

Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Priyadarshini Building, Eastern Express Highway, Sion, Mumbai – 400022

Email id: apprentice2022@rcfltd.com



Rashtriya Chemicals and Fertilizers Limited (RCF) a Government of India Undertaking is a leading Fertilizer and Chemical manufacturing company having a Mini-Ratna status and is Premier Profit Making Central Public Sector Undertaking. It has two operating units, one at Trombay in Mumbai and the other at Thal, Raigad district, about 100 KM's from Mumbai.

Applications are invited for engagement of total **70 GRADUATE APPRENTICE** under Apprentices Act, 1961 as amended from time to time for training at Trombay, Mumbai.

NUMBER OF POST POSITIONS AVAILABLE, EDUCATIONAL QUALIFICATION & DURATION OF TRAINING AS UNDER:

GRADUATE APPRENTICE

Sr. No.	AREA OF TRAINING	Educational Qualification Required	Upper Age limit as on 01.03.2023	Minimum percentage required*	Duration of Training	No. of Trainees to be engaged
1	Secretarial Assistant	Any Graduate, Basic English Knowledge	25	50	12 Months	70
Total						70

*5% marks relaxation into the final selection of SC/ST and PWBD

Note: The above mentioned area of training and numbers of post are indicative and subject to change without prior notice. The decision of the management will be final and no appeal will be entertained.

IMPORTANT NOTE: THE COMPANY SHALL HAVE NO OBLIGATION TO GIVE REGULAR EMPLOYMENT TO APPRENTICES. THE APPRENTICES SHALL HAVE NO RIGHT TO CLAIM REGULAR EMPLOYMENT FROM COMPANY ON THE BASIS OF THIS APPRENTICESHIP AT ANY POINT OF TIME. THIS APPRENTICESHIP SHALL NOT CREATE ANY LIABILITY ON RASHTRIYA CHEMICALS AND FERTILIZERS LTD., FOR PROVIDING ANY JOB / EMPLOYMENT TO THE APPRENTICE.

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CONCESSIONS AND RELAXATIONS:

- 1) 4% relaxation will be for PWBD candidates.
- 2) Reservation of posts for SC/ST/OBC(Non-Creamy Layer)/EWS candidates will be as per Govt. directives/Guideline.
- 3) 5% marks relaxation into the final selection of SC/ST and PWBD
- 4) Age relaxation for SC/ST candidates :-5 years, OBC :-3 years and PWBD :-10 years. Children/Family members of the victims of 1984 riots :-5 years.

ELIGIBILITY:

- 1) Candidate should not be less than eighteen years (18) of age as on **01.03.2023**
- 2) The prescribed qualification shall be from a recognized University/Institute as a regular full time course.
- 3) Candidates who have completed Act Apprentice training or job experience for a period of one year or more shall **not** be eligible.
- 4) The candidate should have the passing certificate and final year marksheet of the required qualification as on **01.01.2021**.
- 5) Date of passing of the Final Qualifying examination for Apprenticeship (as per the eligibility criteria mentioned in this advertisement) should be greater than equal to **01.01.2021**.

STIPEND

- 1) The stipend applicable to apprentices is as per notification dated **25.09.2019 of Ministry of Skill Development and Entrepreneurship** will be applicable.
- 2) The Apprentice Trainees shall not be entitled to any other benefit / facilities / allowances apart from the consolidated stipend.
- 3) Medical Facility on OPD basis in RCF Hospital will be provided to the trainees for self only.
- 4) Rashtriya Chemicals and Fertilizers Limited will not provide any assistance towards transportation from any point.

STIPEND PER MONTH

Sr. No.	Category	Prescribed Minimum Amount of Stipend
(1)	(2)	(3)
(vii)	Graduate apprentices or degree apprentices or degree in any stream	Rs.9000/- per month

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POSTING OF TRAINING

The Apprentices shall be provided training at **TROMBAY, MUMBAI** or as per Company's requirement.

MODE OF SELECTION

1. A merit list will be drawn in the order of the percentage secured by the applicant in the prescribed essential educational qualification.
Wherever CGPA/CPI or other grades in qualifying examination is awarded, equivalent % of marks should be indicated in the application as per norms adopted by concerned University / Institute. The candidate shall be required to submit a certificate to this effect from the University/Institute at the time of reporting, in case of final selection.
2. The candidates from the merit list will be called for Documents Verification
3. **After successful completion of Documents Verification, the candidate will be enrolled on the NATS portal. The candidate will then receive enrollment number from NATS portal. Candidate shall intimate via email to RCFL within 7 days after receipt of enrollment number from NATS portal. Thereafter, candidate will be informed via email to report for issuing of contract. Contract will be issued to the candidate on the NATS portal. Candidate shall report to Rashtriya Chemicals and Fertilizers Limited from the day on which the contract is issued on the NATS portal. After successful Contract Approval of Apprenticeship on the NATS portal only, they will be appointed as Apprentice Trainee.**
4. The wait list of candidates will be prepared and operated as and when required.
5. In case of candidates securing equal marks in the merit list (even after considering the decimal points) the candidate having higher qualification or in case of same qualification, the candidate securing more marks in the preceding educational qualification will be placed at higher position in the merit list.

OTHER FACILITY

Uniform and Safety equipment will provided by Rashtriya Chemicals and Fertilizers Limited.

REGISTRATION ON PORTAL:

- a) Candidates will be registered on NATS portal after document verification by Rashtriya Chemicals and Fertilizers Limited.

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HOW TO APPLY:

- STEP 1: Visit website www.rcfltd.com
- STEP 2: Click on “RECRUITMENT” and then click on “**ENGAGEMENT OF APPRENTICES – 2023**”
- STEP 3: View the full Advertisement Details and read the instructions and terms and conditions carefully before applying.
- STEP 4: Click on” I Accept” and then click on “Apply Online” to fill the Application Form.
- STEP 5: Candidate should keep the scanned copy of their passport size colour photograph in .jpg/.jpeg format of not more than 75 KB size and their signature in .jpg/.jpeg format of not more than 25 KB size.
- STEP 6: After you fill the Application form, click on “SAVE/SUBMIT” to save/submit the data entered.
- STEP 7: After submission of the application, the Application form will be generated.
- STEP 8: Click on “Print” button to print the Application form which will be required at the time of Joining, if shortlisted. The candidates are not required to send the print out of the registered application form filled online.

IMPORTANT DATES:

Commencement of online registration of applications by candidates	01.04.2023 at 10:00 am
Last date for receipt of online applications	08.04.2023 till 05:00 pm

OTHER REQUIREMENTS :

- a) Latest Passport Size Photos
- b) Candidate should have a PAN Card.

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- c) Candidate should have an Aadhar Card.
- d) Candidate should have an **ACTIVE Bank Account & Cheque Book with their names and photo.**
The stipend will be deposited in the same account only.
- e) Marksheets / Passing Certificates in the qualifying examination.

IMPORTANT INSTRUCTIONS:

1. The Online submission of application will commence from **01.04.2023 to 08.04.2023.**
2. The email address and mobile number specified in the application should be valid / functional for at least from the date of the submission of application to completion of apprenticeship training and receipt of apprenticeship certificate.
3. The candidate who is selected as Apprentice must possess an Aadhar linked Bank Account on his/her own name (preferably a nationalized bank with internet banking / electronic facilities) to receive stipend from Rashtriya Chemicals and Fertilizers Limited.
4. The candidate should mandatorily possess PAN Card at the time of reporting if selected for engagement as Apprentice.
5. In case of selection for Apprenticeship in Rashtriya Chemicals and Fertilizers Limited, the candidates shall be required to bring the following original certificates along with attested photocopies as documentary proof at the time of reporting (as applicable):
 - a) Latest Passport Size Photos.
 - b) Proof of Age. (SSC certificate/Birth Certificate/School leaving certificate)
 - c) Educational Qualifications (All the Passing Mark sheets & Certificates of all semesters and yearwise).
 - d) Certificate from University / Institution regarding equivalent percentage of marks in qualifying examination.
 - e) Medical Fitness certificate from a Registered Medical Officer / Practitioner of Government. Municipal Hospital giving complete name, address and registration number of the medical authority (format of medical certificate for Apprentice 2022-23 is given as Annexure A)
 - f) Caste Certificate in case of SC/ST candidates,

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- g) OBC (NCL) certificate for candidates belonging to OBC (NCL) category and
 - h) EWS certificate for candidates belonging to EWS category.
6. Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence mode shall NOT be considered.
 7. Apprentices not completing entire training period or absent from training as per the provisions of the Apprenticeship Act, 1961, their Contract shall be terminated without notice and NO Certificate will be considered/ issued by Authority, which may be noted.
 8. Candidates are advised to carefully read the full advertisement for details of Educational Qualification and other eligibility criteria before submission of online application.
 9. All the candidates are advised to keep the copy of the printout of the online application form for reference as candidates are required to quote their application no. and date of birth for downloading the Accepted Application form from our website.
 10. The medical certificate in the given format will only be accepted.
 11. The intimation of reporting for the documents verification will be given through email and sms. Rashtriya Chemicals and Fertilizers Limited shall not be responsible for any loss of email/SMS, due to invalid/wrong email id /Mobile no etc. No request in this regard will be entertained.
 12. Only those who meet the prescribed eligibility criteria should apply: If at any stage it is found that the candidate does not meet the prescribed eligibility criteria in the advertisement, his/her candidature will be rejected without giving any reason.
 13. In case it is found at any stage that the candidate is neither meeting the requirements as laid down in the advertisement nor has given correct information while filling up the on-line application form, his/her candidature shall be cancelled.
 14. Any legal proceedings in respect of any matter claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/forums at Mumbai only.

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15. Rashtriya Chemicals and Fertilizers Limited reserves the right to cancel the advertisement and/or the selection process there under without assigning any reason.
16. Any change in the advertisement shall be reflected on Rashtriya Chemicals and Fertilizers Limited website.
17. Screening and selection will be based on the details provided in the on-line application form, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and Rashtriya Chemicals and Fertilizers Limited will NOT be responsible for disqualification as a consequence of furnishing of such wrong/false information.
18. The applicant is not requested to send any document at this stage.
19. Merely Meeting the minimum eligibility criteria will not entitle any candidate for being selected for Apprenticeship.
20. Management may raise the minimum eligibility or any other conditions to restrict the number of candidates to be selected for Apprenticeship.
21. The decision of Management will be final and binding on all candidates on all matters related to eligibility, acceptance or rejection of the applications, mode of selection, and cancellation of selection process either in part or full, etc. No correspondence will be entertained in this regard.
22. ONLY Online Application form filled on the website of RCF will be considered.
23. In order to maintain the quota, as per the targets for engagement of Apprentices, there would be variations in the posts earmarked in the advertisement upto 10% depending upon the response.
24. In case if we do not get enough response from the advertisement to fulfill the quota, we may accept applications on first come first serve basis. Only those candidates fitting the eligibility criteria mentioned in the advertisement will be considered.
25. The Company shall have no obligation to give regular employment to Apprentices. The Apprentices shall have no right to claim regular employment from Company on the basis of this apprenticeship at any point of time. This apprenticeship shall not create any liability on Rashtriya Chemicals and Fertilizers Limited for providing any job to the Apprentice.

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26. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability/insufficient number of candidates.

27. Mail for further any communication: apprentice2022@rcfltd.com.

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