-4	₹22.75	01- OBC (NCL)	I. HH II. OA, OL, CP, Dw, AAV III. SLD, MI IV. MD Involving Above
61000178	Engineer (Production) E-1	₹13.00	01- PwBD (Cat C)	I. HH II. OA, OL, CP, Dw, AAV III. SLD, MI IV. MD Involving Above
61000151	Manager (Mechanical) E-4	₹22.75	01- OBC (NCL)	I. D, HH II. OA, OL, Dw, AAV III. SLD, MI IV. MD Involving Above
61000148	Engineer (Mechanical) E-1	₹13.00	01-ST, 01-PwBD (Cat-B)	I. D, HH II. OA, OL, Dw, AAV III. SLD, MI IV. MD Involving Above
61000091	Engineer (Instrumentation) E-1	₹13.00	01- OBC (NCL) 01-PwBD (Cat-B)	I. D, HH II. OL, CP, LC, Dw, AAV III. ASD(M), SLD, MI IV. MD Involving Above
61000012	Sr. Chemist (Chemical Lab) E-1	₹13.00	01- OBC (NCL)	I. HH II. OA, OL, CP, Dw, AAV III. SLD, MI IV. MD Involving Above

Post Code	Post Name and Pay Scale (2017 IDA based)	Approx. Offered CTC (₹ in Lakh Per Annum)	Total Vacancies	Post Identified Suitable for PwBD Categories
61000057	Accounts Officer E-1	₹13.00	02-ST	I. B, LV II. D, HH III. OA, OL, BA, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy IV. MD Involving Above
50000089	Medical Officer (Medicine) E-1	₹13.00	01- OBC (NCL)	I. OA, OL, BL, LC, Dw AAV II. SLD III. MD Involving Above
50000090	Medical Officer (Paediatrics) E-1	₹13.00	01- OBC (NCL)	I. OA, OL, BL, LC, Dw, AAV II. SLD III. MD Involving Above
61000200	Transportation Officer E-1	₹13.00	01- OBC (NCL)	I. D, HH II. OL, CP, LC, Dw, AAV III. MD Involving Above
61000126	Assistant Manager (Marketing) E-2	₹16.25	01- PwBD (Cat A) 02- PwBD (Cat B)	I. B, LV II. D, HH III. OA, OL, BA, BL, CP, LC, Dw, AAV IV. SLD, MI V. MD Involving Above
61000072	Senior Manager (HR) E-5	₹26.00	01- OBC (NCL)	I. B, LV II. D, HH III. OA, OL, BA, BL, OAL, CP, LC, Dw, AAV IV. SLD V. MD Involving Above

1. 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, 'Cat'=Category, 'IDA'=Industrial Dearness Allowance.

2. Details of PwBD Category

Category A – Blindness and Low Vision.

Category B – Deaf and Hard of Hearing.

Category C – Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy

Category D – Autism, intellectual disability, specific learning disability and mental illness.

Category E – Multiple disabilities from amongst persons under clauses (a) to (d) including deaf –blindness.

- 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.8 of this advertisement in this regard also.
- Backlog vacancy reserved for PwBD (if any) as mentioned in column (iv) of table-01 shall be filled up out of the candidates with the same Benchmark Disability as mentioned in the column (iv) of table-01. In case suitable candidates with that Benchmark Disability are not available, it may be filled by interchange among the other categories of Benchmark Disabilities identified suitable for the post as mentioned in column (v) of the Table – 01. In case of non-availability of suitable candidates with any of the Benchmark Disability identified suitable for the post then the backlog vacancy reserved for PwBD 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 backlog vacancies reserved for PwBD. However, their candidature will be considered in the event of non-availability of suitable candidates belonging to PwBD category.

B. PAY/ PERKS & PLACEMENT

1. PAY & PERKS

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

Sl. No.	Pay Scale Code	Pay Scale (2017 IDA based)	Post
01	E-1	₹40000-140000	Engineer (Production), Engineer (Mechanical), Engineer (Instrumentation), Sr. Chemist (Chemical Lab), Accounts Officer, Medical Officer (Medicine), Medical Officer (Paediatrics), Transportation Officer
02	E-2	₹50000-160000	Assistant Manager (Marketing)
03	E-4	₹70000-200000	Manager (Production), Manager (Mechanical)
04	E-5	₹80000-220000	Senior Manager (HR)

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.**

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	Age Limit for UR *	Minimum Educational Qualification	Post Qualification inline executive Work Experience
(i)	(ii)	(iii)	(iv)
Manager (Production)	Minimum – 18 years Maximum – 45 years	Full Time Regular Engineering Degree (B.Tech./B.E./B.Sc. Engg.) in Chemical Engineering /Chemical Technology/ Chemical Process Technology with minimum 60% marks (50% for SC/ ST/ PwBD/ Departmental candidates) from AICTE / UGC approved institutions OR AMIE in Chemical Engineering from Government recognized institute.	Post qualification 11 years' experience in operation of Ammonia-Urea Fertilizer complex.
Engineer (Production)	Minimum – 18 years Maximum – 30 years	Full Time Regular Engineering Degree (B.Tech./B.E./B.Sc. Engg.) in Chemical Engineering /Chemical Technology/ Chemical Process Technology with minimum 60% marks (50% for SC/ ST/ PwBD/ Departmental candidates) from AICTE / UGC approved institutions OR AMIE in Chemical Engineering from Government recognized institute.	Post qualification 01 year experience in erection and/or commissioning and/or operation of Ammonia - Urea Fertilizer complex/ Continuous process chemical or Petrochemical industry/ Petroleum Refinery.

Name of Post	Age Limit *	Minimum Educational Qualification	Post Qualification inline executive Work Experience
(i)	(ii)	(iii)	(iv)
Manager (Mechanical)	Minimum - 18 years Maximum - 45 years	Full Time Regular Engineering Degree (B.Tech./B.E./B.Sc. Engg.) in Mechanical Engineering with minimum 60% marks (50% for SC/ ST/ PwBD/ Departmental candidates) from AICTE / UGC approved Institution OR AMIE in Mechanical Engineering from Government recognized institute.	Post qualification 11 years' experience in maintenance of Ammonia-Urea Fertilizer complex / Continuous process chemical or Petrochemical industry/ Petroleum Refinery.
Engineer (Mechanical)	Minimum - 18 years Maximum - 30 years	Full Time Regular Engineering Degree (B.Tech./B.E./B.Sc. Engg.) in Mechanical Engineering with minimum 60% marks (50% for SC/ ST/ PwBD/ Departmental candidates) from AICTE / UGC approved Institution OR AMIE in Mechanical Engineering from Government recognized institute.	Post qualification 01 year experience in erection and/or commissioning and/or maintenance of Ammonia-Urea Fertilizer complex / Continuous process chemical or Petro Chemical industry/ Petroleum Refinery/ Power Plant.
Engineer (Instrumentation)	Minimum – 18 years Maximum - 30 years	Full Time Regular Engineering Degree (B.Tech./ B.E./ B.Sc. Engg.) in Instrumentation/ Instrumentation & Control/ Electronics Instrumentation & Control/ Instrumentation & Electronics/ Electronics & Instrumentation/ Industrial Instrumentation/ Electronics & Communication/ Electronics & Control/ Electronics/ Electronics & Electrical with minimum 60% marks (50% for SC/ ST/ PwBD/ Departmental candidates) from AICTE/ UGC approved Institution OR AMIE in Electronics & Communication from Government recognized institute.	Post qualification 01 year experience in operation and/or maintenance of instrumentation systems in Ammonia-Urea Fertilizer complex / Continuous process chemical or Petro Chemical industry/ Petroleum Refinery/ Power Plant.
Sr. Chemist (Chemical Lab)	Minimum – 18 years Maximum - 30 years	Full Time Regular M.Sc. in Chemistry/ Inorganic Chemistry/ Organic Chemistry/ Analytical Chemistry/ Physical Chemistry/ Applied Chemistry/ Industrial Chemistry with minimum 60 % marks (50% for SC/ ST/ PwBD/ Departmental candidates). Any other branch of Chemistry e.g. Biochemistry, Pharmacy, Toxicology, Geochemistry, Pharmacology, Food Technology etc. will not be considered towards eligibility.	Post qualification 01 year experience in NABL accredited Lab in the field of "TESTING" with discipline as "CHEMICAL" OR Control Laboratory attached to Ammonia- Urea Fertilizer complex / Straight or Complex fertilizer industry / Continuous process chemical industry or petro chemical industry/ Petroleum Refinery.
Accounts Officer	Minimum – 18 years Maximum - 30 years	Bachelors Degree with pass in final examination of CA/ICWA/ CMA from Institute of Chartered Accountant of India (ICAI)/ The Institute of Cost Accountant of India OR Two years full time/ regular MBA/PGDM/PGDBM with major specialization in Finance / Financial Management with minimum 60% marks (50% for SC/ ST/ PwBD/ Departmental candidates). For candidates possessing dual degree MBA/PGDM/PGDBM 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.	Minimum 01-year post qualification in line executive experience should be as on the cutoff date.
Medical Officer (Medicine)	Minimum – 18 years Maximum - 30 years	MBBS Degree	Minimum 01 year of Professional experience in Medicine field (after internship) from a minimum 15 bedded Hospital/ Medical College/ Hospital in a large industrial complex on permanent or temporary basis.

Name of Post	Age Limit *	Minimum Educational Qualification	Post Qualification inline executive Work Experience
(i)	(ii)	(iii)	(iv)
Medical Officer (Paediatrics)	Minimum – 18 years Maximum - 30 years	MBBS Degree	Minimum 01 year of Professional experience in Paediatrics field (after internship) from a minimum 15 bedded Hospital /Medical College/ Hospital in a large industrial complex on permanent or temporary basis.
Transportation Officer	Minimum – 18 years Maximum - 30 years	Full time regular Bachelor degree in Engineering (BTech/BE/BSc Engg) in Mechanical/ Material Science / Material Science & Technology/ Material Science & Engineering with minimum 60% marks (50% for SC/ ST/ PwBD/ Departmental candidates) from AICTE/ UGC approved institutions OR Minimum 60% marks (50% for SC/ ST/ PwBD/ Departmental candidates) in Two years full time regular MBA / PG Degree/ PGDM/PGDBM from Universities/ Institutes recognized by UGC/ AICTE with specialization in Materials Management / Logistics Management/ Supply Chain Management.	Minimum 01 year Post qualification experience of handling transportation activities viz. rake handling in sidings/ coordination with Railways/ dispatches through road transport in Fertilizer/ Chemical/ Petro-Chemical/ Hydrocarbon/ Power/ Cement/ Manufacturing industries/ Railways/ Metro Services.
Assistant Manager (Marketing)	Minimum – 18 years Maximum - 40 years	Min. 60% marks (50% for SC/ ST/ PwBD/ Departmental candidates) in 02 years full time MBA/PGDBM/PGDM in Marketing/ Agri Business Marketing/ Rural Management/ Foreign trade/International Marketing from Universities/ Institutes recognized by UGC/AICTE OR B.Sc in Agriculture, with Min. 60% marks (50% for SC/ST/PwBD/Departmental candidates) in M.Sc. (Agriculture) with specialization in any discipline OR M.Sc with specialization in any discipline of Agriculture from Universities/ Institutes recognized by UGC/AICTE/ICAR.	Minimum 03 years post qualification in line marketing experience in sale of Agri Inputs like seeds, Fertilizers, Organic/ Bio Fertilizers, Agrochemicals etc in the rural market. Or Experience in International Marketing/ Fertilizers Imports Or Experience in Seed Production, Processing and Marketing Or Experience in Soil and water analysis, Handling Soil testing Equipments including Atomic Absorption Spectrophotometer Or Experience in Field and Laboratory Research in the field of agriculture Or Experience in selling crop Care Products (Pesticides/ Bio pesticides/ Plant Growth Promoters).
Senior Manager (HR)	Minimum – 18 years Maximum - 45 years	Minimum 60% Marks (50% for SC/ ST/ PwBD/ Departmental candidates) in 02 years' full time regular MBA/ PG Degree/ PG Diploma (PGDM/PGDBM)/ integrated MBA, from Universities/ Institutes recognized by UGC/AICTE with specialization in Human Resource/ Personnel Management/ Personnel Management & Industrial Relations/ Human Resource Management/ Human Resource Development/ /Human Resource Development & Management/ Labour Laws & Personnel Management. For Candidates possessing full time regular MBA /PG Degree/ Diploma (PGDM/PGDBM)/ Integrated MBA with dual specializations, the qualification should be with major specialization in aforesaid areas of HR. The candidates will have to provide a certificate from the Institute/ University indicating major specialization in above mentioned areas of HR.	Minimum 15 years Post qualification inline executive experience in any Government Organization, PSUs, Joint Ventures (of State/ Central Government or Undertakings), Autonomous Bodies, Statutory Bodies or any Private sector Organization.

*Age relaxation to ST/OBC/PwBD/ExSM are mentioned in Clause Nos. F.11 - F.15 of this advertisement.

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 **30.11.2023** 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.11 - F.15 of this advertisement.

3. EDUCATIONAL QUALIFICATION (Column-iii)

- a. No claim of possession of equivalent educational qualification(s) to the advertised educational qualification for a post would be entertained and decision of NFL in this regard would be final and binding.
- b. 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.
- c. 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.
- d. 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.
- e. Computer Literacy is desirable 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. 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 in the relevant domain/ field as mentioned in the column (iv) of the table-03 on a requisite Pay Scale/ minimum CTC as mentioned in clause C.5 below.

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:

- I. 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**.
- II. Candidates working in Private Sectors or any such Government (Central/State), Public Sector Undertakings (Central/State), Public Sector Banks, 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)	Period for which the candidate must possess inline Experience at the minimum CTC as mentioned in column ii.
(i)	(ii)	(iii)
Manager (Production)	₹ 14.24	02 Years
Engineer (Production)	₹ 7.12	01 Year
Manager (Mechanical)	₹ 14.24	02 Years
Engineer (Mechanical)	₹ 7.12	01 Year
Engineer (Instrumentation)	₹ 7.12	01 Year
Sr. Chemist (Chemical Lab)	₹ 7.12	01 Year
Accounts Officer	₹ 7.12	01 Year
Medical Officer (Medicine)	₹ 7.12	01 Year
Medical Officer (Paediatrics)	₹ 7.12	01 Year
Transportation Officer	₹ 7.12	01 Year
Assistant Manager (Marketing)	₹ 9.49	02 Years
Senior Manager (HR)	₹ 16.61	02 Years

Out of the total requisite post qualification inline experience for the post as mentioned at column (iv) of table-03 above, candidate must possess minimum inline experience as mentioned at column (iii) of table-04 above at minimum CTC as mentioned at column (ii) of table-04 above.

On the date of Cut Off, the candidate must be working in the relevant domain/ field and at CTC not less than that mentioned at column (ii) of table-04 above.

III. It should be noted that **no claim of possession of equivalent Pay Scale** to the advertised Pay Scale for a post (Annexure-I) **would be entertained.**

D. NON-REFUNDABLE APPLICATION FEE

SC/ST/PwBD/ExSM/Departmental category candidates are not required to pay any application fee. General, OBC and EWS category candidates are required to pay Non - refundable application fee plus applicable bank charges (if any) through online transfer mode at the time of submission of online application form. No other mode of payment of application fee would be accepted. Post wise Application Fee is detailed below(**Table-05**):

Sl. No.	Pay Scale Code	Post Name	Amount (in ₹)
1.	E-1	Engineer (Production) Engineer (Mechanical) Engineer (Instrumentation) Sr. Chemist (Chemical Lab) Accounts Officer Medical Officer (Medicine) Medical Officer (Paediatrics) Transportation Officer	₹700/-
2.	E-2	Assistant Manager (Marketing)	₹700/-
3.	E-4	Manager (Production) Manager (Mechanical)	₹700/-
4.	E-5	Senior Manager (HR)	₹1000/-

Application fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of application fee. It may also be noted that NFL does not seek any other charges/fees except the above mentioned application fee.

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.
2. Eligible and interested candidates are required to apply online from 20.12.2023 upto 19.01.2024 upto 23:59:59 on NFL's website: www.nationalfertilizers.com → Careers → Recruitment in NFL → Special Recruitment Drive to fill backlog vacancies in NFL-2023. No other mode of application including manual/paper shall be accepted / entertained.
3. Only one application per candidate for a particular post is allowed. The details in online Application Form can be edited / modified before submission of application fee or final submission of online Form and details once finally submitted cannot be changed under any circumstances. Hence, candidates are strictly advised to ensure that they have filled in the correct particulars & details in online Application Form before final submission. It should be noted that false declaration shall render the candidate ineligible from this recruitment process.
4. Incomplete online Applications shall be summarily rejected.
5. Candidates must possess Valid E-Mail ID which should remain valid for further period of at least one & a half year.
6. Following five steps are involved in the application process:

STEP-I: Candidate Registration

Candidate who has already created his/her account in NFL's recruitment portal need not to create his/ her account again. He/ She can simply login in the portal using his/her login credentials to fill the application form. Candidate who has not registered in the NFL's recruitment portal has to create an account by using his/her own/personal Email ID and Mobile number and has to create his/her own password. After successful registration, Log-In Credentials will be sent to candidate on the registered email Id. Candidates are advised to remember UserID (Email ID) and password for future reference/use.

STEP-II: Filling Up Candidate's Details in the application form

Candidate has to login into the recruitment portal with the registered Email ID/ User ID/ Mobile Number and the password generated by him/her. After Login, candidate will land on the Instructions Page. Candidates are advised to read instructions carefully before proceedings to next page. In next pages candidate shall furnish all required details e.g. Post Selection, Personal Details, Education Details, Experience Details etc.

STEP-III: Uploading of Photograph, Signature and requisite documents/Certificates as applicable

Candidates shall be required to upload following documents at the time of applying online and are advised to keep the same handy:

Sl No	Particulars	Documents to be uploaded	Maximum Size of file/ Type of file
1.	Date of Birth	10 th / Matriculation Certificate	2 MB in PDF.
2.	Educational Qualification Proof	Mark sheets and Degree Certificates (Matric onwards upto highest level for each 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.	2 MB in PDF.
3.	Past Employment Proof (if applicable)	Experience Certificate issued by Employer(s) clearly indicating date of joining, date of relieving and duties performed in each organization in which candidate has worked.	2 MB in PDF.
4.	Present Employment Proof	Certificate issued by Employer(s), if any, for present employment / Offer of appointment and pay slip of the cut Off Month as present employment proof.	2 MB in PDF.
5.	For Caste/ Tribe Certificate [for SC/ ST/ OBC (NCL)] (if applicable)	Caste Certificate in the prescribed format issued by the Competent Authority as prescribed by Government of India. OBC (Non Creamy Layer) category candidates are required to submit latest caste certificate from Competent Authority.	2 MB in PDF.

SI No	Particulars	Documents to be uploaded	Maximum Size of file/ Type of file
6.	EWS Certificate (if applicable)	EWS category candidates are required to submit latest category certificate from Competent Authority.	2 MB in PDF.
7.	For Differently abled/ PwBD candidates	Disability certificate in the prescribed format issued by the Competent Authority.	2 MB in PDF.
8.	For Candidates having difficulty in writing (if applicable)	Certificate in the prescribed format issued by the Competent Authority.	2 MB in PDF.
9.	ExSM Certificate (if applicable)	Proof of ExSM.	2 MB in PDF.
10.	J&K Domiciled Between 01.01.1980 to 31.12.1989 (if applicable)	Proof of being J&K Domiciled between 01.01.1980 to 31.12.1989.	2 MB in PDF.
11.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ issued by Govt./ /Passbook of any Nationalized Bank with attested photograph.	2 MB in PDF.
12.	Photograph	Latest Passport size colored Photo.	2 MB in jpg or jpeg
13.	Signature	Scanned copy/ Photograph of Signature.	2 MB in jpg or jpeg.

Only legitimate photographs of individuals and signatures are considered as valid. Uploading images of any other personality of any field living/ dead of any nature shall be considered as non-eligible and such applications shall be summarily rejected, with no further communication entertained.

The candidate shall be solely responsible for the information provided in his/her online application form. If any mismatch / deviation found, the application will be summarily rejected.

STEP-IV: Preview and Submission of Application

This is the final step in the submission process and after this the candidate cannot change the details once furnished. Therefore, Candidates are advised to furnish the details in the portal carefully and check the same in preview before final submission.

STEP-V: Payment of Application Fee

Candidates to make Payment of Application fees as applicable. The fee can be remitted through any Debit/ Credit Card/ Net Banking/ UPI ID using the online payment gateway facility. Fee once paid will not be refunded under any circumstances. Failed Transaction amount will be automatically refunded to same A/c which from payment was originally made, usually within 15 working days.

7. Candidates are advised to download & retain all the below mentioned documents for future reference as they would be asked to produce them for reference at the time of document verification or at any stage of selection process:

S.No	Documents
(i)	Copy of online Application Form
(ii)	Fee Receipt
(iii)	Admit Card, which will be available when the Exam Date is declared

8. 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.
9. 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.

10. 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/NFL's website in time.
11. Candidates are not required to send any document to NFL through email/post at this stage.

b. SHORTLISTING & SELECTION PROCESS

1. Based on the information in Application Form and documents uploaded by the candidates' during online submission 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 screening 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 test.
3. Modalities of screening Test, in the event it is decided to conduct the same, shall be placed on NFL website www.nationalfertilizers.com→ Careers→ Recruitment in NFL→ Special Recruitment Drive to fill backlog vacancies in NFL-2023 at an appropriate time.
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 physical mode/ video conferencing mode at its various Offices/Units.
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 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 be provisional will also be subject to verification of credentials of candidates w.r.t. advertised recruitment specifications, 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.10 to F.15.
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. Relevant list can be viewed at <http://www.ncbc.nic.in>. Accordingly, for claiming the benefit of OBC (NCL) category on the cutoff date, the candidate shall submit & subsequently produce his latest caste 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. 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).

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. 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 disability. It may be noted that definition of the above specified disabilities will be as per "The Rights of Persons with Disabilities Act, 2016".
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 not less than 40% 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.
9. Format of caste certificate for SC/ST/OBC, format of EWS certificate and format of PwBD certificate is available on the NFL's website www.nationalfertilizers.com → Careers → Recruitment in NFL → Special Recruitment Drive to fill backlog vacancies in NFL-2023 → Docs & Formats. 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).
10. SC/ST/PwBD/ExSM/Departmental candidates are exempted from payment of application fee.
11. 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.
12. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.
13. "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.
14. 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.
15. The maximum age of the applicant, after giving relaxations under Clause No. F.11 to F.14 (standalone or in combination thereof), should not exceed 56 years 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 true/ 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 applications. 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 / Marksheet 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, CTC 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/candidature 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 the 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 all certificates in original 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 → Careers → Recruitment in NFL → Special Recruitment Drive to fill backlog vacancies in NFL-2023. 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 closing date of application portal, 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 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 credentials of candidates w.r.t. advertised recruitment specifications, certificates/testimonials, Caste/PwBD/ExSM etc. Candidates, if shortlisted, would be required to bring in all original certificates at the time of document verification, failing which they may not be issued offer of appointment / allowed to join.
15. If, at any stage of the recruitment process or subsequently, it is found, that the applicant
 - a) has provided wrong or incomplete 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.

Application of such candidate will be cancelled/rejected forthwith and the applicant will liable to be disqualified, prosecuted and debarred for all future appointments in NFL. Further, if recruited, services of such candidate are liable to be terminated at any time,.

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. In online application form, candidates 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.
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 on

the website www.nationalfertilizers.com shall prevail.

21. 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 → Careers → Recruitment in NFL → Special Recruitment Drive to fill backlog vacancies in NFL-2023 only.
22. Candidates are advised in their own interest to avoid last minute rush and not to wait till the last date of submissions of form.
23. The decision of NFL's Management in all matters relating to eligibility, acceptance or rejection of applications/ candidatures, 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.

IMPORTANT

The link to the online registration of the application has been hosted on the website www.nationalfertilizers.com → Careers → Recruitment in NFL → Special Recruitment Drive to fill backlog vacancies in NFL-2023.	
Cut – off date for reckoning eligibility for all purposes	30.11.2023
Date of opening of online application portal	20.12.2023
Last date of submission of online application, unless change in date is notified	19.01.2024

GM (HR-Pers.)

POST/ LEVEL FOR WHICH CANDIDATE IS APPLYING	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
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	₹123100-215900