



NATIONAL FERTILIZERS LIMITED
(A Government of India Undertaking)

A - 11, Sector - 24, Noida,
District Gautam Budh Nagar, Uttar Pradesh - 201301.
Phone Nos.: 0120-2412294, 2412445 Fax 0120-2412397

Advertisement No.: 3/2017

Dated: 14.08.2017

National Fertilizers Limited (NFL) is a Mini-Ratna, premier and profit-making Fertilizer Central Public Sector Undertaking engaged in manufacturing and marketing of fertilizers and other agricultural inputs with a Vision of being a leading Indian company in fertilizers and beyond, with commitment to all stakeholders. NFL is looking for dynamic & result oriented professionals with initiative for manning the following positions on a regular basis for its various Offices / Units:

POST CODE	NAME OF THE POST & DISCIPLINE		PAY SCALE	NUMBER OF VACANCIES @ @	RESERVATION					POSTS IDENTIFIED FOR PwD CATEGORIES @ @ @
					UR	SC	ST	OBC (NCL)	PwD	
01	DY. GEN. MGR.	LAW	₹43200 - ₹66000	01 (ONE)	01	-	-	-	-	OH:OL,BL,OAL, VH: B,LV
02@	OR CHIEF MGR.		₹36600 - ₹62000							
03	ADDL. CO. SECY.	CO. SECTT.	₹36600 - ₹62000	01 (ONE)	01	-	-	-	-	OH:OA,OL,BL
04@	OR ADDL. CO. SECY.		₹32900 - ₹58000							
05	SR. MGR.	F&A	₹32900 - ₹58000	04 (FOUR)	02	01	-	01	-	OH: OA. OL.BL.OAL.BLOA HH
06	ASSTT. MGR.	LAW	₹20600 - ₹46500	01 (ONE)	-	-	-	01	-	OH:OL,BL,OAL, VH: B,LV
07@	MED. OFFICER	MEDICAL	₹16400 - ₹40500	04 (FOUR)	02	01	-	01	-	OH: OA,OL
08	OFFICER	CO. SECTT.	₹16400 - ₹40500	02 (TWO)	02	-	-	-	01 OH (out of 02 UR posts)	OH: OA,OL,BL

Abbreviations:

'Dy. Gen. Mgr. - Deputy General Manager; Chief Mgr. - Chief Manager; Addl. Co. Secy. - Additional Company Secretary; Sr. Mgr. - Senior Manager; Asstt. Mgr. - Assistant Manager; Med. Officer - Medical Officer; 'Co. Sectt.' - Company Secretariat; 'F&A' - Finance & Accounts; 'UR' - Unreserved; 'SC' - Scheduled Caste; 'ST' - Scheduled Tribe; 'OBC (NCL)' - Other Backward Classes (Non-Creamy Layer); 'ExSM' - Ex Serviceman; 'PwD' - Divyangjan or Persons with Disabilities; 'HH' - Hearing Impaired; 'OH' - Orthopedically Impaired; 'OA' - One Arm affected; 'OL' - One Leg affected; 'BL' Both Legs affected; 'OAL' - One Arm and One Leg affected; 'BLOA' - Both Legs and One Arm affected; 'VH' - Visually Impaired; 'B' - Blind; 'LV' - Low Vision affected.

@ Refer recruitment notification in Employment News dated 26.11.2016, these posts are being re-advertised. **Those who had already applied against these vacancies and were not called for interview should apply afresh, however, no application fees would be payable by such candidates.**

@@ The number of vacancies are tentative and may increase or decrease at the absolute discretion of NFL and in compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, NFL reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arises, without any further notice or assigning any reason therefor. In addition to the notified vacancies a panel of candidates shall also be created for unforeseen vacancies, including but not limited to vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment. Posts shall be filled according to reservation position. Accordingly, SC/ST/OBC//PwD/ExSM category candidates are encouraged to apply. Further, NFL also reserves the right to raise/relax the minimum eligibility standards and to fill/ not to fill all or any of the above positions.

@@@The PwD categories identified for above posts are as per the latest list of "Group A - Posts identified for Persons with Disabilities (New)" available on the website of Office of The Chief Commissioner for Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India at <http://www.ccd disabilities.nic.in> as on the date of advertisement. Please refer to Clause No. D(9) of this advertisement in this regard also.

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PLEASE NOTE THAT:-**1. For Post Code No. 01 & 02:**

There is only one vacancy and recruitment would be made either for the post of Dy. Gen. Manager or Chief Manager. Candidate found most suitable for either of the two positions shall be offered appointment. Also, candidates applying for post code No. 01 - Dy. Gen. Manager (Law) should invariably mention in their application as to whether they are willing to be considered for the post of Chief Manager (Law).

2. For Post Code No. 03 & 04:

There is only one vacancy and recruitment would be made for the post of Addl. Co. Secy. either in the pay scale of ₹36600 - 62000 or ₹32900 - 58000. Candidate found most suitable for either of the two positions shall be offered appointment. Also, candidates applying for post code No. 03 in the pay scale of ₹36600 - 62000 should invariably mention in their application as to whether they are willing to be considered for the post in the pay scale of ₹32900 - 58000.

A. AGE, QUALIFICATION AND INLINE WORK-EXPERIENCE ELIGIBILITY CRITERIA

Sl. No.	Post Code	Post Name	Maximum Age (in years)	Minimum Educational Qualification	Post Qualification Inline Work - Experience
1	01	Deputy General Manager (Law)	50	Regular/Full time Graduate with a degree in Law or a Law Graduate who has passed 05 years integrated law course from a recognized university in India	Minimum 19 years relevant post qualification experience as on 31.08.2017 is required in PSU/ Govt. service / Autonomous body / MNCs or Private Organization / Solicitor Firm. 1. For PSU/Govt. candidates, at least two years' experience in the pay scale of ₹36600 - 62000 (IDA) or ₹37400 - 67000 with Grade Pay of ₹8700(CDA). 2. For candidates currently working in MNCs / Private Organization, they should have last one year experience i.e. 01.09.2016 to 31.08.2017 at a CTC of minimum ₹12.63 lakh p.a., in a MNC / Private Organization having a turnover of ₹1000 crores in FY 2016 - 2017. 3. Candidates working in Solicitor Firms should have experience in a firm having atleast 10 or more associates or partner advocates.
2	02	Chief Manager (Law)	50	Regular/Full time Graduate with a degree in Law or a Law Graduate who has passed 05 years integrated law course from a recognized university in India	Minimum 16 years relevant post qualification experience as on 31.08.2017 is required in PSU/ Govt. service / Autonomous body / MNCs or Private Organization / Solicitor Firm. 1. For PSU/Govt. candidates, at least two years' experience in the pay scale of ₹32900 - 58000 (IDA) or ₹15600 - 39100 with Grade Pay of ₹7600(CDA). 2. For candidates currently working in MNCs / Private Organization, they should have last one year experience i.e. 01.09.2016 to 31.08.2017 at a CTC of minimum ₹11.35 lakh p.a., in a MNC / Private Organization having a turnover of ₹1000 crores in FY 2016 - 2017. 3. Candidates working in Solicitor Firms should have experience in a firm having atleast 10 or more associates or partner advocates.
3	03	Additional Company Secretary (in ₹36600 - 62000 pay scale)	50	Full time Graduate in any discipline and should have passed the final examination of Institute of Company Secretaries of India (ICSI) and should be an Associate/ Fellow Member of ICSI. Preference will be given to graduate degree in Law (LLB)	Minimum 16 years post qualification experience (post ACS) as on 31.08.2017 out of which 10 years should be in a Secretariat Department of a Central/State Govt. CPSE/SPSE/Public Limited Company: Out of total 16 years' post qualification experience, for Govt./CPSE/SPSE candidates, at least 02 years' of experience in the scale of ₹32900 - 58000 (IDA) or ₹15600 - 39100 with Grade Pay of ₹7600(CDA). For Private sector candidates, they should have minimum two years' experience at a CTC of minimum ₹11.35 lakh p.a. as on 31.08.2017. P Preference would be given to candidates having experience in Listed Companies.

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Sl. No.	Post Code	Post Name	Maximum Age (in years)	Minimum Educational Qualification	Post Qualification Inline Work - Experience
4	04	Additional Company Secretary (in ₹32900 - 58000 pay scale)	45	Full time Graduate in any discipline and should have passed the final examination of Institute of Company Secretaries of India (ICSI) and should be an Associate/ Fellow Member of ICSI. Preference will be given to graduate degree in Law (LLB)	Minimum 13 years post qualification experience (post ACS) as on 31.08.2017 out of which 07 years should be in a Secretariat Department of a Central/State Govt./CPSE/SPSE/Public Limited Company: Out of total 13 years' post qualification experience, for Govt./CPSE/SPSE candidates, at least 02 years' of experience in the scale of ₹29100 - 54500 (IDA) or ₹15600 - 39100 with Grade Pay of ₹6600(CDA). For Private sector candidates, they should have minimum two years' experience at a CTC of minimum ₹10.04 lakh p.a. as on 31.08.2017. Preference would be given to candidates having experience in Listed Companies
5	05	Senior Manager (F&A)	45	Member of Institute of Chartered Accountants or Cost Accountants of India (CA/CMA) or Two years full time MBA with specialization in Finance (Candidates with dual specialization or General MBA shall not be eligible to apply. MBA specialization should be clearly indicated either on the marks sheet or certificate).	Minimum 13 years' post qualification experience as on 31.08.2017 from acquiring the qualification in any Government/ Public Sector/ Autonomous body/ MNC/ Private Organization of which 02 years shall be in the pay scale of ₹29100 - 54500 (IDA) or ₹15600 - 39100 with Grade Pay of ₹6600 (CDA). PSU or Govt. candidates, presently working in the pay scale of ₹32900 - 58000 (IDA) or ₹15600 - 39100 with Grade Pay of ₹7600(CDA) with 13 years' post qualification executive experience may also apply. Candidates from MNC/ Private Organization should have minimum two years' experience at a minimum CTC of ₹10.04 lakh p.a. as on 31.08.2017.
6	06	Asstt. Manager (Law)	40	Full-time Graduate Degree in any discipline and Full-time Bachelor's Degree in Law (LLB) (03 years professional course) with minimum 60% marks OR 05 years Integrated Full-time LLB Degree (Professional) with minimum 60% marks. Preference will be given to candidates having Company Secretary Qualification/ Diploma in Corporate Laws	Minimum 02 (Two) years' post qualification executive experience (excluding training period) as on 31.08.2017 as a Law Executive in the pay scale of ₹16400-40500 (IDA) or ₹9300 - 34800 with Grade Pay of ₹4600 in State/ Central Government Department(s)/ Institution(s)/ Undertaking (s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) or as an Advocate in Reputed Law Firm(s). PSU or Govt. candidates, presently working in the pay scale of ₹20600 - 46500 (IDA) or ₹9300 - 34800 with Grade Pay of ₹4800 with 02 (two) years' post qualification executive experience may also apply. Candidates having experience as an Advocate in Reputed Law Firm(s) must have enrolled themselves with the concerned Bar Council as an advocate. Preference would be given to candidates having experience in Chemical and Fertilizer Industry. Candidates from MNC/ Private Organization should have minimum two years' experience at a minimum CTC of ₹5.66 lakh p.a. as on 31.08.2017.
7	07	Medical Officer	30	MBBS degree with 60% marks	Minimum 01 year professional experience (after internship) as on 31.08.2017 in Medicine in a reputed Hospital/Medical College/ Hospital in large industrial complex on permanent or temporary basis. For Govt./CPSE/SPSE candidates, at least 01 (one) year of experience in the scale of ₹12600 - 32500 (IDA) or in the pay scale of ₹9300 - 34,800 with Grade Pay of ₹4200 (CDA). PSU or Govt. Candidates presently working in the pay scale of ₹16400 - 40500 (IDA) or ₹9300 - 34800 with Grade Pay of ₹4600 (CDA) with one year experience may also apply. Candidates working in Private sector should have minimum one year experience at a minimum CTC of ₹4.35 lakh p.a. as on 31.08.2017.
8	08	Officer (CS)	30	Should have passed the final examination of the Institute of the Company Secretaries of India (ICSI) and member of ICSI. Preference will be given to candidates having graduate degree in Law	Minimum 01 year post qualification professional experience as on 31.08.2017 in a Secretariat Department of a Central/State Govt./CPSE/SPSE/Public Limited Company. For Govt./CPSE/SPSE candidates, at least 01 (One) year of experience in the scale of ₹12600 - 32500 (IDA) or in the pay scale of ₹9300 - 34,800 with Grade Pay of ₹4200 (CDA). PSU or Govt. Candidates presently working in the pay scale of ₹16400 - 40500 (IDA) or ₹9300 - 34800 with Grade Pay of ₹4600 (CDA) with one year experience may also apply. Candidates working in Private sector should have minimum one year experience at a minimum CTC of ₹4.35 lakh p.a. as on 31.08.2017. Preference would be given to candidates having experience in Listed Companies

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B. DATE OF RECKONING ELIGIBILITY CRITERIA.

The cut-off date for determining eligibility criteria in respect of minimum educational qualification, post qualification inline experience and age shall be **31.08.2017** and will remain unchanged irrespective of any reason whatsoever.

C. APPLICATION FEES.

Non - refundable application fee of ₹1000 is applicable for applying for the Post Codes 01, 02, 03, 04 & 05 is ₹1000 and ₹700/- for Post Codes 06, 07 & 08. The application fee is not applicable for SC/ST/ExSM/PwD/Departmental candidates and also for those candidates who applied earlier for the Post Codes 02, 04 & 07 & were not called for personal interview.

D. RESERVATION/CONCESSIONS/RELAXATIONS.

1. Reservation of Posts for SC/ST/OBC(NCL)/PwD categories candidates and relaxation thereof categories will be in terms of number indicated against each category as above.
2. Category {SC/ST/OBC/PwD} once submitted will not be changed and no benefit of other category will be admissible later on.
3. SC/ST/OBC 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.
4. For claiming relaxation, the reserved category candidates should submit copy of Caste/PwD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, alongwith application form. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should submit a self- certified translated copy of the same either in English or Rajbhasha (Hindi).
5. 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 applicable for purpose of reservation in appointment to posts under Govt. of India/Central Government /Public Sector Undertaking, the candidate should submit & shall subsequently produce his latest caste certificate in the proforma prescribed by Government of India, as contained in DOPT Memo No.36036/2/2013-Estt/(Res.) dated 30.05.2014 from a Competent Authority issued in the year 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).
6. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply for the positions provided they meet the age criteria applicable to "UR" candidates and indicate their category as "UR".
7. Relaxation to ExSM will be allowed as per Government of India guidelines.
8. Prescribed reservations for PwD & ExSM/Dependent of those killed/Disabled in action will be applied on horizontal inter-locking Reservation System basis as per Government of India guidelines. Candidates belonging to PwD category shall be considered only against the identified positions.
9. In line with 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016' with regard to reservation for Persons with Benchmark Disabilities (PwBD) in the posts/services under Central Government, only "person with benchmark disability" would be eligible for reservation in posts/services with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. A person who wants to avail of benefit of reservation will have to submit a Disability Certificate issued by a Competent Authority failing which their candidature as PwD candidates will not be considered.

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10. SC/ST/PwD/ExSM/Departmental candidates are exempted from payment of application fee.
11. Relaxation in age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC (NCL) candidates considered against reserved positions.
12. "UR" PwD candidates will be allowed age-relaxation upto 10 years, upto 15 years for SC/ST and upto 13 years for OBC (NCL) candidates, if considered against reserved positions.
13. Upper age is relaxed by 05 (five) years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.1980 to 31.12.1989.

E. PAY & PERKS

Pay scales are under revision in terms of Government of India guidelines. Selected candidates will be placed at the minimum Basic Pay in pay scale indicated for each post. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance, House Rent Allowance / Company Accommodation and will also be entitled for other perquisites & allowances / benefits such as Leave Encashment, Medical Facilities, Performance Related Pay, Contributory Provident Fund, Gratuity, Contributory Superannuation Benefit Fund Scheme, Group Personal Accident Insurance etc. as per Company rules in force from time to time. Non-Practicing Allowance (NPA) @ 25% of Basic Pay shall also be payable to Medical Officer personnel in addition to above as per Company rules in force from time to time.

F. SELECTION PROCESS

1. The candidates' shortlisted based on meeting eligibility criteria will be called for personal interview. Further selection shall be made according to merit drawn on the basis of performance of shortlisted candidates in the interview process. However, in case large number of applications is received for a post, Management reserves a right to conduct a written or online test before short listing candidates for interview. No TA/DA will be paid for appearing in the written or online test.
2. The candidates called for personal interview for the Post Codes 01, 02, 03, 04 & 05 shall be reimbursed of single return air fare (economy class)/ first class AC/ road mileage at prescribed rates for the journey by road/ by one's own conveyance. The candidates called for personal interview for the Post Codes 06, 07 & 08 will be reimbursed to and fro single 2nd AC Class Rail (Mail/Express trains, excluding Rajdhani/Duronto/Shatabdi)/ Bus fare from the nearest railway station of the correspondence address to the place of interview by the shortest route on production of necessary receipts.
3. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital and also subject to verification of character & antecedents and Caste certificate from the concerned District Authorities.
4. Selected candidates can be posted in any of the Units/Offices/Joint Ventures of the Company at the discretion of the Management at any point of time.

G. HOW TO APPLY

1. Application in the attached proforma enclosing therewith alongwith self-attested copies of certificates regarding date of birth, qualifications (division and percentage of marks obtained, year of passing), post qualification inline work-experience (including position held, name of the employers with complete address, nature of duties, period of service, scale of pay, salary drawn) copy of SC/ST/OBC/PwD certificate issued in the prescribed proforma (if applicable), CTC proof for requisite duration of period (FORM - 16), declaration to be considered for lower post (only for post code No. 01 & 03) and demand draft of ₹1000 or ₹700 (as applicable) in favour of National Fertilizers Limited payable at New Delhi should reach in a sealed envelope cover super-scribed with "Application for the post of _____, Post Code No. _____" at the following address:

*"Deputy General Manager (HR), National Fertilizers Limited,
A-11, Sector-24, Noida, District Gautam Budh Nagar, Uttar Pradesh - 201301"*

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2. **The last date of receipt of applications will be 15.09.2017.**
3. NFL shall not be responsible for any postal delay or loss or non-delivery of the applications. It should also be noted that application alongwith documents sent to any address other than mentioned above shall stand automatically rejected.
4. The name, address, post code should invariably be mentioned on the reverse of the demand draft.
5. Applications which are incomplete or not in prescribed proforma or not supported by copies of relevant self-attested documents or not fulfilling the eligibility criteria or applications not received by due date shall be treated as Rejected.
6. Candidates should note that scrutiny and shortlisting of applications would be done on the basis of documents enclosed with the prescribed application form. No interim correspondence by the candidates regarding availability/non-availability of documents would be entertained. Accordingly, candidates are advised to enclose all relevant documents alongwith the application form.

H. GENERAL INSTRUCTIONS:

1. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications.
2. While applying the candidates should mention their full name as it appears on the matriculation school certificate. Certificate issued by a Board of Secondary Education for passing Matriculation shall be the only acceptable document in support of proof of age.
3. The prescribed minimum educational qualifications should be full time / regular (except for CA/CMA/CS) with prescribed minimum marks from a University/Institute recognized by UGC/AICTE. For Medical Officer post, candidates possessing degree awarded by Foreign Universities must enclose self-attested copy of his/her registration certificate from Medical Council of India alongwith the application form.
4. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
5. Minimum percentage of marks in the minimum educational qualification as indicated above shall be aggregate of all semesters/years to be calculated taking average of all semesters/years, irrespective of the weightage given to any particular semester/year by the Institute/University.
6. Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale.
7. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall either forward their application through Proper Channel or shall produce No Objection Certificate (NOC) from their present employer the time of interview failing which they will not be allowed to appear in the interview.
8. The term departmental candidates means those candidates who are currently working with NFL as permanent employees and not wards of NFL employees.
9. The minimum educational qualification and inline experience are the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.

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10. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.
11. Mere admission to the selection process does not imply that Company (NFL) is satisfied about candidate's eligibility. The candidates should ensure that the details mentioned in the application form are correct and are in conformity with the eligibility criteria for the post applied for, as mentioned in the advertisement. In case it is detected that a candidate does not fulfill any of the advertised eligibility criteria or has given false declaration or suppressed any material fact or information having any bearing on his candidature, he/she shall render himself/herself ineligible for consideration at any stage of selection and for termination at any time during employment, if recruited.
12. Further, NFL reserves the right to cancel/restrict/enlarge/modify the recruitment/selection process of advertised posts without any further notice or assigning any reasons whatsoever, if need so arises.
13. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on NFL's website www.nationalfertilizers.com under the head "Careers". No further press advertisement will be issued. Hence prospective applicants are advised to visit NFL website regularly for latest update with regard to this advertisement.
14. Only short listed candidates who are found eligible based on the application submitted will be called for participating in the Selection Process. 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 he/she has not been short listed for the Selection Process. Accordingly, candidates are advised to regularly visit "Careers" head on our website - www.nationalfertilizers.com for the updated information on the selection process. Only shortlisted candidates will be intimated through post or e-mail for the proposed written or online test/personal interview. However, NFL will not be responsible for any delay or non-delivery of intimation sent through post or e-mail, as the case may be.
15. Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at Delhi only to the exclusion of all other Courts.
16. Canvassing in any form shall be considered a disqualification for employment in the Company.

**Sd/-
Dy.GM (HR)**
