



**Advertisement No 02 (ICFFTR)/2020**

**Dated 15.08.2020**

**Requirements of Research Assistant**

Indian Council for Fertilizers and Fertilizer Technology Research (ICFFTR) invites applications from young professionals as Research Assistant for three verticals viz. (a) Industrial Research (b) Research on new & Innovative Fertilizers and (c) Fertilizers Technology and Research on Farmer's Welfare purely on temporary basis for a period of one year.

**A. MINIMUM ELIGIBILITY CRITERIA**

Sr. No.	Name of Research Vertical	Requirement	Maximum Age as on 31.07.2020	Minimum Qualification	Minimum Experience as on 31.07.2020
1.	Industrial Research	01	35 Years	B. Tech. in any discipline with minimum 50% marks	One year experience in research in the relevant field
2	Research on new & Innovative Fertilizers and Fertilizers Technology.	01		Graduate in Science (with Chemistry as one of the main subject)/ Agriculture with minimum 50% marks	One year experience in lab scale research in the relevant field
3	Research on Farmer's Welfare	01		Graduate in Social Science with minimum 50% marks	One-year experience in social research in the relevant field

**B. CUT OFF DATE OF RECKONING ELIGIBILITY**

Cut Off date shall be 31.07.2020 for all purposes of this advertisement.

**C. REMUNERATION**

Consolidated amount of Rs.35000/- (Rupees Thirty Five Thousand only) per month for each Category. The payment shall be made on pro-rata basis depending upon the number of days of attendance. No other allowance will be payable.

**D. HOW TO APPLY**

- Interested candidates need to submit their application in the enclosed application proforma, which should be duly filled-in and the original application proforma alongwith self-attested copies of certificates regarding date of birth, educational qualifications, post qualification work-experience Certificate(s) and Relieving Order from last employer (if applicable) **should reach on or before 14.09.2020 in a sealed envelope superscribed "Application for the engagement as Research Assistant for ICFFTR"** at the following address:

Director General (ICFFTR),  
C/o National Fertilizers Limited,  
A-11, Sector-24, Noida,  
District Gautam Budh Nagar,  
Uttar Pradesh -201301

2. The last date of receipt of complete applications is 14.09.2020, unless extended and notified.
3. Incomplete/Unsigned application proforma OR application not in prescribed proforma OR application not supported by self-attested copies of relevant documents OR not fulfilling the eligibility criteria OR application received at any other address other than that as mentioned in the foregoing OR application received after due date shall be summarily 'Rejected' and no queries shall be entertained in this regard.
4. No claim of possession of equivalent educational qualification(s) other than advertised educational qualification for a post would be entertained and decision of ICFFTR in this regard would be final and binding.
5. Scrutiny and shortlisting of applications would be done on the basis of documents enclosed with the prescribed application form. No interim correspondence by the candidates regarding availability/non-availability of documents would be entertained. Accordingly, candidates are advised to enclose all relevant documents alongwith the hardcopy of application form. All communications would be made to the candidates on the e-mail id submitted by them in their application proforma.

#### **E. TERMS OF ENGAGEMENT**

Selected candidate would be required to attend office on daily basis and report to Director General (ICFFTR) or any other designated official. However, services of "Research Assistant" can be terminated at any point of time without assigning any reason thereof. The term may be **curtailed** as per administrative requirements of the ICFFTR at its sole discretion.

#### **F. SELECTION PROCEDURE**

Candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview. Selection shall be made according to merit drawn on the basis of performance of shortlisted candidates in the interview process. Candidates are required to qualify in the Personal Interview with minimum average of 50% marks in interview. No Travelling Allowance would be payable for attending the interview or joining/reporting for duty upon selection. However, in case of receipt of large number of applications, ICFFTR reserves a right to conduct an online test in Delhi - NCR region and/or any other city(ies) of India for the purpose of short-listing candidates for interview. Neither TA will be paid nor Boarding & Lodging facilities would be arranged/reimbursed for appearing in the online test.

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

1. Canvassing in any form shall disqualify the candidate for engagement as "Research Assistant".
2. Only short-listed candidates who are found eligible based on the 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.
3. Requirement of Research Assistants purely on temporary basis is exclusively for ICFFTR and candidates engaged against this advertisement shall not have any claim, including regular or permanent employment in ICFFTR.
4. 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.
5. In case it is detected that a candidate does not fulfil any of the advertised eligibility criteria or has given false declaration or suppressed any material fact or information having any

bearing on his candidature, he/she shall render himself/herself ineligible for consideration at any stage of selection and for termination of his/her engagement as Research Assistants at any time during engagement, if engaged.

6. ICFFTR reserves the right to cancel/restrict/enlarge/modify the engagement process without assigning any reasons whatsoever.
7. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications.
8. 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.
9. 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.
10. Candidates should possess a valid email ID. Candidates are also advised to keep the email ID active for at least one year from cut-off date i.e. 31.07.2020. No change in the email ID will be allowed once submitted. All information/communication regarding selection process shall be provided to the candidates, through email only. Responsibility of receiving and downloading of information/ communications, etc. will be of the candidate. ICFFTR 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.
11. In case of any query(s) candidates are advised to write to us at email Id **icfftr\_contact@nfl.co.in**.
12. The age limit, minimum educational qualification, number of years & type of work experience are the minimum criteria and mere possession of the same by the candidate does not entitle the applicant for participating in the selection process. ICFFTR's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.

*S/d*  
Director General (ICFFTR)

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**APPLICATION FORM  
ADVT. NO. 02 (ICFFTR)/ 2020 DATED 15.08.2020**



PLEASE AFFIX YOUR  
RECENT PASSPORT  
SIZE PHOTOGRAPH

**ALL ENTRIES MUST BE IN UPPER CASE/BLOCK LETTERS IN BLUE COLOR INK.**

1	Post applied for	RESEARCH ASSISTANT
2	Research Vertical applied for [Please ✓ the desired field]	a) Industrial Research ( ) b) Research on New & Innovative Fertilizers & Fertilizers Technology ( ) c) Research on Farmer's welfare ( )
3	Name of the Applicant	
4	Gender	Female / Male / Others
5	Father's Name	
6	Spouse's Name	
7	Date of Birth	
8	Age as on 31.07.2020	
9	Correspondence Address	DISTRICT : STATE : PHONE NO. (WITH STD CODE) : MOBILE NO. : EMAIL ID :
10	Permanent Address	DISTRICT : STATE : PHONE NO. (WITH STD CODE) : MOBILE NO. : EMAIL ID :
11	Presently employed anywhere	Yes / No  If yes,  Regular / Contractually employed?

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<b>12. Educational Qualifications (10<sup>th</sup> onwards)</b>				
Exam Passed	University/Institute	Year of Passing	Percentage of Marks	Division

**13. Professional Work Experience Details (in chronological order starting from first to last)**

Name of the Organization & Type (Govt./PSU/Pvt.)	Post/Designation	Period of Service		Place of Posting	Nature of duties/ jobs performed.
		From	To		

14.	I certify that I have not 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.	Yes / No  If No, all relevant details to be enclosed in a separate sheet with records.
15.	During your employment, whether any punishment / penalty were awarded to you or any vigilance case pending as on the date of application?	Yes / No  If yes, all relevant details to be mentioned in a separate sheet & enclosed with records
16.	Any other information material to your engagement as 'Research Assistant', if selected.	

I have carefully read the Advt. No. 02(ICFFTR)/2020 dated 15.08.2020 and understand that engagement as 'Research Assistant' is on contractual basis and I shall not claim for regular/permanent employment or any benefits other than those mentioned in Advt. No. 02(ICFFTR)/2020 dated 15.08.2020, in any manner whatsoever. I certify that the information furnished by me in my application form is correct to the best of my knowledge and no material information relevant to my candidature has been suppressed or falsely declared and if the information furnished is found to be incorrect/false or not supported by documentary proof, my candidature will not be considered, even after short listing and no queries will be entertained by ICFFTR.

**Date:**

**Applicant's Signature**

**Place:**

**(Name)**