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Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

Advertisement No.: 02062024



Rashtriya Chemicals and Fertilizers Limited (RCF Ltd) is a leading profit making company in the business of manufacturing and marketing of Fertilizers and Industrial Chemicals having revenues from operation of around Rs. 21451.54 crores. The company has been accorded the coveted "Navratna" status in August 2023. The Manufacturing units are in Maharashtra (at Thal - Dist. Raigad and at Trombay - Chembur, Mumbai) with National Level Marketing Network. Company provides excellent career growth opportunities.

I) The Company invites applications for the post of Junior Fireman Grade II (Grade - A3) in unionized category with the following specifications: (Abbreviation details given after the table)

POST CODE	NAME OF THE POST & DISCIPLINE	NO. OF VACANCIES #	RESERVATION						Educational Qualification, Experience, Age as on 01.06.2024
			UR	SC	ST	OBC (NCL)	EWS	PwBD	
JRFIRE A3/02062024	Junior Fireman Grade II, (A3) (Pay Scale of Rs. 18000-42000)	10	5	1	1 (Backlog)	2	1	-	<u>Qualification:</u> SSC with 6 months' full time fireman certificate course from State Fire Training Center, Govt. Institute (SFTC) / recognized by Government of India. Distance learning / Correspondence / Part-time course will not be acceptable. The candidate shall possess valid Heavy Motor Vehicle Driving License. Learner license will not be acceptable.

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									Upper Age Limit as on 01.06.2024: 29 years for Unreserved/EWS Category, For SC / ST Category – 34 years, For OBC Category – 32 years, Additional Concession for Ex-serviceman /Children / family members of the victims of 1984 riots– 5 years. Experience as on 01.06.2024: Minimum one-year experience in 'Industrial Fire-fighting'. Experience should be after acquiring above prescribed qualification. Period of Training including Apprentice Training will not be considered as experience. Ex-serviceman: The criteria for full time regular course shall not be insisted upon in case of Ex-serviceman provided, they possess a requisite equivalent qualification that has been acquired during the service period and is recognized by AICTE/MHRD, GOI. Ex-serviceman claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate by the Concerned Ministry.

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

The number of vacancies are tentative and may increase or decrease at the sole discretion of RCF Ltd and in Compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, RCF Ltd reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arises, without any further notice or assigning any reason. In addition to the notified vacancies a panel of candidates shall also be proposed 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 /ExSM category candidates are encouraged to apply. Further, RCF Ltd also reserves the right to raise/relax the minimum eligibility standards and to fill/ not to fill all or any of the above positions.

ExSM reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC/EWS vacancies.

EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment against the reserved vacancies for EWS will be provisional and is subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services 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.

The postings of the selected candidates may be at any of the Units (Trombay / Thal) of the company throughout India or at any project site as decided by the Management. The selected candidate will be assigned jobs/functions/assignments as per the business requirements of the Company including shift operations.

II) <u>RESERVATION / CONCESSIONS / RELAXATIONS.</u>

a. Reservation of Posts for SC/ST/OBC(NCL)/EWS/Ex-Ser categories candidates and relaxation thereof in the categories will be as per DPE guidelines.

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b. Category {SC/ST/OBC/EWS} once submitted will not be changed.

c. SC/ST/OBC (NCL)/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, wherever applicable.

d. For claiming relaxation, the reserved category candidates should submit copy of Caste certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, along with application form at the time of appearing for online test and / Trade Test. If the certificate has been issued in a language other than Marathi/ Rajbhasha (Hindi)/ English, the candidates should submit a self- certified translated copy of the same either in Marathi/ Rajbhasha (Hindi)/ English.

e. 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". RCF Ltd 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 their 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.36036/2/2013Estt/(Res.) dated 30.05.2014 from a Competent Authority issued on or after **1st April 2023.** Such certificate should specifically state the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt. (SC/ST) 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).

f. Candidates applying under EWS category has to submit Income and Assets certificate issued by the competent authority in the prescribed format (as given in advertisement). The income and the asset certificate issued on or after 1st April 2023 shall only be accepted as proof of candidates claim as belonging to EWS.

g. Age Relaxation in age limit by 05 (five) years for ExSM and Commissioned Officers (including ECO's/ SSCO's) will be subject to rendering of minimum 05 years' military service and fulfilment of other conditions as per Government of India guidelines.

h. Prescribed reservations for 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.

i. SC/ST/ ExSM/Female Candidates are exempted from payment of application fee at the time of online registration.

j. Relaxation in age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC (NCL) candidates considered against reserved posts

k. Accordingly, maximum age limit is specified for each category and each post in the table mentioned above.

III) DATE OF RECKONING ELIGIBILITY CRITERIA.

The cut-off date for determining eligibility criteria in respect of minimum educational qualification, age and experience shall be 01.06.2024 and will remain unchanged irrespective of any reason whatsoever. For reckoning of cut-off date for successful completion of course/ certification/ qualification; only the 'Date of Issue' mentioned in the Certificate of passing will be considered.

IV) APPLICATION FEES.

Non - refundable application fee of Rs. 700/- (Rupees Seven Hundred only) plus Bank Charges and applicable taxes (GST) for the posts in Unionized category are required to be paid by General, OBC and EWS category candidates at the time of submission of online application form. Candidates can opt to pay either through internet banking account or credit/ debit card. No other mode of payment of application fee would be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of application fee. SC/ST/ExSM/Female category candidates are not required to pay any application fee.

V) NATURE OF JOB:

The job requires working in rotating shifts including night shift and the selected candidate may be posted in any plant irrespective of Gender. Also, this job requires high level of physical fitness for heavy nature of jobs which includes lifting of equipment/Valve operations etc. The candidates if selected / provisionally selected would be required to meet the medical and physical fitness standards for these posts failing which they shall be considered ineligible and not qualifying the criteria. Driving Fire Tender / Heavy Motor Vehicle will be mandatory since the date of appointment.

VI) SALARY AND OTHER BENEFITS

Total Monthly Gross Salary at the minimum of the A3 scale (Rs. 18000-42000) which include Basic Pay +VDA (43.7%)+Perks (34%)+HRA (27% for class A cities/applicable rates for other places) works out to Rs. 36,800/- approximately. Company accommodation, if desired, will be provided subject to availability in lieu of HRA with standard terms and conditions. Employee is also entitled to Performance Related Pay (PRP), Free Medical Facility for self and dependents, Gratuity, Contributory Provident Fund, Accident Insurance, and Social Security Schemes as per Company rules. Available Sports Complex facility will be provided by RCF Ltd.

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VII) SELECTION PROCESS

The selection process for Junior Fireman Grade II (Grade - A3) comprises of Online Test and Trade Test.

VIII) ONLINE TEST

i. Eligible candidates will be required to appear for computer based online objective type test, information for which will be provided in the Admit card.

ii. The online test will be conducted at the centers in cities of Mumbai and Nagpur. Medium of Test will be in Marathi, Rajbhasha (Hindi) and English.

iii. No request for change of examination Center/venue/date/session will be entertained after final submission of online application form. However, RCF Ltd. reserves the right to cancel or add any Center depending upon the response of candidates in that area/Center.

iv. The outstation candidates belonging to SC/ST Category called for Online Test will be reimbursed to and fro Rail/ Bus fare (restricted to Bus/ Sleeper class Rail fare for the unionized category posts) from the nearest railway station of the correspondence address to the place of Online Test by the shortest route on production of necessary receipts.

v. The examination will be conducted online in venues given in the respective call letters.

vi. Candidate will appear for the examination at an Examination Center at candidate's own risks and RCF will not be responsible for any injury or losses etc. of any nature.

vii. RCF reserves the right to allot the candidate to any centre other than the one they have opted for.

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viii. If sufficient number of candidates does not opt for a particular Center for "Online" examination, RCF reserves the right to allot any other adjacent Center to those candidates OR if the number of candidates is more than the capacity available for online exam for a Center, RCF reserves the right to allot any other Center to the candidate.

ix. Choice of centre once exercised by the candidate will be final.

x. The online test for the above mentioned post 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 at any or all of the test centers, 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 Center due to unforeseen or technical reasons, candidates would have to make their own arrangement to attend the online test and RCF Ltd shall not be held liable for such a delay/rescheduling of online test.

xi. The online test will have two parts, Discipline related and Aptitude related. Duration of test will be ninety (90) minutes. The total number of questions will be 100, each, out of which 50 questions would be from mix of course curriculum of qualifying degree / diploma / relevant qualification of relevant discipline of two marks each and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge / Awareness of one mark each. There will be negative marking for wrong answer. The level of the domain subject will be as applicable for the post.

xii. The exact date of online test shall be communicated to the candidates through admit card to be downloaded from RCF Ltd website www.rcfltd.com

xiii. Candidates will have to visit the RCF website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, candidate can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the

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examination Center with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xvi) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

xiv. RCF Ltd will not be responsible for any delay or non-delivery of intimation sent electronically through SMS or e-mail, as the case may be. No other communication will be sent to such candidates for this purpose.

xv. CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 90 Minutes, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

xvi. IDENTITY VERIFICATION: In the examination hall as well as at the time of Trade Test, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to details of the candidate on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are not valid id proof.

Note: Candidates have to produce in original the photo identity proof and submit self-attested photocopy of the photo identity proof along with Examination call letter as well as the Trade Test Call Letter while attending the examination/ Trade Test respectively, without which they will not be allowed to take up the examination/ Trade Test. Candidates must note that the name as appearing on the call

letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

IX) TRADE TEST

i Based on the performance of the candidates in the online test, eligible candidates will be provisionally called for trade test tentatively in the ratio of 1:2 i.e. 2 eligible candidates for 1 post. This ratio will continue till the vacancies advertised are filled or list of candidates is exhausted or one year from the last date of first cycle of the trade test whichever is earlier. The Trade test will be conducted accordingly.

Candidates with "Nil" marks or Negative Marks will not be considered. Trade test will be of qualifying nature which will be conducted after online test on a suitable earliest date. There will be no personal interview for workmen category recruitment.

Call letters for Trade Test in respect of such eligible & provisionally shortlisted candidates will be uploaded on RCF Ltd website and such candidates will also be intimated for the same through SMS on their mobile number & through email on their e-mail address as mentioned in their online application form. However, RCF Ltd will not be responsible for any delay or non-delivery of intimation sent electronically through SMS or e-mail, as the case may be. No other communication will be sent to such candidates for this purpose.

ii The documents of the candidates will be verified before appearing for Trade Test. If any candidate fails to meet the eligibility criteria and/or is not able to provide required supporting documents of eligibility criteria before the trade test, will not be allowed to appear for the trade test.

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iii For appearing for Trade Test all outstation candidates will be reimbursed to and fro sleeper Class Train / Bus fare (restricted to sleeper class fare). The reimbursement will be done only for correspondence address mentioned by the candidate in the application form. Mode of reimbursement shall be transfer to bank account.

iv It may be noted that candidates will be called for trade test provisionally on the basis of information submitted by them in online application form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the advertisement. It may be noted that the scrutiny of documents required to ascertain the eligibility criteria will be done before Trade test only. Candidates not meeting the eligibility criteria or not in possession of complete requisite original documents will be declared as ineligible and will not be allowed to attend the trade test and no TA will be paid to them. Further, no queries shall be entertained in this regard.

v Description of the Trade Test:
Trade Test / Physical Endurance for the post of Junior Firemen Gr II: The Trade Test will include physical endurance test, driving test and physical fitness test as follows:

a **Physical Endurance Test for Junior Fireman Grade II (Men):**

i. Ladder Drill: The candidate has to climb extension ladder in 25 seconds.
ii. Rope Climbing: The candidate has to climb rope upto the height of 15 feet from shoulder height and then lowering.
iii. Running: The candidate has to run a distance of 1500 meters in 09 minutes.
iv. Hose Running Drill: The candidate has to do layout full length of Fire Hose and then roll it in 25 seconds.
v. Extinguisher Drill: The candidate has to run a distance of 75 meter with DCP (09 Kg.). Extinguisher in 30 seconds.
vi. Rescue Drill: The candidate has to crawl through tunnel of 10 feet length with rope and return back by rescue the casualty (Dummy) by the means of Rope knot in 04 minutes.
vii. Driving Test: Candidate has to drive heavy vehicle with 50 meter forward and reverse movement or as desired by the Trade Test Officer.

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b **Physical Endurance Test for Junior Fireman Grade II (Women):**

i. Ladder Drill: The candidate has to climb extension ladder in 30 seconds.
ii. Rope Climbing: The candidate has to climb rope upto the height of 15 feet from shoulder height and then lowering.
iii. Running: The candidate has to run a distance of 1500 meters in 09 minutes.
iv. Hose Running Drill: The candidate has to do layout one full length of Fire Hose and then roll it in 30 seconds.
v. Extinguisher Drill: The candidate has to run a distance of 75 meter with DCP (09 Kg.) fire extinguisher in 35 seconds.
vi. Rescue Drill: The candidate has to crawl through tunnel of 10 feet length with rope and return back by rescue the casualty (Dummy) by the means of Rope knot in 04 minutes.
vii. Driving Test: Candidate has to drive heavy vehicle with 50 meter forward and reverse movement or as desired by the Trade Test Officer.

c **Physical Standards**:

i. The Physical standards are as below:
ii. Height: Minimum 172 cms for men and minimum 162 cms for women.
iii. Weight: Minimum 50 Kg.
iv. Chest Measurement: Minimum 81 cm and 86 cm on expansion only for men and is not applicable for women.
v. Physique: No physical disability, no knee-knock and no flat foot, no orthopaedic implantation inside the body.

d **Vision Parameters:**

i. Distance Vision: 6/6 without glasses.
ii. Colour Vision: Colour blindness / Night blindness will be a disqualification.
iii. Hearing Parameters: Normal (Relaxable upto 30 dB in speech frequency).

The health standards indicated above are minimum pre-requisites. However, appointment of the selected candidates will be subject to their passing the company's medical examination as per standards laid down under RCF Medical Policy.

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X) FINAL SELECTION

i. Merit list will be drawn with reference to the number of available vacancy for the category. Merit list of suitable candidates shall be prepared on the basis of performance in the online test. Trade test will be of qualifying nature which will be conducted after online test on a suitable earliest date.

Sr. No.	Parameter	Weightage Of Marks Obtained In Each Parameter
1	Online Test	100% (rounded off to 02 decimal places)
2	Trade Test for workmen	It will be of Qualifying nature (Suitable for the post / Not - suitable for the post)
Total		100%

ii. In case total marks (upto two decimals) secured by two or more candidates in online test are same, the following criteria will be made applicable to decide the preference/final merit of the candidates:

(a) Length of work experience.
(b) Highest percentage in SSC examination.
(c) 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 final merit list.

iii. The documents of the candidates will be verified before appearing for Trade Test. If any candidate fails to meet the eligibility criteria and/or is not able to provide required supporting documents of eligibility criteria before the trade test, will not be allowed to appear for the trade test.

iv. PRE-EMPLOYMENT MEDICAL EXAM

Desirous candidates seeking employment with RCF Ltd., need to be medically fit as per RCF Ltd pre-employment medical standards. If candidate referred for a medical examination does not mean final selection and selection will be subject to being declared as Medically

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Fit by RCF Ltd. designated Physician and subject to fulfilment of other eligibility criteria w.r.t Academic Qualification, Age, Valid Caste Certificate (as applicable), Income Certificate, Disability Certificate, Work experience, NOC, relieving letter from previous employer etc. as may be applicable.

General Medical Examination Comprises 1) Physical examination 2) Audiometry 3) Electrocardiogram 4) Vision tests, Eye test 5) Pathology investigation (Blood and Urine) 6) XRay Chest P.A. View 7) Lung Function Test 8) Height and Weight 9) Body Mass index, etc 10) And any other further medical examination recommended by RCF Medical Officer as per circumstances.

XI) HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR
A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. DOCUMENT SCAN AND UPLOAD
Candidates can apply online only and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

i. Scan their :
- Photograph (4.5cm × 3.5cm)
- Signature (with black ink)
- Left thumb impression (on white paper with black or blue ink)
- A hand written declaration (on a white paper with black ink) (text given below)

Ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

ii. Signature in CAPITAL LETTERS will NOT be accepted.

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iii. The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

iv. The text for the hand written declaration is as follows –
"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

v. The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

vi. Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

vii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. APPLICATION REGISTRATION

1. Candidates to go to the RCF website "HR-----RECRUITMENT"- click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to

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verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. PAYMENT OF FEES

ONLINE MODE

i. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
ii. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
iii. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
iv. On successful completion of the transaction, an e-Receipt will be generated.

v. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

vi. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.

vii. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

viii. To ensure the security of your data, please close the browser window once your transaction is completed.

ix. There is facility to print application form containing fee details after payment of fees.

C. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

- Photograph Image: (4.5cm × 3.5cm)
- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb.Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.

- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
ii. Set Colour to True Colour
iii. File Size as specified above
iv. Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).

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Administrative Building, Chembur, Mumbai- 400 074

v. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

vi. Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration.
- Click on the respective link "Upload left thumb impression / hand written declaration".
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note:

1. In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
2. After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
3. After registering online, candidates are advise to take a printout of their system generated online application forms.

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XII) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

(i) using unfair means or

(ii) impersonating or procuring impersonation by any person or

(iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

(iv) resorting to any irregular or improper means in connection with one's candidature or

(v) obtaining support for one's candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering oneself liable to criminal prosecution, be liable:

  (a) to be disqualified from the examination for which he/ she is a candidate

  (b) to be debarred either permanently or for a specified period from any examination conducted by RCF

  (c) for termination of service, if candidate has already joined RCF.

XIII) GENERAL INSTRUCTIONS:

a. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications.

b. While applying the candidates should mention their full name as it appears on the matriculation school certificate. SSC Passing Certificate/ the School leaving Certificate/Municipal birth certificate shall be the only acceptable documents in support of proof of age.

c. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained. Candidates possessing qualification as prescribed in the advertisement only should apply.

d. Candidates possessing higher qualification than the prescribed qualification in the advertisement will not be given any consequential benefits for their higher qualification in later stage of service period.

e. Knowledge of local language is desirable.

f. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall either forward their application through Proper Channel (printout of duly filled-in online application) or shall produce No Objection Certificate (NOC) from their present employer the time of Trade Test failing which his/her/their candidature will not be considered and he/she/they will not be allowed to appear in the Trade Test.

g. The age limit and minimum educational qualification are the minimum criteria and mere possession of the same by the candidate does not entitle candidate for participating in the selection process. RCF's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.

h. Details once submitted in the online application form will be final and request for any change including change in correspondence address/email address/mobile number/ category/ post applied for/city for online test Center will not be entertained.

i. Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year. 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 apparently eligible, based on the online application data. Responsibilities of receiving and downloading of information/communications, etc. will be of the candidate. RCF Ltd 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 will be entertained.

j. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.

k. 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 online application will be called for participating in the selection process

and will be intimated through electronic mode for the online test/ Trade Test and RCF will not be responsible for any delay or non-delivery of such intimation.

l. 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 candidate has not been short listed for the selection process. Accordingly, candidates are advised to regularly visit "HR→RECRUITMENT" head to our website - www.rcfltd.com for the updated information on the selection process.

m. Mere admission to the selection process does not imply that Company (RCF Ltd) 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. 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 one's candidature, such candidate shall render oneself ineligible for consideration at any stage of selection and for termination at any time during employment, if recruited.

n. Further, RCF Ltd 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.

o. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on RCF Ltd "s website www.rcfltd.com under the head "HR→RECRUITMENT". No further press advertisement will be issued. Hence, prospective applicants are advised to visit RCF Ltd website regularly for latest update with regard to this advertisement.

p. In case of any dispute arising about admissibility of any particular qualification the decision of RCF Management shall be final and binding on the applicants.

q. Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at Mumbai only to the exclusion of all other Courts.

r. 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.rcfltd.com will prevail.

s. Candidates should retain their copy of Pay in e-receipt and Registration Slip as they can be asked to produce it for future reference.

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t. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a retest. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

u. Decision of RCF in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the RCF in this behalf.

v. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and such candidate will not be allowed to appear in any RCF recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

w. Canvassing in any form at any stage shall be considered a disqualification for employment in the Company.

The schedule of activities is as follows:

Activity	Date
Commencement of On-Line registration of application by candidates.	15.06.2024 at 8:00 am
Last date for on-line registration of application by candidates	29.06.2024 at 5:00 pm

x. Only online Payments will be accepted. Cash payment will not be accepted.

y. Only ON-LINE applications will be accepted. Physical form of application will not be accepted.

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XIV) IMPORTANT INSTRUCTIONS

a. The Online Application shall be deemed to be submitted only upon receipt of Application Fee (wherever applicable) and upload of Self Attested Photograph and Signature within prescribed time limit. Only online Payments will be accepted. Cash payment will not be accepted.

b. Candidates are advised in their own interest to complete the registration process, pay application fee online (wherever applicable) and final submission of online application sufficiently in advance before the last date so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.

c. We hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Don't believe any advertisement/job announcement of RCF Ltd. circulated through e-mail, social media etc. Please rely on information hosted on our website www.rcfltd.com for any job/career related information pertaining to RCF Ltd.

Encl.: -
Annexure I- OBC Certificate
Annexure II- SC/ST Certificate
Annexure III- Income & Asset Certificate