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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.: 03/2021 **Dated: 20.10.2021**

RECRUITMENT OF NON – EXECUTIVES (WORKERS) IN PRODUCTION, MECHANICAL, ELECTRICAL,INSTRUMENTATION, TRANSPORTATION & MARKETING DISCIPLINE

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 Vijaipur Unit at District Guna in Madhya Pradesh.

Online applications are invited from energetic, young & qualified Indian Nationals for recruitment to following **Non – Executive (Worker) level positions** for various Units/ Offices of NFL, as per details mentioned as under:

A. VACANCY POSITION (Table-01)

PANIPAT UNIT

Post Code	POST & LEVEL	PAY SCALE	NUMBER OF VACANCIES #	UR	RESERVATION						POSTS IDENTIFIED FOR PwBD CATEGORIES @
					SC	ST	OBC (NCL)	EWS **	PwBD $	ExSM $	
01	Junior Engineering Assistant Grade II (Production) **(W-3)**	₹ 23000-56500	40	19	07	-	10	04	01 (MD)	06	a) D, HH b) OL, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c)above
02	Junior Engineering Assistant Grade II (Instrumentation) **(W-3)**	₹ 23000-56500	03	03	-	-	-	-	01 (OH)	-	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
03	Junior Engineering Assistant Grade II (Electrical) **(W-3)**	₹ 23000-56500	05	04	-	-	01	-	-	-	a) D, HH b) OL, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
04	Attendant Grade I (Electrical) **(W-2)**	₹ 21500-52000	09	06	01	-	02	-	01 (HH)	02	a) D, HH b) OA, OL, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
05	Loco Attendant Gr-III **(W-2)**	₹ 21500-52000	05	04	-	-	01	-	-	-	Not Identified for pwBD

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BATHINDA UNIT

Post Code	POST & LEVEL	PAY SCALE	NUMBER OF VACANCIES #	UR	RESERVATION						POSTS IDENTIFIED FOR PwBD CATEGORIES @
					SC	ST	OBC (NCL)	EWS **	PwBD $	ExSM $	
01	Junior Engineering Assistant Grade II (Production) **(W-3)**	₹ 23000-56500	26	12	07	-	05	02	01 (MD)	03	a) D, HH b) OL, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c)above
02	Junior Engineering Assistant Grade II (Instrumentation) **(W-3)**	₹ 23000-56500	06	04	01	-	01	-	-		a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
03	Junior Engineering Assistant Grade II (Electrical) **(W-3)**	₹ 23000-56500	01	01	-	-	-	-	-		a) D, HH b) OL, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
04	Loco Attendant Gr II **(W-3)**	₹ 23000-56500	01	01	-	-	-	-	-		Not Identified for PwBD
05	Loco Attendant Gr-III **(W-2)**	₹ 21500-52000	06	03	02	-	01	-	-	03	
06	Attendant Grade-I (Mechanical) - Fitter **(W-2)**	₹ 21500-52000	03	01	-	-	01	01	-		a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above
07	Attendant Grade I (Electrical) **(W-2)**	₹ 21500-52000	06	04	01	-	01	-	01 (OH)		a) D, HH b) OA, OL, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above

VIJAIPUR UNIT

Post Code	POST & LEVEL	PAY SCALE	NUMBER OF VACANCIES #	UR	RESERVATION						POSTS IDENTIFIED FOR PwBD CATEGORIES @
					SC	ST	OBC (NCL)	EWS **	PwBD $	ExSM $	
01	Junior Engineering Assistant Grade II (Production) **(W-3)**	₹ 23000-56500	21	10	03	04	02	02	01 (OH)	02	a) D, HH b) OL, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c)above
02	Junior Engineering Assistant Grade II (Instrumentation) **(W-3)**	₹ 23000-56500	06	06	-	-	-	-	01 (HH)		a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
03	Junior Engineering Assistant Grade II (Electrical) **(W-3)**	₹ 23000-56500	01	01	-	-	-	-	-	-	a) D, HH b) OL, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above

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Post Code	POST & LEVEL	PAY SCALE	NUMBER OF VACANCIES #	UR	RESERVATION						POSTS IDENTIFIED FOR PwBD CATEGORIES @
					SC	ST	OBC (NCL)	EWS **	PwBD $	ExSM $	
04	Loco Attendant Gr II **(W-3)**	₹ 23000-56500	03	03	-	-	-	-	-	-	Not Identified for PwBD
05	Loco Attendant Gr-III **(W-2)**	₹ 21500-52000	08	05	01	01	01	-	-	02	
06	Attendant Grade-I (Mechanical) - Fitter **(W-2)**	₹ 21500-52000	14	07	02	02	02	01	02 (01-HH, 01-OH)		a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above
07	Attendant Grade I (Electrical) **(W-2)**	₹ 21500-52000	04	04	-	-	-	-	01 (HH)		a) D, HH b) OA, OL, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above

MARKETING DIVISION

Post Code	POST & LEVEL	PAY SCALE	NUMBER OF VACANCIES #	UR	RESERVATION						POSTS IDENTIFIED FOR PwBD CATEGORIES @
					SC	ST	OBC (NCL)	EWS **	PwBD $	ExSM $	
01	Marketing Representative **(W-5)**	₹ 24000-67000	15	07	02	02	03	01	01 (LV)	01	a) LV b) OL, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above

Abbreviations:

'UR' - Unreserved; 'SC' - Scheduled Caste; 'ST' - Scheduled Tribe; 'OBC (NCL)' - Other Backward Classes (Non-Creamy Layer); 'EWS'- Economically Weaker Section; 'ExSM' - Ex Serviceman; 'PwBD' - 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

*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/EWS/PwBD/ExSM category candidates are encouraged to apply.***

*** EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation pending in any court. Whenever in any recruitment year any vacancy earmarked for EWS cannot be filled due to non-availability of a suitable candidate belonging to EWS, such vacancy for that particular recruitment year shall not be carried forward to the next recruitment year as backlog. The appointment against vacancies reserved for EWS category candidates shall be provisional and subject to the Income and Asset certificate to be verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services of the concerned persons will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any one of the authorities mentioned in the prescribed format as given on our website shall only be accepted as proof of candidate's claim as belonging to EWS.*

$ *PwBD and ExSM reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC vacancies. Refer to Clause No. E.7 of this advertisement.*

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@ *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. E.8 of this advertisement in this regard also.*

B. CUT OFF DATE FOR ELIGIBILITY CRITERIA

The cut-off date for determining eligibility criteria in respect of age, minimum educational qualification, Experience etc. shall be **30.09.2021** and will remain unchanged irrespective of any reason whatsoever.

C. AGE, QUALIFICATION, ELIGIBILITY CRITERIA (Table-02)

The columns (i-iv) mentioned in the table under this clause be read with Clause Nos. C.1 - C.8 mentioned subsequently.

Post Code	Post Name	Age Limit as on Cut Off Date	Minimum Educational Qualification
(i)	(ii)	(iii)	(iv)
01	Junior Engineering Assistant Grade II (Production)	Minimum - 18 years Maximum - 30 years	Regular B.Sc. (with Physics, Chemistry & Mathematics) with minimum 50% marks in aggregate for General/ OBC/ EWS candidates and 45% for SC/ST/PwBD candidates against reserved positions. **Or** Regular 03 years Diploma in Chemical Engineering with minimum 50% marks in aggregate for General/ OBC/ EWS candidates and 45% for SC/ST/PwBD candidates against reserved positions.
02	Junior Engineering Assistant Grade II (Instrumentation)	Minimum - 18 years Maximum - 30 years	Regular 03 years Diploma in 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 Engineering **or** Electronics Engineering **or** Instrumentation & Process Control with minimum 50% marks in aggregate for General/ OBC/ EWS candidates and 45% for SC/ST/PwBD candidates against reserved positions.
03	Junior Engineering Assistant Grade II (Electrical)	Minimum - 18 years Maximum - 30 years	Regular 03 years Diploma in Electrical or Electrical & Electronics Engineering with minimum 50% marks in aggregate for General/ OBC/ EWS candidates and 45% for SC/ST/PwBD candidates against reserved positions.
04	Attendant Grade I (Electrical)	Minimum - 18 years Maximum - 30 years	Matric + Regular ITI (Electrician) with minimum 50% marks in aggregate for General/ OBC/ EWS candidates and 45% for SC/ST/PwBD candidates against reserved positions.
05	Attendant Gr.I (Mechanical)- Fitter	Minimum - 18 years Maximum - 30 years	Matric + Regular ITI (Fitter) with minimum 50% marks in aggregate for General/ OBC/ EWS candidates and 45% for SC/ST/PwBD candidates against reserved positions.
06	Loco Attendant Gr-III	Minimum - 18 years Maximum - 30 years	Matriculation/ SSLC/ SSC + full time ITI in Mechanic Diesel trade with minimum 50% marks in aggregate for General/ OBC/ EWS candidates and 45% for SC/ST/PwBD candidates against reserved positions and National Apprenticeship Certificate (NAC) **Or** Matriculation / SSLC/ SSC with NAC (awarded by NCTVT on passing the All India Trade Test) in the trade of Mechanical Diesel. The candidate should not be color blind and must have minimum vision standard of 6/6.
07	Loco Attendant Gr II	Minimum - 18 years Maximum - 30 years	Full Time 3 years Diploma in Mechanical Engineering with minimum 50% marks in aggregate for General/ OBC/ EWS candidates and 45% for SC/ST/PwBD candidates against reserved positions from an AICTE recognized Institute. The candidate should not be colour blind and must have minimum vision standard of 6/6.

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Post Code	Post Name	Age Limit as on Cut Off Date	Minimum Educational Qualification
(i)	(ii)	(iii)	(iv)
08	Marketing Representative	Minimum - 18 years Maximum - 30 years	Regular B.Sc. (Agriculture) with 50% marks in aggregate for General/ OBC/ EWS candidates and 45% for SC/ST/ PwBD candidates against reserved positions.

1. 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. E.9 - E.15 of this advertisement.
2. Diploma/ITI/BSc in relevant Trade/ Discipline should be on full time regular basis from University/Institute recognized by UGC/AICTE/State Technical Board/ appropriate Indian Statutory Authorities. These qualifications acquired through Part-Time/ Correspondence/ Distance Learning/ Online/ Evening Classes mode shall render the candidate ineligible.
3. 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.
4. Candidates possessing higher technical/ professional qualifications in the relevant field/ discipline will also be considered eligible for the above posts provided they mandatorily possess Minimum Educational Qualification as mentioned in Column iv of Table-02 above.
5. **No claim of possession of equivalent educational qualification(s) to the advertised educational qualification would be entertained and decision of NFL in this regard would be final and binding.**
6. 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 copy of these conversion norms/no norms with respect to his/her University/Institute at the time of document verification.
7. Only those candidates who have completed the minimum required educational qualification as mentioned in the Column iv of Table-02 above and whose final year results have been declared as on cutoff date are eligible to apply. It may be noted that candidates would be required to upload final year mark sheet/degree completion certificate at the time of online application and to produce at the time of document verification failing which their candidature shall not be considered. Accordingly, candidates, who are studying in final year and his/her result is awaited as on cutoff date, will not be entertained.
8. In case of any dispute arising about admissibility of any particular qualification the decision of NFL Management shall be final and binding on the applicants.

D. NON-REFUNDABLE APPLICATION FEE.

General, OBC and EWS category candidates are required to pay Non - refundable application fee through online transfer mode only as detailed below at the time of submission of online application form:

Sl. No.	Pay Scale Code	Post	Amount (in₹)
01	W-5	Marketing Representative	₹ 200/- plus applicable Bank Charges.
02	W-3	Junior Engineering Assistant Grade II (Production) Junior Engineering Assistant Grade II (Instrumentation) Junior Engineering Assistant Grade II (Electrical) Loco Attendant Gr II	
03	W-2	Attendant Grade I (Electrical), Attendant Grade I (Mechanical)-Fitter Loco Attendant Gr-III	

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/Departmental category candidates are not required to pay any application fee. **It may also be noted that NFL does not seek any other charges/fees except the above mentioned application fee.**

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E. RESERVATION/ CONCESSIONS/ RELAXATIONS.

1. Reservation of Posts for SC/ST/OBC(NCL)/EWS/PwBD categories candidates and relaxation thereof categories will be in terms of number indicated against each category as above.
2. Reservation for SC/ ST/ OBC (NCL)/ EWS categories for Non-Executive (worker level) posts will be provided as per the prescribed percentage for recruitment applicable to the State in which Unit is located.
3. Category {General/SC/ST/OBC/EWS/PwBD} once submitted will not be changed and no benefit of other category will be admissible later on. Blank proforma of certificates for SC/ST/OBC/EWS/PwBD is available under the head "Careers" on www.nationalfertilizers.com for convenience of the candidates.
4. SC/ST/OBC/EWS candidates can 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.
5. For claiming relaxation, the reserved category candidates should submit copy of Caste Certificate, 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).
6. 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.ncbc.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 within last 06 months**. 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).
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 disabilities. 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" means a person 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.

   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

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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).

9. SC/ST/PwBD/ExSM/Departmental candidates are exempted from payment of application fee.
10. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.
11. Relaxation in maximum age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC (NCL) candidates considered against reserved positions.
12. "General" 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.
13. Upper age limit 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.
14. Age relaxation equivalent to the period of apprenticeship training shall be allowed to those candidates who 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.
15. The maximum age of the applicant, after giving relaxations under Clause No. E.10 to E.14 above (standalone or in combination thereof), should not exceed 56 years as on cutoff date.
16. **GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE/ READER:**

    The facility of Scribe/Reader should be allowed to any person who has disability of 40% or more if so desired by the person. In all such cases where a scribe/reader is used, the following rules will apply:

    a) Candidates eligible for and who wish to use the services of a scribe/reader in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained;
    b) The candidate will have to arrange his / her own scribe/ reader at his/her own cost;
    c) A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates who are allowed use of scribe/reader. All the candidates with benchmark disability not availing the facility of scribe may be allowed compensatory time of 40 minutes for the 02 hours test duration. 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. PAY & PERKS

Selected candidates will be placed at the minimum Basic Pay in pay scale indicated for each post. 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 etc. as per Company rules in force from time to time.

G. SELECTION METHODOLOGY

1. HOW TO APPLY

1.1. Before applying, candidates are advised to peruse the advertisement carefully and should ensure that they fulfil all the eligibility criteria. Their eligibility will be provisional and will be verified only in case they are shortlisted for selection.

1.2. Eligible and interested candidates are required to **apply online from 21.10.2021 upto 10.11.2021 upto 5:30PM** on NFL's website: www.nationalfertilizers.com → Careers → Recruitment in NFL → Recruitment Non- Executives (Workers) in Marketing, Transportation and various Technical Disciplines- 2021. No other mode of application including manual/paper shall be accepted / entertained.

1.3. **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.

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1.4. Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to Bathinda/ Panipat/ Vijaipur Units for non-executive posts against this advertisement, are advised to apply Online, failing which their candidature will not be considered.

1.5. Incomplete online Applications shall be summarily rejected.

1.6. Candidates must possess Valid E-Mail ID which should remain valid for at least one & a half year.

1.7. Candidates shall be required to upload following documents at the time 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 Proof	10th / Matriculation Certificate	200kb in PDF
2.	Educational Qualification Proof	Mark sheets and Degree Certificates (Matric onwards upto highest level for all 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.	200kb in PDF
3.	Experience Certificate with date of joining and relieving and Present Employment Proof	Certificate issued by Employer(s), if any, for past or present employment / Offer of appointment and pay slip of the cut Off Month as present employment proof.	200kb in PDF
4.	For Caste/Tribe Certificate [for SC/ ST/ OBC (NCL)]	Caste Certificate in the prescribed format. OBC (Non Creamy Layer) category candidates are required to submit latest caste certificate from Competent Authority.	200kb in PDF
5.	EWS Certificate	EWS category candidates are required to submit latest category certificate from Competent Authority.	200kb in PDF
6.	For Differently abled/ PwBD candidates	Medical Certificate in the prescribed format.	200kb in PDF
7.	ExSM Certificate	Proof of ExSM in prescribed format	200kb in PDF
8.	J&K Domiciled between 01.01.1980 to 31.12.1989	Proof of being J&K Domiciled between 01.01.1980 to 31.12.1989	200kb in PDF
9.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with attested photograph.	200kb in PDF
10.	Photograph	Latest Passport size Photo	50 Kb in jpg or jpeg
11.	Signature	Photograph of Signature in digital format	20 Kb in jpg or jpeg

1.8. Online registration involves following steps:

a) Visit www.nationalfertilizers.com → Careers → Recruitment in NFL → Recruitment of Non-Executives (Workers) in Marketing, Transportation and various Technical Disciplines-2021. Read the Advertisement carefully to be sure about your eligibility.

b) Apply Online by taking following steps:
- Click on the link “Apply Online”.
- Fill up all the required fields.
- Ensure the information provided is correct and then submit.
- 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) Take print out of the Online Application Form finally submitted and retain for future reference.

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1.9. 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.

1.10. 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.

1.11. 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.

1.12. 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.

1.13. 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.

1.14. Candidates are not required to send any document to NFL.

2. ONLINE EXAMINATION

2.1. It should be noted that candidature of all the applicants would be provisional based on information furnished by candidate in his/her online application and applicant would be allowed to be 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 well in time before the date of Online Exam. The candidates will be allowed to appear in Online Test only if they possess the valid Admit Card indicating roll number, name & address of the allocated test centre and guidelines for the online test. Admit Card in respect of such eligible & provisionally shortlisted candidates will be made available on the www.nationalfertilizers.com → Careers → Recruitment in NFL → Recruitment of Non- Executives (Workers) in Marketing, Transportation and various Technical Disciplines-2021 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/spam folder) for any communication from NFL. Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate. **The tentative centres for online exam shall be at Jammu/Kashmir, Chandigarh, Delhi & NCR, Bhopal, Hyderabad, Mumbai, Chennai, Jaipur, Ahmedabad, Bhubaneshwar, Ranchi, Bengaluru, Kochi, Amaravati (Andhra Pradesh), Guwahati, Kolkata, Patna, Gwalior, Raipur and Lucknow.** 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 Candidates have to make their own arrangement for travelling, lodging and boarding for appearing in online test and no TA will be paid in this regard.

2.3. 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

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the online test and NFL shall not be held liable for such delay/rescheduling of online test and no TA will be paid for appearing in the online test on this account also.

2.4. 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 Course/ minimum educational qualification 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.

2.5. The 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.

2.6. 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.

3. SELECTION PROCEDURE

3.1. These being Group 'C' Non - Executive (Worker) level post, 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 and subject to verification of certificates/testimonials etc.

3.2. However, NFL reserves a right to conduct a Skill (Trade) Test for any or all posts notified vide this advertisement at any Unit/Plant of NFL for the purpose of short-listing candidates for the post applied which will be qualifying in nature. Modalities of Skill (Trade) Test shall be displayed on NFL website www.nationalfertilizers.com → Careers → Recruitment in NFL → Recruitment of Non- Executives (Workers) in Marketing, Transportation and various Technical Disciplines-2021.

3.3. Separate merit list will be drawn for General/SC/ST/OBC (NCL)/EWS 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 out of 150 in online test and all such candidates would be empanelled Unit- Category wise in order of merit**.

3.4. In case two or more candidates score equal marks in the online examination, percentage of marks in the qualifying examination i.e. Diploma/BSc 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.

3.5. SC/ST/OBC (NCL)/EWS 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.

3.6. 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.

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

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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. I.10 of this advertisement also.

2. Candidates shortlisted on the basis of marks secured in online examination in order of merit, Unit-Category wise, shall be called for document verification at the place intimated later on and if found suitable, will be issued offer of appointment by the Unit for which they have applied for.

3. Selected candidates will be initially posted in that Unit of NFL which they are applying for, however, they can be posted in any Units/Offices/Joint Venture(s) of NFL at any point of time depending upon the administrative/functional requirements of Organization. Only candidates willing to serve anywhere in India need to apply.

4. Junior Engineering Assistant Grade II (Production), Junior Engineering Assistant Grade II (Instrumentation), Junior Engineering Assistant Grade II (Electrical), Attendant Grade I (Electrical), Attendant Grade-I (Mechanical) – Fitter, Loco Attendant Gr-III, Loco Attendant Gr-II are of Non-Executive (Workmen) category positions and the selected candidates will be required to work in the plant in rotating shifts round the clock.

5. On appointment, the Loco Attendant Gr. II (W-3) appointees shall be imparted training for Loco Operation and on successful completion of the same shall be re-designated as Loco Optr Gr. V in W-3 scale.

6. Candidates should have sound health and selected candidates, before joining, will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital/ NFL's common panel of hospitals.

7. 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.

I. IMPORTANT INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.

2. 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 substantiated, the candidature of such candidates will be cancelled and decision of NFL shall be final.

3. 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.

4. 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.

5. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/ Autonomous Bodies as on cut-off date 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 a particular post in NFL notified vide this advertisement. 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.

6. 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.

7. 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.

8. 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,

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cancellation of the selection process etc. shall be final & binding. No queries or correspondence shall be entertained in this regard.

9. 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 original all certificates at the time of document verification, failing which they may not be issued offer of appointment / allowed to join.

10. If, at any stage of the recruitment process or subsequently, it is found, that the applicant:

a) has provided wrong 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

He/she will be liable to be disqualified, prosecuted and debarred for all future appointments in NFL and her/his application/appointment will be cancelled/rejected forthwith. Further such candidates shall render themselves ineligible for consideration at any stage of selection and for termination of their services at any time during employment, if recruited.

11. 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.

12. 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. 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.

13. 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.

14. 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 time of document verification.

15. All necessary information/ updates regarding this recruitment including corrigendum/ addendum/ errata, date of Computer based test (CBT), opening of window for challenging questions & answers, list of candidates shortlisted etc. in respect of this advertisement shall be displayed only on NFL's website www.nationalfertilizers.com → Careers → Recruitment in NFL → Recruitment of Non- Executives (Workers) in Marketing, Transportation and various Technical Disciplines-2021. 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.

16. This is a consolidated advertisement for recruitment of Non-Executive posts of NFL's Units/offices and issued on their behalf 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 Court of Jurisdiction of New Delhi only to the exclusion of all other Courts.

17. Candidates have to ascertain themselves their eligibility vis-à-vis advertised criteria for a post for which they are applying for. Issues related to form fill up, payment of application fee, if any, may be addressed to the nfl@onlineregistrationforms.com or on **Helpline No. 0265-6118197 from 10:00 AM to 6:00 PM only on working days.**

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18. 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 available on the website www.nationalfertilizers.com will prevail.

19. 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 in NFL → Recruitment of Non- Executives (Workers) in Marketing, Transportation and various Technical Disciplines-2021	
Cut – off date for reckoning eligibility for all purposes	**30.09.2021**
Date of opening of online application	**21.10.2021**
Last date of submission of online application, unless change in date is notified	**10.11.2021**
Candidates are advised to submit their online application in time to avoid last minute rush.	

DGM (HR), NFL