

NATIONAL FERTILIZERS LIMITED
(A Government of India Undertaking)
A-11, Sector-24, NOIDA,
Distt. Gautam Budh Nagar (UP).

NFL, a MINI RATNA and premier Fertilizer Company engaged in manufacturing and marketing of fertilizers and other agricultural inputs, is looking for dynamic & result oriented candidates for manning the following position for its various Units / Offices:-

Name of Post	PAY SCALE	Qualification	No. of Vacancies					
			Nangal Unit (Punjab)	Bathinda Unit (Punjab)	Panipat Unit (Haryana)	Vijaipur Unit (MP)	C.O. (Noida)	Marketing Division
Office Asstt. Grade-III	Rs. 9000-16400	Graduate	03 (03- UR)	03 (03- UR)	03 (03- UR)	04 (04- UR)	04 (03- UR, 01 - OBC)	03 (03- UR)
Accounts Assistant	Rs. 9000-16400	B.Com.	--	05 (03- UR, 01-OBC, 01- SC)	07 (05- UR, 01-OBC, 01- SC)	02 (02- UR)	04 (03- UR, 01 - OBC)	10 (07- UR, 02-OBC, 01- SC)
Mktg. Representative	Rs. 9500-19500	B.Sc. (Agri.)	--	--	--	--	--	30 (16- UR, 08-OBC, 04-SC, 02-ST)

01 post against 08 vacancies of Bathinda Unit and 01 post against 03 vacancies of Nangal Unit are reserved for PWD – VH (Low Vision) candidates having 40% or more disability.

For above posts, degree from a recognized University / Institute in respective field with 50% marks in the qualifying examination is required. Selected candidates will be placed at the minimum basic pay in their respective pay scales. Besides basic pay candidates will also be paid, Dearness Allowance, House Rent Allowance / Company Accommodation and will also be entitled for other perquisites & allowances / benefits such as leave, medical treatment, Provident Fund, Gratuity, Pension etc. as per company rules in force from time to time.

CUT OF DATE FOR AGE LIMIT AND EDUCATIONAL QUALIFICATION:

Upper Age limit is 30 years as on the closing date of receipt of application. Relaxation in Upper Age limit will be provided as per Govt. Rules.

Candidates should have completed their Graduation up to the closing date of receipt of applications. Candidates are required to upload the scanned copy of following documents, without which their application will not be accepted.

1. Matriculation Certificate for Age proof.
2. Graduation Degree/ Provisional Certificate/ Mark sheet for proof of meeting educational qualifications.
3. Caste Certificate, if applicable.

SELECTION CRITERIA:

Eligible candidates will be required to appear in an Online Written Test, information for which will be provided in the Admit card. There will be no interview for recruitment to the posts and selection of candidates shall be made purely on the basis of merit list of the written test. Separate merit list will be drawn for UR/SC/ST/OBC candidates with reference to the number of available vacancies for each category. In case two or more candidates score equal marks in the written test, percentage of marks in the qualifying examination would be considered for drawing up merit list. In case percentage of marks (upto two decimals) are also equal in the qualifying examination, the date of birth of the candidates will be considered for preparing merit list i.e. the candidates born earlier will be considered as senior in the merit list.

WRITTEN TEST :

Eligible candidates will be required to appear for objective type written test at any one of the centre at **Bhopal, Chandigarh, Delhi & NCR, Lucknow, Panipat and Gwalior**. No request for change of examination centre will be entertained after final submission of application form.

However, NFL reserves the right to cancel or add any centre depending on the response of candidates in that area/centre. The written test for the above mentioned posts will be held on the same day. The written test will be in two parts, Discipline related part and Aptitude part. Medium of Test will be in Hindi and English. Duration of test will be 2 hours. The total number of questions will be 150 out of which 100 questions would be from mix of course curriculum of qualifying degree of relevant discipline and 50 questions (common for all posts) from General English, Quantitative aptitude, Reasoning & General Knowledge / Awareness.

RESERVATIONS AND RELAXATIONS:

1. Reservation and relaxation for SC / ST / OBC will be provided as per Government guidelines. Category {SC / ST / OBC / PWD (persons with disability)} once filled in the online application form will not be changed and no benefit of other category will be admissible later on. The reserved category candidates are required to upload caste certificate in the prescribed format of Government of India, issued by the competent authority, at the time of submitting their application.
2. **No registration fee will be charged from SC/ST/PWD and Departmental Candidates during online registration in NFL.**
3. SC, ST and Departmental candidates with at least 45% marks in qualifying examination are eligible to apply.
4. The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer) candidates. It is relaxed by 10 years for PWD-General, 13 years for PWD-OBC and 15 years for PWD-SC/ST candidates.
5. Upper age is relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.80 to 31.12.89.
6. Age Relaxation by 05 years for Ex-servicemen subject to rendering minimum 05 years military service and fulfillment of other conditions prescribed by Govt. of India.
7. For Departmental candidates upper age limit will be 40 yrs for UR, 45 yrs for SC/ST and 43 yrs for OBC candidates.

8. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General. The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a competent authority issued in the current year. Further, OBC (NCL) candidates will have to give a self-undertaking indicating that they belong to OBC (Non creamy Layer) category also at the time of joining, in case selected.

HOW TO APPLY:

Eligible and interested candidates would be required to apply online only through careers page on NFL’s website: www.nationalfertilizers.com. No other means/mode of application will be accepted. Before applying the candidates should ensure that they fulfil all the eligibility norms. Their registration will be provisional as their eligibility will be verified only in case they are shortlisted for selection. Mere issue of Admit card will not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even on or after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.

Candidate applying for the posts of Accounts Assistant and Office Assistant Grade - III have to apply against the vacancies of any One Unit/ Office. However he can give his option whether he would like to be considered for appointment against the vacancy of other Units/ Offices, in case he is not selected for the vacancy against which he has applied.

Before registering their applications on the website, the candidates should possess the following:

- a) Valid e-mail ID, which should remain valid for atleast one year.
- b) Candidates should have latest passport size photograph (jpg or jpeg file only upto 50 Kb) as well as photograph of signatures in digital format (jpg or jpeg file only upto 20 kb) for uploading with the application form.
- c) Provision to pay examination fee of Rs.200/- for General and OBC Candidates. Candidates can opt to pay through internet banking account or credit/ debit card

The registration process involves following three Steps:

Step 1 : Filling up of Application Go to NFL careers page at www.nationalfertilizers.com or

- Read the Advertisement carefully to be sure about your eligibility
- Click on the link Apply
- Fill up all the required fields
- Ensure the information provided is correct and then submit.

Step 2: Making Payment

- Click on Make payment which will take you to Payment Gateway, which has been authorized to collect the application fee /processing charges on behalf of NFL.

Step 3 : Final Registration & Printing of Provisional Registration Slip

- Once the payment is made, Candidates should retain a photocopy of their e-receipt and Registration Slip as they can be asked to produce them for reference, at any stage of selection process.
- After applying online, candidate is required to download the system generated Provisional Registration Slip with unique registration number and other essential details.
- Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/processing fee and to fill in the payment details carefully.

- Failed Transaction amount will be automatically refunded to same A/c from which payment was originally made, within 15 working days.
- **IMPORTANT:** All correspondence with candidates shall be done through e-mail only. All information regarding examination schedule/admit card/ call letters etc. shall be provided through email/uploading on NFL website.
- Responsibility of receiving, downloading and printing of admit card/interview call letter/ any other information shall be of the candidate.
- NFL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/website in time.
- Candidates are not required to send any document to NFL.
- The candidates will be allowed to appear in the Written Test only if they possess the valid Photo Admit Card which will be available for downloading from the NFL website as per schedule indicated below.

GENERAL INSTRUCTIONS:

- Candidates possessing the required degree from Govt. Universities / Institutes approved/recognized by UGC will only be eligible to apply. The term departmental candidates means those candidates who are currently working with NFL as permanent employees and not wards of NFL employees.
- While applying the candidates should enter their full name as it appears in the matriculation/secondary school certificate.
- Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the online application form as per norms adopted by the University/Institute.
- Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale.
- Candidates employed in Govt. departments/PSUs/Autonomous Bodies are required to produce NOC from their employer, in case selected.
- The SC/ST/OBC/PWD certificate should be as per the latest format as applicable for employment under Central Government. If the certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi, in case selected.
- No TA will be paid to the candidates for appearing in the written test.
- Candidates may visit the FAQs section on the website for any queries.
- Candidates should retain their copy of Pay in e-receipt and Registration Slip as they can be asked to produce it for future reference.
- The posts advertised are tentative. NFL reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arise, without issuing any further notice or assigning any reason thereto.
- Court of jurisdiction for any dispute will be at Delhi.

IMPORTANT DATES:

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| <p>1. Commencement of submission of Application on NFL website:- 20.06.2016</p> <p>2. Last date of Acceptance of Application by NFL :- 19.07.2016</p> |
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