



नेशनल फर्टिलाईजर्स लिमिटेड

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NATIONAL FERTILIZERS LIMITED

**NATIONAL FERTILIZERS LIMITED**

(A Govt. of India Undertaking)

A-11, Sector-24, Noida - 201301,

Distt. Gautam Budh Nagar (UP)

Phone: 0120-2412294, 2412445, 3292201-08

Fax: 0120-2412397

**REQUIRES**

**ENGINEERS**  
**ACCOUNTS OFFICER**  
**Rs. 16400 - 3% - 40500/-**

**ONE FORTY NINE [149]**  
**TEN [10]**

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 and experienced professionals for the posts of Engineers (Chemical, Mechanical, Electrical, Instrumentation) and Accounts Officer.

**DISCIPLINE, QUALIFICATION, WORK EXPERIENCE, NUMBER OF POSTS:**

S. No	Discipline	Qualification	Work experience	No. of posts	Post Identified as suitable to be held by PWD's in following categories
1	Chemical	Degree in Chemical Engineering / Chemical Technology  OR  Diploma in Chemical Engineering Or Degree in Science (PCM)	Minimum 2 years experience with Degree in Chemical Engineering / Chemical Technology  OR  Minimum 11 years experience with Diploma in Chemical Engineering / Degree in Science (PCM)  In operation of Heavy Chemical and / or Fertilizers Plants or Steam Generation having large high pressure coal fired boilers.  Candidates having experience in trouble shooting / production planning and controlling will be given weightage	72 (UR-38, SC-10, ST-5, OBC-19)	OH (OA, OL)
2	Mechanical	Degree in Mechanical Engineering.	Minimum of 2 years experience either in erection and / or maintenance of fertilizers / heavy chemical / Petro-Chemicals Plants.	42 (UR-22, SC-6, ST-3, OBC-11)	OH ( OL), HH

S. No	Discipline	Qualification	Work experience	No. of posts	Post Identified as suitable to be held by PWD's in following categories
3	Electrical	Degree in Electrical Engineering	Minimum of 2 years experience in construction / maintenance of high voltage and medium voltage distribution system in a large scale Plant, heavy electrical equipments including large HT Synchronous and induction motors, large transformers, protection systems etc., in Chemical / Petro Chemical Industries.	25 (UR-15, SC-3, ST-1, OBC-6)	OH ( OL), HH
4	Instrumentation	Degree in Engineering or Post Graduate Degree / Post Grad. Diploma / M.Sc (Technology) in Instrumentation / Electronics & Communication / Instrumentation & Electronics	Minimum 2 years experience in process control instrumentation in a Heavy Chemical Industry. Should be familiar with installation, calibration, testing and maintenance of all types of modern instruments used in process control and commissioning of instruments in modern Chemical / Petro-chemical Plants.	10 (UR-7, SC-1, OBC-2)	OH ( OL), HH
5	Finance & Accounts	Chartered Accountant / Cost & Management Accountant / Full time MBA with specialization in Financial Management	Minimum 2 yrs post qualification experience in dealing with Accounting and financial matters, budgeting / taxation.	10 (UR-7, SC-1, OBC-2)	OH (OA, OL, BL,OAL, BLOA,) HH

#### Abbreviations Used

PWD: Persons with Disability

HH: Hearing Impaired

OH: Orthopedically Impaired

OA: One Arm

OL: One Leg

BL: Both Legs

OAL: One Arm and One Leg

BLOA: Both Legs and One Arm

Total 04 vacancies are reserved for PWD candidates of the above 159 vacancies. PWD candidates of relevant category applying against a vacancy specifically reserved for them shall be eligible for the benefit of reservation/ concessions, if they are suffering from not less than 40 % of the relevant disability.

## **AGE LIMIT:**

Upper Age limit is 35 years as on 01.12.2015 i.e. candidates born before 01.12.80 need not apply. Relaxation in Upper Age limit will be provided as per Govt. Rules.

The essential requirement for all posts would be 1<sup>st</sup> class or 60% marks in the Degree / Diploma (as the case maybe), except for the qualification of CA/CMA.

Candidates selected can be posted anywhere in India at the discretion of the Management. The application fee for applying for the above posts is Rs. 700/- (application fee is exempt for SC/ST/PWD candidates). The details regarding age, date of birth, qualification, division and percentage of marks obtained, year of passing and respective School/College/University, work experience including position held, name of employers with address, nature of duties, period of service, scale of pay, salary drawn, choice of City to be opted for online test is required to be provided in the online application.

Candidates fulfilling the prescribed eligibility criteria should apply online through NFL website :[www.nationalfertilizers.com](http://www.nationalfertilizers.com). No other means/mode of application shall be accepted. The relevant link for submission of online application will be available from **10:00 hrs. on 09.12.2015** under the head “Careers” and submission of application will be allowed on the website **upto 18:00 hrs. till 29.12.2015**. Candidates are advised to go through the recruitment specifications for the posts and ascertain their eligibility before filling in the application online. The candidates should ensure that the details entered in online application are correct. On submission of filled in application online, candidate is required to download the Application Form generated by the system with *unique registration number*.

## **RESERVATIONS AND RELAXATIONS:**

1. Reservations and relaxations 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 produce original certificate in the prescribed format of Government of India, issued by the competent authority, at the time of interview, if called for.
2. **No registration fee will be charged from SC/ST/PWD Candidates during online registration in NFL.**
3. SC, ST candidates with at least 50% 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 & Commissioned Officers (including ECO's/ SSCO's) subject to rendering minimum 05 years military service and fulfillment of other conditions prescribed by Govt. of India.
7. 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 Interview, if called for.

**Pre-Requisites for Applying ON-LINE:** Before applying online, candidates should:

- (i) Scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.
- (ii) Keep the necessary details/documents ready to make **ON-LINE Payment** of the requisite application fee
- (iii) Candidates should have a valid E-mail ID which should be kept active till the declaration of final result. This is essential for him/her in getting Admission Letter (AL) / Interview advice, etc. by E-mail. No change in E-mail ID will be entertained during the entire process of recruitment.

### **GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE**

Before applying ON-LINE a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

#### **(i) PHOTOGRAPH IMAGE :**

- Photograph must be a recent passport size color picture, against a light-colored, 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 is 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 head wear is allowed but it must not cover your face.
- Resolution 200 x 230 pixels (preferred)
- Size of file should be between 20KB–50KB

#### **(ii) SIGNATURE IMAGE:**

- The applicant has to sign on white paper in Black color.
- The signature must be of the applicant and not of any other person.
- The signature will be used to put on the Admission letter and wherever necessary.
- Resolution 140 x 60 pixels (preferred)
- Size of file should be between 10KB – 20KB

### **SCANNING THE PHOTOGRAPH & SIGNATURE:**

- Set the scanner resolution to a minimum of 200 DPI
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
  
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg, Image size can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see points (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editors also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the ON-LINE Application Form the candidate should fill in all his/her details. After verifying that the details filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on next page of the online application form to upload his/her photograph and signature.

### Procedure for Uploading the Photograph and Signature:

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature"
- (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the 'Upload' button

Your ON-LINE Application will not be registered unless you upload your photo and signature as specified.

### Note:

- (a) In case the face in the photograph or signature is unclear the candidate's application will be rejected.
- (b) Candidates are advised to take a printout of their system generated ON-LINE application forms after registering. But **the print out of the application should not be sent to NFL.**
- (c) **All registered candidates will be required to download the Admission letters(AL) from NFL's website link "online test" which will be made available at appropriate time but well before the date of ON-LINE Examination. Intimation about the same will be sent by Email / SMS. Candidates are advised to take a printout of their AL and must bring the same [along with their recent pass-port size photograph (in original) which they have uploaded in their ON-LINE Application at the time of applying to NFL] on the day of examination, without which no candidate shall be admitted for online examination.**

### SELECTION PROCESS

#### 1. Online Test –

- a. Eligible candidates will be required to appear for Computer based online test. The exact date of the test shall be communicated to the candidates through admit card to be downloaded from NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com).

- b. The Online test shall comprise of following two sections :

Part	Subject	No. of questions	Duration
I	Concerned subject of qualifying degree, area of work.	100	2 hours
II	General English, Quantitative aptitude, Reasoning & General Awareness. (common for all disciplines)	50	
		150	

- c. There is no negative marking for Wrong Answer.
- d. The level of the domain subject will be Graduation / Diploma / Post Graduation / CA / CMA, as applicable.
- e. Medium of Test will be in Hindi and English.

#### 2. Personal Interview

The candidates who are shortlisted by NFL based on Online Test score will be called for personal interview.

#### 3. Final Selection

- a. The final merit list shall be prepared based on the weightages assigned to various parameters as per following:

S. No	Parameter	Marks
1	Online Test	60
2	Personal Interview	15
3	Qualification	25 (20 marks for essential and 05 marks for the additional in line higher qualification)
	<b>Total</b>	<b>100</b>

- b. In order to be selected, candidates, in addition to fulfilling the requisite qualification criteria, are required to qualify in the Online Test and thereafter again in the Personal Interview separately.

4. The Online test will be conducted at the following cities :

S. No	City	S. No	City	S. No	City
1	Ahmedabad	7	Chennai	13	Lucknow
2	Bengaluru	8	Delhi & NCR	14	Mumbai
3	Baroda	9	Guwahati	15	Nagpur
4	Bhopal	10	Hyderabad	16	Patna
5	Bhubaneswar	11	Jaipur	17	Raipur
6	Chandigarh	12	Kolkata	18	Ranchi

No TA/DA will be paid for appearing in the online test. The Candidates short-listed on the basis of performance in the online test will be called for personal interview for which reimbursement of to and fro single 2nd Class Rail/Bus fare from the nearest railway station of the mailing address to the place of interview by the shortest route will be allowed on production of necessary receipts. 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.

#### GENERAL INSTRUCTIONS

1. A candidate can apply only for one post.
2. Only full time Regular courses will be considered. Degree/Diploma must be from University / Institute recognized by UGC/AICTE.
3. Minimum percentage of marks in the essential qualification(s) 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.
4. Wherever CGPA/OGPA or Grading system in a Degree/Diploma is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes.
5. For claiming relaxation, the reserved category candidates should keep with them a copy of the original Caste/PWD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, which will be required to be submitted at the time of Personal Interview, if called for. In addition, the OBC (NCL) candidates will be required to submit a valid caste certificate in the prescribed format 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 the year of advertisement. Further the OBC (NCL) candidates will have to give a self-undertaking, at the time of Personal Interviews, if called for, indicating that they belong to OBC-Non Creamy Layer. Candidates belonging to OBC category but falling in creamy layer and thus not entitled to OBC reservations should indicate their category as "General" provided they meet the age criteria specified for general category candidates.
6. As regards reservation for Persons with Disability and Ex-serviceman/Dependent of those killed/Disabled in action, the vacancies are to be filled by way of horizontal inter-locking Reservation System.
7. Candidates presently employed in Central/State Government Department, Central/State PSUs or Semi Government Organization shall either forward their application (printout of ONLINE application) through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel, or the candidate fails to produce **NOC** from his/her present employer at the time of interview, his/her candidature will not be considered.

8. Only short listed candidates who are found apparently eligible based on the online application data 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.
  9. Candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
  10. NFL reserves the right to raise the minimum eligibility standards. NFL also reserves the right to fill or not to fill all or any of the above positions and cancel/restrict/enlarge/modify/after the recruitment/selection process without any further notice or assigning any reasons whatsoever.
  11. The prescribed qualification/experience are the minimum criteria and mere possession of the same does not entitle a candidate for participating in the Selection Process. NFL's decision shall be final and binding in this regard.
  12. Mere admission to the Selection Process does not imply that the Company (NFL) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/or that he/she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after appointment, his/her services will be summarily terminated.
  13. Request for change of Mailing address/email ID/category/posts/ city for online test centre as declared in the online application will not be entertained.
  14. 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 entered. 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. NFL 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.
  15. The names of candidates called for online test/personal interview will be displayed on [www.nationalfertilizers.com](http://www.nationalfertilizers.com) under head "Careers". Candidates are advised to follow the website for the latest information in this regard. Only shortlisted candidates will be intimated simultaneously through post/E-mail for the proposed Online Test/Personal interview. However, NFL will not be responsible for any delay or non-delivery on the part of Postal Department.
  16. NFL reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) under the head "Careers". No further press advertisement will be given. Hence prospective applicants are advised to visit NFL website regularly for latest update with regard to this advertisement.
  17. For any queries, candidates can go through '**Frequently Asked Questions (FAQs)**' at online application site.
- Canvassing in any form shall be considered a disqualification for employment in the Company.

**Dy. General Manager (HR)**