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Rashtriya Chemicals and Fertilizers Limited

A NAVRATNA COMPANY
(A Government of India Undertaking)
Administrative Building, Chembur, Mumbai- 400 074

Advertisement No: 17022026



Rashtriya Chemicals and Fertilizers Limited (RCF Ltd) is a leading profit making "Navratna" company in the business of manufacturing and marketing of Fertilizers and Industrial Chemicals having revenues from operation of around Rs. 17098.46 crores. 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.

The Company invites applications for post in following Discipline in Unionized Category with the following specifications:
(Abbreviation details given after the table)

Table - 1

POST CODE	NAME OF THE POST & DISCIPLINE	TOTAL NO. OF VACANCIES #	RESERVATION				
			UR	SC	ST	OBC (NCL)	EWS
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
OPTR_CHEM/ 022026	OPERATOR (CHEMICAL) TRAINEE	188	85	18	17	50	18

Abbreviations:
"UR"- Unreserved; "SC" - Scheduled Caste; "ST" - Scheduled Tribe; "OBC (NCL)"- Other Backward Class (Non-Creamy Layer);

#The number of vacancies are tentative and may increase or decrease depending on the project requirement and measures taken based on 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 therefor. 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 positions. Accordingly, SC/ST/OBC/ EWS/Ex-SM 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.

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 irrespective of gender. The place of posting of the candidates will be final and no change of request will be entertained.

The Specifications and Minimum eligibility criteria for the post as on cut- off date (**01.02.2026**) is mentioned below:

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Table - 2

POST CODE	NAME OF THE POST & DISCIPLINE	EDUCATIONAL QUALIFICATION, EXPERIENCE, AGE, ETC., AS ON 01.02.2026
OPTR_ CHEM/ 022026	OPERATOR (CHEMICAL) TRAINEE [Trainees will be absorbed in Grade II-(A6) after completion of Six-Months training period]. (Pay scale Rs. 22000-60000)	**1) Qualification:** Full time & regular B.Sc. (Chemistry) Degree from UGC / AICTE recognized University/ Institution with Physics as one of the subject during any of the 3 years course of B.Sc. Degree and passing of the National Council of Vocational Training (NCVT) examination in the Attendant Operator (Chemical Plant) i.e. AO(CP) Trade. The NCVT in AO (CP) Trade is necessarily to be completed after passing of B. Sc. (Chemistry) Degree. **Minimum Percentage:** The candidates should have secured minimum 55% marks in last year or Average of Aggregate of last two semesters of B.Sc. (Chemistry) Degree (50% for SC/ST category candidates). **Upper Age Limit** For Unreserved Category – 30 years For SC/ST Category- 35 years For OBC Category- 33 years Additional Concession for Ex-Serviceman /Children /family members of the victims of 1984 riots – 5 years. **OR** **2) Qualification:** a) Full time & regular Three Years' Diploma in Chemical Engineering/Technology from UGC/AICTE recognized University/Institution and successful completion of 1 Year Training (BOAT) under the Apprentice Act, 1961 (Amendment 1973). **Or** b) The Candidates with HSC(Science) and direct admission to second year/3rd Semester of Three Years' Diploma in Chemical Engineering/Technology from UGC/AICTE recognized University/Institution and successful completion of 1-year training (BOAT) under the Apprentice Act, 1961 (Amendment 1973). The 1-year training (BOAT) should necessarily be completed after passing Diploma in Chemical Engineering/Technology. **Minimum Percentage:** The candidates should have secured minimum 55% marks in last year or Average of Aggregate of last two semesters in Diploma Course (50% for SC/ST category candidates).

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POST CODE	NAME OF THE POST & DISCIPLINE	EDUCATIONAL QUALIFICATION, EXPERIENCE, AGE, ETC., AS ON 01.02.2026
		Upper Age Limit For Unreserved Category – 30 years For SC/ST Category - 35 years For OBC Category - 33 years Additional Concession for Ex-Serviceman /Children /family members of the victims of 1984 riots – 5 years. **OR** **3) Qualification:** a) 4 years' (8 Semesters) or 3½ years' (7 Semesters) full time and regular Diploma in Chemical Engineering/Technology under Sandwich pattern from UGC/AICTE recognized University/Institution. **Or** b) The Candidates with HSC (Science) and direct admission to second year/third Semester of 4 years' (8 Semesters) or 3½ years' (7 Semesters) full time and regular Diploma in Chemical Engineering/Technology under Sandwich pattern from UGC/AICTE recognized University/ Institution. **Minimum Percentage:** The candidates should have secured minimum 55% marks in last year or Average of Aggregate of last two semesters in Diploma Course (50% for SC/ST category candidates) under Sandwich Pattern (4 or 3½ years' course including 1-year / 6 months Industrial Training). **Upper Age Limit:** For Unreserved Category – 30 years For SC/ST Category- 35 years For OBC Category- 33 years Additional Concession for Ex-Serviceman /Children /family members of the victims of 1984 riots – 5 years.

I) **RESERVATIONS/CONCESSIONS/RELAXATIONS.**

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

b. Category {SC/ST/OBC/EWS} once submitted will NOT be changed and no benefit of other category will be admissible later on.

c. Candidates from reserved category will have to submit caste certificate, in the Prescribed Proforma meant for "Appointment to posts under the Government of India" from the designated authority indicating clearly the candidates caste, the Act/Order under which the caste is recognized as SC/ST/OBC (NCL) and the Village/Town the candidates is ordinarily a resident of (Caste/Tribe covered in notified list of Central Government).

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Accordingly, for claiming the benefit of OBC (NCL) category, candidate should submit & shall subsequently produce his/her latest Non- Creamy Layer 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 in previous financial year.

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.

Candidates should submit the Caste Validity (as applicable) at the time of online application stage, otherwise, receipt of application of caste validity may be submitted within one month of joining. Further, the candidate's employment will be considered provisional until the submission of actual Caste Validity Certificate within six months. The submission of Caste validity is on the onus of the candidate.

e. Candidates belonging to OBC category but falling in creamy layer are NOT entitled to OBC reservation benefits. 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.36036/2/2013 Estt/(Res.) dated 30.05.2014 from a Competent Authority issued on or after **1st April 2025.** 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. (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 Skill Test 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 Assets certificate issued on or after **1st April, 2025**, shall be accepted as proof of candidates claim as belonging to EWS.

g. The candidates under PwBD category will have to submit the 'Disability Certificate' from the designated authority as stipulated in the Rights of Persons with Disabilities Act 2016 indicating clearly the percentage of disability.

h. Age Relaxation in age limit as per Government of India guidelines. Relaxation in age will be allowed up to 05 (five) years for SC/ST and 03 (three) years for OBC (NCL) candidates considered against reserved posts. Accordingly, maximum age limit is specified for each category and each post in the Table-2 mentioned above.

i. Candidates from reserved category fulfilling eligibility criteria may also apply for the posts earmarked for UR as per Govt. Rules. Such candidates applying for a post where there

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are no vacancies in their respective reserved categories will be treated as General candidates and no relaxation in any criteria will be applicable to these candidates. However, still the Caste status of the reserved category candidates appointed in General category needs to be verified from concerned Authorities/ Scrutiny Committee.

j. If the SC/ST/OBC (NCL)/PwBD/EWS certificate has been issued in a language other than English/Hindi/Marathi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.

II) DATE OF RECKONING ELIGIBILITY CRITERIA.

The cut-off date for determining eligibility criteria in respect of minimum educational qualification, age and experience etc. shall be **01.02.2026** 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.

Further, allied branches of respective discipline will be acceptable provided the diploma/course certificate has nomenclature of the respective advertised discipline on a primary position. For example, 'Chemical and Petrochemical Engineering', 'Electrical and Electronics Engineering', 'Mechanical and Automation Engineering', 'Instrumentation and Control Engineering', etc. however, allied courses like 'Automation and Robotics Engineering', 'Power and Energy Engineering', etc. **wherein the diploma/course certificate does NOT contain the nomenclature of the respective advertised discipline on a primary position will NOT be acceptable.**

III) 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/EWS/OBC (NCL) 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/Female category/Ex-Serviceman candidates are NOT required to pay application fee.

IV) NATURE OF JOB

1. Operator (Chemical) Trainee :

The job requires working in rotating shifts including night shift and the selected candidate may be posted in any plant/department 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 workload is heavy in nature. 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.

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V) **SALARY AND OTHER BENEFITS**

(i) **OPERATOR (CHEMICAL) TRAINEE**

Selected candidate will be undergoing on-the-job-training for **six-months** and will be paid a consolidated stipend of Rs. 22,000/-. The Hostel Accommodation/ quarter on sharing basis (free of cost) will be provided during the Training Period. Medical Facility for self will be provided at RCF Hospital. Available Sports Complex facility will be provided by RCF Ltd.

After successful completion of six-months of training the Operator Trainee will be absorbed in the 'A6 Grade' as 'Operator (Chemical) Grade - II' in the pay scale of Rs.22000-60000/-. Total Monthly Gross Salary at the minimum of the A6 scale (Rs. 22000-60000) which include Basic Pay +VDA (53.4%)+Perks (34%)+HRA (30% for class A cities/applicable rates for other places) works out to **Rs. 47,800/-** approximately. Besides, on absorption the employee is entitled to 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.

VI) **SELECTION PROCESS**

The selection process for the above mentioned posts comprises of Online Test and Skill Test.

VII) **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 Reserved 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. The candidate has to submit the copies of tickets and caste certificate at the time of Online Test.

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

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(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.

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

(ix) 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 at any or all of the test centers, for any of the posts, the candidates would be communicated a 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 will have to make their own arrangement to attend the online test and RCF Ltd shall NOT be held liable for such delay/rescheduling of online test.

(x) 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 80 questions would be from mix of course curriculum of qualifying degree / diploma / relevant qualification of relevant discipline of two marks each and 20 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge / Awareness of two mark each. Total marks for Online test will be 200 marks. There will be negative marking for wrong answer. The level of the domain subject will be as applicable for each post.

(xi) The exact date of online test shall be communicated to the candidates through admit card to be downloaded from RCF Ltd's official website www.rcfltd.com .

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

(xiii) 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.

(xiv) CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination, the candidate will NOT be permitted to take the examination. The

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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, etc.

(xv) **IDENTITY VERIFICATION:** In the examination hall as well as at the time of Skill 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 Skill Test Call Letter while attending the Examination/ Skill Test respectively, without which they will NOT be allowed to take up the Examination/ Skill Test. Candidates must note that the Name, Photo and Signature as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof, and photo and signature as submitted in the application form. Female candidates who have changed their 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.

VIII) **SCRUTINY OF DOCUMENTS:**

(i) Candidates will be required to upload all requisite documents in PDF format at the time of online application and submit a declaration stating:
"Declaration: I hereby declare that I have uploaded all the documents as per the eligibility criteria laid down in the detail advertisement for my applied post. If, at any stage of the recruitment process, it is found that any document uploaded by me is incorrect or there is any shortfall with the eligibility criteria specified in the detailed advertisement, I shall be liable for disqualification and my candidature shall be cancelled from the recruitment process without any further communication or correspondence".

(ii) If a candidate fails to upload the required documents as per the laid down eligibility criteria, his/her candidature will not be processed for further stages of the recruitment process.

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(iii) **Merit List and Shortlisting:**
Based on the result of online test, separate discipline wise merit list will be drawn for UR/SC/ST/OBC (NCL)/EWS candidates with reference to the number of available vacancies for each category. Candidates in the ratio of 1:7 will be provisionally shortlisted for further stage of recruitment process. Candidates with **Nil marks or negative marks** will be ineligible for document verification and skill test.

(iv) Communication:
All the communication will be done via registered email-id of candidates.

(v) The scrutiny of documents for the provisionally shortlisted candidates for Skill test in the ratio of 1:7 will be done as per the eligibility criteria laid down in this detailed advertisement.

(vi) During the time of Document scrutiny, if it is found that the candidate has failed to submit the requisite supporting documents as mentioned in this detailed advertisement, no further chance will be given to the candidate for uploading of shortfall of documents and their candidature will be cancelled for further selection process.

(vii) To meet the category wise ratio of 1:7, candidates next in the merit list will be considered for Document scrutiny. No further communication will be done to the candidates who have been rejected due to shortfall of documents.

IX) **SKILL TEST**

(i) Based on the performance of the candidates in the online test and document scrutiny stage, for the above mentioned post, eligible candidates will be provisionally called for Skill test tentatively in the ratio of 1:7 i.e. 7 eligible candidates for 1 post and the Skill test will be conducted accordingly. Candidates with "Nil" marks or Negative marks in the Online Test will NOT be considered. Skill 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 (Group C) recruitment.

Call letters for Skill Test in respect of such eligible & provisionally shortlisted candidates will be uploaded on RCF Ltd's official website and such candidates will also be intimated for the same 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 through e-mail. No other communication will be sent to such candidates for this purpose.

(ii) For appearing for Skill 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. The candidate has to submit the copies of tickets at the time of Skill Test.

(iii) It may be noted that candidates will be called for Skill test provisionally on the basis of information submitted by them in online application form and after document verification and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the advertisement.

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(iv) Marks obtained in Theory subject and In-plant Training will only be considered. The marks shown in Games/Sessional/Discipline, etc. will NOT be considered so as to maintain parity of pattern of awarding the marks with the other Institute/University.

(v) Description of the Skill Test For Operator (Chemical) Trainee:

The Skill test will consist of Practical Job Knowledge and Handling of Technical Equipment, the allocation of marks will be of eighty (80) marks; and Safety Awareness and Computer Knowledge, the allocation of marks will be of twenty (20) marks. The total allocation of marks for Skill Test will be 100 marks. The Qualifying Marks for Skill Test will be of sixty (60) marks (55 marks for SC/ST Candidates).

X) **FINAL SELECTION**

(i) Merit list will be drawn with reference to the number of available vacancies for the category. Merit list of suitable candidates shall be prepared on the basis of performance in the online test. Skill 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	Skill Test for workmen	It will be of Qualifying nature (Suitable for the post / Unsuitable for the post)
Total		100%

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

For Operator (Chemical) Trainee:

(a) Highest percentage of marks in SSC examination.
(b) Date of Birth of the candidates (i.e. the candidate born earlier will be considered as senior in the merit list).
(c) Application number (candidate who applied first will be preferred over second one and as such).

XI) **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 is referred for a medical examination, it does NOT mean final selection and selection will be subject to being declared as Medically 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), Caste Validity (as applicable), Income Certificate, Disability Certificate, Work experience, NOC, Relieving Letter from previous employer etc. as may be applicable.

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General Medical Examination Comprises 1) Physical examination 2) Audiometry 3) Electrocardiogram 4) Vision tests, Eye test 5) Pathology investigation (Blood and Urine) 6) X-Ray 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.

XII) **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 this Advertisement.

ii. **Signature in CAPITAL LETTERS will NOT be accepted.**

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.**

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APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE:

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, www.rcfltd.com, "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 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.

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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 20 kb–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.

Photograph Capture

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.

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- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don'ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

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 for signature and 20kb – 50 kb for left thumb impression.
    - Ensure that the size of the scanned image is NOT more than 20kb.

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 for signature and 20kb – 50 kb for left thumb impression.
    - 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

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- 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).
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 Photograph, signature, left thumb impression and hand written declaration.
- Click on the respective link "Upload Photograph/ signature/Upload left thumb impression / hand written declaration".
- Browse and Select the location where the Scanned Photograph/ signature /left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- 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.

Candidates will have to upload other documents in the application link as per the list given in the advertisement:

- Following are the guidelines for uploading the documents :
  - Documents are to be uploaded in PDF and no other format will be accepted
  - Maximum file size should not exceed the limit of 500 kb.
  - Kindly make one single file for all the documents in one tab and one single file should be uploaded for all the documents in one tab combined together.

Your Online Application will not be registered unless you upload your Photograph,

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signature, left thumb impression, hand writtendeclaration and required documents as specified.

Note:

1. In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
2. After uploading the Photograph / signature / 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 photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, required documents prior to submitting the form.
3. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
5. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
6. Candidates should ensure that the signature uploaded is clearly visible
7. After registering online, candidates are advised to take a printout of their system generated online application forms.

XIII) 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

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

XIV) **GENERAL INSTRUCTIONS**

a. Only Indian Citizens are eligible to apply.

b. Candidates in the final year of Graduation / Post Graduation are not eligible to apply for the post of Operator (Chemical) Trainee.

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

d. 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.

e. 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.

f. **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.**

g. Knowledge of local language is desirable.

h. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall be required to route their applications through proper channel or submit **No Objection Certificate (NOC)** from their present employer at the time of Skill Test. In absence of the **No Objection Certificate (NOC)**, the candidature of such candidates is rejected. This rule is not relaxed under any condition.

NOC is not applicable in case of candidates working on contract basis/ fixed term employment/ temporary appointment/ casual appointment/ ad-hoc appointment/Act Apprentices.

i. 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.

j. 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.

k. 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.

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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.

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

m. Candidates are advised to visit the official RCF website regularly for the latest information in this regard. Only shortlisted 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/ Skill Test and RCF will NOT be responsible for any delay or non-delivery of such intimation.

n. 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 shortlisted for the selection process. Accordingly, candidates are advised to regularly visit "HR - RECRUITMENT" head to our official website - www.rcfltd.com for the updated information on the selection process.

o. 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.

p. 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.

q. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on RCF Ltd's official 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 official website regularly for latest update with regard to this advertisement.

r. 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.

s. 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.

t. 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 official website www.rcfltd.com will prevail.

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

v. 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.

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Candidates NOT willing to move or NOT willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

w. 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.

x. 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.

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

z. RCF reserves the right to increase or decrease the number of vacancies, or to cancel the advertisement altogether, without assigning any reason, in the event of unforeseen or exceptional circumstances.

aa. In case of cancellation of Recruitment Advertisement due to administrative reasons, the application fee paid by the candidates will be refunded subsequently.

The schedule of activities is as follows:

Activity	Date
Commencement of On-Line registration of application by candidates.	**11.04.2026** at **8:00 am**
Last date for on-line registration of application by candidates	**27.04.2026** at **5:00 pm**

bb. Only online Payments will be accepted. Cash payment will NOT be accepted.

cc. Only ON-LINE applications will be accepted. Physical form of application will NOT be accepted.

XV) **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, Signature and requisite documents 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 official 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

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through e-mail, social media etc. Please rely on information hosted on our official website www.rcfltd.com for any job/career related information pertaining to RCF Ltd.

Encl.: -

Annexure I - SC/ST Certificate Format
Annexure II - OBC NCL Certificate Format for Central Government Job
Annexure III- Income & Asset Certificate Format for Central Government Job
Annexure IV- List of Documents to be uploaded along with application.

In case, if the applicant needs any assistance, the same can be raised through http://cgrs.ibps.in.