

Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

Email: rcf_recruitment2021@rcfltd.com

Advertisement No.: 122021



Rashtriya Chemicals and Fertilizers Limited (RCF Ltd) is a leading profit making company in the business of manufacturing and marketing of Fertilizers and Industrial Chemicals having sales turnover around Rs.8413.83 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.

I) The Company invites applications for the post Officers in following Disciplines in Officer's category: (Abbreviation details given after the table)

I POST CODE	II NAME OF THE POST & DISCIPLINE	III NO. OF VACANCIES #	RESERVATION						IX PwBD \$	X Educational Qualification, Experience, Age as on 01.12.2021
			IV UR	V SC	VI ST	VII OBC (NCL)	VIII EWS **			
E4CCL AB/12 2021	Manager (CC Lab) E4 Grade	3	3	0	0	0	0	-	<p>Qualification: Regular and Full time Graduation in any discipline with Regular and Full Time Master's Degree in Chemistry (Organic / Inorganic / Physical / Analytical) from UGC/AICTE approved University / Institution and Ph.D. in respective Discipline.</p> <p>Upper Age Limit as on 01.12.2021- 45 years for Unreserved category Additional Concession for Candidates of Children/ family members of the victims of 1984 riots - 5 Years.</p> <p>Experience as on 01.12.2021: 13 years' executive cadre experience in relevant lab (Fertilizer and Chemical Testing Lab). Experience should be after acquiring above prescribed qualification.</p>	

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			UR	SC	ST	OBC (NCL)	EWS **	PwBD \$	
E5CCL AB/12 2021	Senior Manager (CC Lab) E5 Grade	2	1	0	0	1	0	-	<p>The period of training including apprentice training will not be counted in the requisite experience period.</p> <p>Qualification: Regular and Full time Graduation in any discipline with Regular and Full Time Master's Degree in Chemistry (Organic / Inorganic / Physical / Analytical) from UGC/AICTE approved University / Institution and Ph.D. in respective Discipline.</p> <p>Upper Age Limit as on 01.12.2021- 49 years for Unreserved category, For OBC Category – 51 years. Additional Concession for Candidates of Children/ family members of the victims of 1984 riots – 5 Years.</p> <p>Experience as on 01.12.2021: 17 years' executive cadre experience in relevant Lab (Fertilizers and Chemicals Testing Lab). Experience should be after acquiring above prescribed qualification. The period of training including apprentice training will not be counted in the requisite experience period.</p>
E1HR/ 1220 21	Officer (HR) - E1 Grade	2	1	1	0	0	0	++ 1 (OL BL, B. , LV, OAL)	<p>Qualification: Regular and Full time UGC/AICTE recognized graduation degree in any discipline. AND 2 years regular and full time post-graduation degree with specialization in Human Resource/Personnel /Social Work/ Welfare/ Industrial Relations/ Labour Studies from UGC/AICTE recognized University / Institution.</p>

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			UR	SC	ST	OBC (NCL)	EWS **			
E1HIN DI/12 2021	Officer (Hindi) - E1 Grade	2	1	0	0	0	1	++ 1 (OL BL, B., AND	<p>Additional qualification in law will be preferred. Proficiency in Marathi language is preferable. Post-Graduation Diploma (PGDM) will not be considered. If the specialization is not mentioned in the Mark Sheet / Degree certificate, letter from college/University specifying the specialization will be required.</p> <p>Minimum Percentage: The candidates should have secured minimum 60% in Final Year / aggregate of Last Two Semesters of Post-graduation degree (55% for SC/ST category candidates).</p> <p>Upper Age Limit as on 01.12.2021- 34 years for General category, For SC Category - 39 years, For PwBD Category (General) - 44 years, For PwBD Category (SC) - 49 years. Additional Concession for Candidates of Children/ family members of the victims of 1984 riots - 5 Years.</p> <p>Experience as on 01.12.2021- Minimum 2 years' experience in Executive cadre in HR department dealing with Labour Administration, Industrial Relations, Grievance Handling, Welfare, Court Matters etc. Experience should be after acquiring above prescribed qualification. The period of training including apprentice training will not be counted in the requisite experience period.</p> <p>Qualification: Regular and full time Graduate degree from UGC/AICTE recognised University / Institution.</p>	

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			UR	SC	ST	OBC (NCL)	EWS **			
E1HO RT/12 2021	Officer (Horticulture) E1 Grade	2	2	0	0	0	0	0	<p>The period of training including apprentice training will not be counted in the requisite experience period.</p> <p>Qualification: Regular and Fulltime B.Sc. in Horticulture / Agriculture degree of minimum 4 years' duration from UGC/AICTE recognized University / Institution. Degree in related disciplines in Agronomy / Agriculture Chemistry and soil science / Horticulture only will be considered. No other discipline will be considered.</p> <p>AND 2 years' regular and fulltime M.Sc. Horticulture / Agriculture degree course from UGC/AICTE recognized University / Institution.</p> <p>Minimum Percentage: The candidate should have secured minimum 60% in Final Year / aggregate of Last Two Semesters of Post Graduation degree.</p> <p>Upper Age Limit as on 01.12.2021- 34 years for Unreserved Category. Additional Concession for Candidates of Children/ family members of the victims of 1984 riots – 5 Years.</p> <p>Experience as on 01.12.2021- Minimum 2 years' field experience in Executive cadre as Horticulturist, Horticulture specialist, Plantation Manager, Technical Assistant, Nursery Manager, Research Scientist, experience in any other Horticulture related fields like Garden and Lawn Maintenance etc. after post-graduation degree.</p> <p>The period of training including apprentice training will not be counted in the requisite experience period.</p>	

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			UR	SC	ST	OBC (NCL)	EWS **	PwBD \$	
E1ME D/122 021	Officer (Medical) E1 Grade	3	0	1	0	1	1	-	<p>Qualification: MBBS with completion of Internship and registration with Medical Council of India / Maharashtra Medical Council/ other State Medical Council. Preference will be given to candidates who have passed Certificate Course in Industrial Health of Three months or Associate Fellow of Industrial Health (AFIH) recognized by State Government or Directorate General, Factory Advice Service & Labour Institute (DGFASLI) or have passed 2 year recognized Diploma in Anaesthesiology.</p> <p>Must Have functional knowledge of computer.</p> <p>Upper Age Limit as on 01.12.2021- 34 years for EWS category, For SC Category – 39 years, For OBC Category – 37 years. Additional Concession for Candidates of Children/ family members of the victims of 1984 riots – 5 Years.</p> <p>Experience as on 01.12.2021- Must have minimum 2 years' experience in a hospital / Industrial Hospital (25 bedded or more) excluding internship period.</p>

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			UR	SC	ST	OBC (NCL)	EWS **	PwBD \$	
E1LEG AL/12 2021	Officer (Legal) E1 Grade	1	0	0	0	1	0	++ 1 (OL BL, B. , LV, OAL)	<p>Qualification: 3 years' regular and full Time Graduate with a Degree in Law or a Law Graduate who has passed 5 years' integrated law course from UGC/AICTE recognized University / Institution.</p> <p>Minimum Percentage: The Candidate should have secured minimum 60% in Final Year / aggregate of Last Two Semesters of Law degree.</p> <p>Upper Age Limit as on 01.12.2021- For OBC Category – 37 years, For PwBD Category (OBC) – 47 years. Additional Concession for Candidates of Children/ family members of the victims of 1984 riots – 5 Years.</p> <p>Experience as on 01.12.2021: Minimum 2 years' relevant post qualification experience in Executive cadre in PSU/Govt. Service/Autonomous Body/MNCs or Private Organization/Solicitor Firm. The period of training including apprentice training will not be counted in the requisite experience period.</p>

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			UR	SC	ST	OBC (NCL)	EWS **	PwBD \$	
FINE4 /1220 21	Manager (Finance) E4 Grade	2 (backlog)	0	0	0	1	1	1 PwBD in (OA/O L/BL/OAL/B LOA/H H) in OBC/E WS	<p>Qualification: CA / CMA or Regular and full time graduation in commerce, accounting/ Finance discipline (B. Com, BMS, BAF, BBA) plus MBA/MMS or other equivalent post-graduate degree (regular and fulltime) in Financial Management /having Finance as major Subject from recognized Universities. M. Comm. Qualification will not be considered.</p> <p>Minimum Percentage: No percentage criteria for CA / CMA. “Minimum 60% in Final Year / aggregate of Last Two Semesters of qualifying Post-graduation degree” i.e. final year of MBA/MMS or other equivalent post-graduate degree in Finance Management. Wherever CGPA/OGPA grade is awarded in a Degree, the candidate will have to obtain equivalent percentage of marks from concerned University/ Institute and mention the percentage in the Application.</p> <p>Post Qualification Inline Experience as on 01.12.2021- Minimum 12 years post qualification experience in executive cadre dealing with Accounting and financial matters, including Auditing/ budgeting/taxation. The period of training /internship/article ship will not be counted in the requisite experience period as on 01.12.2021. The experience should be after acquiring minimum prescribed qualification. Knowledge in SAP FICO module desirable.</p> <p>Upper Age Limit as on 01.12.2021- 42 for EWS Category, For OBC Category – 45 years, For PwBD Category (EWS) – 52 years, For PWBD Category (OBC) – 55 years.</p>

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POST CODE	NAME OF THE POST & DISCIPLINE	NO. OF VACANCIES #	RESERVATION							Additional Concession for Candidates of Children/ family members of the victims of 1984 riots – 5 Years Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.
			UR	SC	ST	OBC (NCL)	EWS **	PwBD \$	Educational Qualification, Experience, Age as on 01.12.2021	
FIN E1/1 2202 1	Officer (Finance) (E1 Grade)	1 (Backlog)	0	0	1	0	0	1 PwBD in OA/O L/BL/OAL/BLOA/HH	<p>Qualification: CA / CMA only</p> <p>Minimum Percentage: No percentage criteria for CA / CMA.</p> <p>Post Qualification Inline Experience as on 01.12.2021- Minimum 2 years post qualification experience in executive cadre dealing with Accounting and financial matters, including Auditing/ budgeting/taxation. The period of training /internship/article ship will not be counted in the requisite experience period as on 01.12.2021. The experience should be after acquiring minimum prescribed qualification. Knowledge in SAP FICO module desirable.</p> <p>Upper Age Limit as on 01.12.2021- For ST Category – 39 years, for ST PwBD category – 49 years.</p> <p>Additional Concession for Candidates of Children/ family members of the victims of 1984 riots – 5 Years.</p>	
Total		18								

++ 1 Post (OL BL, B, LV, OAL) is clubbed for the posts of Officer(Legal) E1 Grade, Officer (Hindi) – E1 Grade, Officer (HR) – E1 Grade

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Abbreviations:

“UR” - Unreserved; “SC” - Scheduled Caste; “ST” - Scheduled Tribe; “OBC (NCL)” - Other Backward Classes (Non-Creamy Layer); “EWS” - Economically Weaker Section; “PwBD” - Divyangjan or Persons with Benchmark Disabilities; “OL” = One Leg; “BL” = Both Legs; “LV” = Low Vision; “B” = Blind; “OAL” = One Arm and One Leg; “HH” = Hearing Impaired “BLOA” = Both Leg One Arm

The number of vacancies are tentative and may increase or decrease at the sole discretion of RCF Ltd and in Compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, RCF Ltd reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arises, without any further notice or assigning any reason. In addition to the notified vacancies a panel of candidates shall also be proposed for unforeseen vacancies, including but not limited to vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment. Posts shall be filled according to reservation position. Accordingly, SC/ST/OBC/EWS/PwBD 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.

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

The PwBD categories identified for above posts are as per the latest list of “ 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.ccdisabilities.nic.in> as on the date of advertisement.

In case suitable persons with prescribed benchmark disability are not available, it may be filled by interchange among the other categories of benchmark disabilities identified for reservation.

Accordingly, candidates other than PwBD category may also apply against the vacancies reserved for PwBD. However, their candidature will be considered in the event of non-availability of suitable candidates belonging PwBD category.

** EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment against the reserved vacancies for EWS will be provisional and is subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any one of the authorities mentioned in the prescribed format as given on our website shall only be accepted as proof of candidate's claim as belonging to EWS.

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

II) RESERVATION / CONCESSIONS / RELAXATIONS.

- a. Reservation of Posts for SC/ST/OBC(NCL)/PwBD/EWS categories candidates and relaxation thereof categories will be as per DPE guidelines.
- b. Category {SC/ST/OBC/PwBD/EWS} once submitted will not be changed.
- c. SC/ST/OBC/EWS candidates can be considered under general standards of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them, wherever applicable.
- d. For claiming relaxation, the reserved category candidates should submit copy of Caste/PwBD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, along with application form at the time of appearing for personal interview. 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).
- e. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates may choose to apply against the "UR" positions provided they meet the age criteria applicable to General category candidates and indicate their category as "General". RCF Ltd being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC notified by Government of India shall be treated as OBC for the purpose of reservation for employment under Central Government. Relevant list can be viewed at <http://www.ncbc.nic.in>. Accordingly, for claiming the benefit of OBC (NCL) category, candidate should submit & shall subsequently produce his 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 1st April 2021 or thereafter. Such certificate should specifically state the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt. (SC/ST) dated 08.09.1993 and modifications

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issued vide OM No. 36033/1/2013 Estt.(Res.) dated 13.09.2017. Further the OBC (NCL) candidates will have to give a self-declaration, at the time of documents verification indicating that they belong to OBC (NCL).

- f. Candidates applying under EWS category has to submit Income and Assets certificate issued by the competent authority in the prescribed format (as given in advertisement). The income and the asset certificate issued on or after 1st April 2021 shall only be accepted as proof of candidates claim as belonging to EWS.
- g. Candidates belonging to PwBD category shall be considered only against the identified posts.

Under section 34 of “The Rights of Persons with Disabilities Act, 2016”, persons with benchmark disabilities are eligible for reservation. The reserved categories of disabilities mentioned under this Act are namely (a) Blindness and low vision; (b) deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness in the posts identified for each disability. It may be noted that definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.

- h. Section 2(r) of The Rights of Persons with Disabilities Act 2016, defines “person with benchmark disability” as a person duly certified by the certifying authority with:
 - a. not less than 40% of a specified disability where specified disability has not been defined in measurable terms and;
 - b. a disability where specified disability has been defined in measurable terms.

Accordingly, a person with a specified disability listed in the schedule but not covered under Section 34(1), if certified by a certifying officer as a person with disability of 40% or above, in terms of provisions 7 of the Rights of Persons with Disabilities Act, 2016 shall be allowed concessions/relaxations available to PwBDs as mentioned in this advertisement and will be considered against unreserved vacancies. Further, those candidates, who want to avail of benefit of reservation, are required to submit a Disability Certificate issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. 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).

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- i. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.
- j. Prescribed reservations for PwBD and/Dependent of those killed or disabled in action will be applied on horizontal inter-locking reservation system basis as per Government of India guidelines. Candidates belonging to PwBD category shall be considered only against the identified posts.
- k. SC/ST/PwBD/Women candidates are exempted from payment of application fee at the time of online registration.
- l. Relaxation in age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC (NCL) candidates considered against reserved posts.
- m. "UR" PwBD 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 posts.
- n. Accordingly, maximum age limit is specified for each category and each post in the table mentioned above.

III) DATE OF RECKONING ELIGIBILITY CRITERIA.

The cut-off date for determining eligibility criteria in respect of minimum educational qualification shall be 01.12.2021 and age and experience shall be 01.12.2021 and will remain unchanged irrespective of any reason whatsoever.

IV) APPLICATION FEES.

Non - refundable application fee of ₹1000/- (Rupees One Thousand only) plus Bank Charges and applicable taxes (GST) for the post of Officer Category are required to be paid by General, OBC and EWS category candidates at the time of submission of online application form. Candidates can opt to pay either through internet banking account or credit/ debit card. No other mode of payment of application fee would be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of application fee. SC/ST/PwBD category and Women Candidates are exempted from payment of Application Fees.

V) NATURE OF JOB FOR OFFICER:

The company has two units in operations at Thal – Alibag & Trombay- Mumbai and a nationwide Marketing Network. The posting of the selected candidate may be at any of units of the company as decided by Management.

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The job requires working in rotating shifts including night shift. The Officers may be posted in any plant/location subject to exigencies of work. Also, this job requires high level of physical fitness. The candidates if selected / provisionally selected would be required to meet the medical and physical fitness standards for post failing which they shall be considered ineligible and not qualifying the criteria.

VI) SALARY AND OTHER BENEFITS

Recruitment - Post, Grade, Scale of pay & Gross Salary of Officer category

Officer (E1 Grade): - Officers will be appointed in the E1 grade in pay scale of Rs. 40,000 – 1,40,000, the minimum total Monthly Gross salary works out to Rs. 75,000/- (Approx.) include Basic Pay +VDA (27.20%)+Perks (34%)+HRA (27%). The initial basic pay will be Rs. 40000/- per month.

Officer (Medical) (E1 Grade): - Officers will be appointed in the E1 grade in pay scale of Rs. 40,000 – 1,40,000, the minimum total Monthly Gross salary works out to Rs. 83,000/- (Approx.) include Basic Pay +VDA (27.20%)+Perks (34%)+HRA (27%)+NPA (20%). The initial basic pay will be Rs. 40000/- per month.

Manager (E4 Grade): - Officers will be appointed in the E4 grade in pay scale of Rs. 70000-200000, the minimum total Monthly Gross salary works out to Rs. 1,31,000/- (Approx.) include Basic Pay +VDA (27.20%)+Perks (34%)+HRA (27%). The initial basic pay will be Rs. 70000/- per month.

Sr. Manager (E5 Grade): - Officers will be appointed in the E5 grade in pay scale of Rs. 80000-220000, the minimum total Monthly Gross salary works out to Rs. 1,50,000/- (Approx.) include Basic Pay +VDA (27.20%)+Perks (34%)+HRA (27%). The initial basic pay will be Rs. 80000/- per month.

Besides, on absorption, the employee is entitled to company accommodation (Accommodation in the Company's township will be provided in Thal Unit and is subject to availability in Trombay Unit). Performance Related Pay (PRP), Free Medical Facility for self and dependents, Gratuity, Contributory Provident Fund, Accident Insurance, Pension Scheme and Social Security Schemes as per Company rules. The selected candidates shall be placed at the minimum of basic of respective payscale.

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VII) SELECTION PROCESS

All the candidates found eligible for the post of **Manager (CC Lab), Senior Manager (CC Lab), Officer (HR), Officer (Hindi), Officer (Horticulture), Officer (Medical), Officer (Legal), Manager (Finance) and Officer (Finance)** will be called for Personal Interview.

VIII) PERSONAL INTERVIEW

- i. All the eligible candidates will be provisionally called for personal interview. Interview call letters in respect of such eligible & provisionally shortlisted candidates will be uploaded on RCF Ltd website and such candidates will also be intimated for the same through SMS on their mobile number and/or through email on their e-mail address as mentioned in their online application form. However, RCF Ltd will not be responsible for any delay or non-delivery of intimation sent electronically through SMS or e-mail, as the case may be. No other communication will be sent to such candidates for this purpose.
- ii. For appearing for personal interview all outstation candidates will be reimbursed to and fro III tier AC Train / Bus fare (restricted to III Tier AC fare). The reimbursement will be done only for correspondence address mentioned by the candidate in the application form. Mode of reimbursement shall be through transfer to bank account.
- iii. It may be noted that candidates will be called for personal interview provisionally on the basis of information submitted by them in online application form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the advertisement. It may be noted that the scrutiny of documents required to ascertain the eligibility criteria will be done before Personal Interview only. Candidates not meeting the eligibility criteria or not in possession of complete requisite original documents will be declared as ineligible and will not be allowed to attend the personal interview and no TA will be paid to them. Further, no queries shall be entertained in this regard.
- iv. The documents of the candidates will be verified before appearing for Personal Interview. If any candidate fails to meet the eligibility criteria and/or is not able to provide required supporting documents of eligibility criteria before the Personal Interview, will not be allowed to appear for the Personal Interview.

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

IX) **FINAL SELECTION:**

- i. Separate merit list will be drawn for UR/SC/ST/OBC/PwBD/EWS candidates with reference to the number of available vacancies for each category. Merit list of suitable candidates shall be prepared on the basis of performance in the personal interview, with following weightages:

Personal Interview Criteria:

Sr. No	Criteria	Marks
i	Personality & Communication Skills	15
ii	Subject Knowledge	50
iii	Nature of Experience	20
iv	General Awareness/ Knowledge of Computer/Additional Qualification	15
Total		100

- ii. Candidates have to qualify in the Personal Interview with **average of 50% marks in interview.**
- iii. The documents of the candidates will be verified before appearing for Personal Interview. If any candidate fails to meet the eligibility criteria and/or is not able to provide required supporting documents of eligibility criteria before the Personal Interview, will not be allowed to appear for the Personal Interview.

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iv. PRE-EMPLOYMENT MEDICAL EXAM

Desirous candidates seeking employment with RCF Ltd. need to be medically fit as per RCF Ltd pre-employment medical standards. If candidate referred for a medical examination does not mean final selection and selection will be subject to being declared as Medically Fit by RCF Ltd. designated Physician and subject to fulfilment of other eligibility criteria w.r.t Academic Qualification, Age, Valid Caste Certificate (as applicable), Income Certificate, Disability Certificate, Work experience, NOC, relieving letter from previous employer etc. as may be applicable.

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

X) HOW TO APPLY

Candidates can apply online only. No other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

A. Guidelines for scanning

Before applying online, a candidate will be required to have a scanned (digital) image of own photograph and signature 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)

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- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image

- Size of file should be less than 20kb

Application Registration

1. Candidates to go to the RCF website www.rcfltd.com → HR → Recruitment.
2. Click on the option "APPLY ONLINE" which will open a new screen.
3. For all the posts, candidates shall apply through RCF Portal for registration.
 - a. To register application, choose the tab "Register" and enter Name and Email-id. OTP will be sent to the Email – ID mentioned in the registration details.
 - b. Candidate has to select LOGIN tab and enter Registered Email – ID as username and OTP as password. Candidate is thereafter required to fill Online Application Form.
 - c. In case the candidate is unable to complete the application form in one go, candidate can save the data already entered by choosing "SAVE" Button prior to submission of the online application candidates are advised to use the "SAVE" Button facility to verify the details in the online application form and modify the same if required.
 - d. 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 SUBMIT BUTTON.
 - e. The Name of the candidate or candidate's Father/ Mother 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.
 - f. Validate your details and Save your application by clicking "Save" button.
 - g. 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 section "C".
 - h. Candidates can proceed to fill other details of the Application Form.
 - i. Modify details, if required, and click on 'SUBMIT' Button after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

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- j. Click on 'Payment' Tab and proceed for payment.
- k. Click on 'Submit' button.

B. PAYMENT OF FEES - ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro) and Internet Banking.
3. 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
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their registered Email ID and Password and repeat the process of payment.
6. 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.
7. To ensure the security of your data, please close the browser window once your transaction is completed.
8. There is facility to print application form containing fee details after payment of fees.

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

C. PAYMENT OF FEES - ONLINE MODE (Wherever Applicable):

9. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
10. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro) and Internet Banking.
11. 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
12. On successful completion of the transaction, an e-Receipt will be generated.
13. 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.

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14. 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.
15. To ensure the security of your data, please close the browser window once your transaction is completed.
16. There is facility to print application form containing fee details after payment of fees.

Your Online Application will not be registered unless you upload your Photograph and signature.

XI) 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, interview 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/ interview 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 his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (a) to be disqualified from the examination for which he/ she is a candidate
 - (b) to be debarred either permanently or for a specified period from any examination conducted by RCF
 - (c) for termination of service, if he/ she has already joined RCF.

XII) GENERAL INSTRUCTIONS:

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

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- b. 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.
- c. Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.
- d. 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.
- e. Minimum percentage of marks in the minimum educational qualification as indicated above shall be Final year / aggregate of Last Two Semesters will be considered, irrespective of the weightage given to any particular semester/year by the Institute/University.
- f. Wherever CGPA/OGPA/SGPA 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/SGPA will be presumed to have been provided on a 10 points scale. Candidates having CGPA/OGPA/SGPA or letter grade in a degree, however, will invariably have to produce a copy of these conversion norms/no norms with respect to candidates University/Institute at the time of Interview.
- g. Candidates possessing PG Degree/Degree not mentioning the area of specialization will have to produce certificate of specialization in the relevant field in qualifying subject, from its University/Institute failing which he/she may not be allowed to attend the personal interview. It may be noted that it shall be responsibility of the candidate to verify and substantiate his claim of having requisite specialization in the advertised qualifying subject and no queries/correspondence shall be entertained in this regard at the time of interview.
- h. The Candidates having Degree in the required discipline only, like Chemical, etc., no allied courses nomenclature in Degree shall be eligible. If in case still candidates apply from the allied courses, their candidature will not be considered for further process. The name of the discipline advertised must be in the qualifying educational certificate acquired by the candidate.
- i. 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.
- j. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall either forward their application through Proper Channel (printout of duly filled-in online application) or shall produce No Objection Certificate (NOC) from their present employer the time of interview failing which his/her/their candidature will not be considered and he/she/they will not be allowed to appear in the interview.

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- k. The age limit and minimum educational qualification are the minimum criteria and mere possession of the same by the candidate does not entitle him/her 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.
- l. 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 will not be entertained.
- m. Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year. No change in the email ID will be allowed once submitted. All information/communication regarding participating in the selection process shall be provided through email to the candidates, found apparently eligible, based on the online application data. Responsibilities of receiving and downloading of information/communications, etc. will be of the candidate. RCF Ltd will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate and no correspondence in this regard will be entertained.
- n. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.
- o. The names of candidates called for personal interview will be displayed on www.rcfltd.com under head "HR→RECRUITMENT". Candidates are advised to visit the website regularly for the latest information in this regard. Only short listed candidates who are prima facie found eligible based on the information submitted in their online application will be called for participating in the selection process and will be intimated through electronic mode for the personal interview and RCF will not be responsible for any delay or non-delivery of such intimation.
- p. 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 "HR→RECRUITMENT" head on our website - www.rcfltd.com for the updated information on the selection process.
- q. 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 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.
- r. 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.

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- s. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on RCF Ltd website www.rcfltd.com under the head "HR→RECRUITMENT". No further press advertisement will be issued. Hence prospective applicants are advised to visit RCF Ltd website regularly for latest update with regard to this advertisement.
- t. 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.
- u. 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.
- v. In case of any ambiguity/dispute arises on account of interpretation in versions other than English language advertised in Newspaper/Employment News/Website, English version available on the website www.rcfltd.com will prevail.
- w. Candidates should retain their copy of Pay in e-receipt and Registration Slip as they can be asked to produce it for future reference.
- x. 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.
- y. 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 he/she 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 affect.
- z. Canvassing in any form at any stage shall be considered a disqualification for employment in the Company.
- aa. For any queries related to the Online form, please email us on - rcf_recruitment2021@rcfltd.com

The schedule of activities is as follows:

Activity	Date
Commencement of On-Line registration of application by candidates.	22.01.2022 at 08:00 hours
Last date for on-line registration of application by candidates	05.02.2022 at 23.59 hours

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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.

IMPORTANT INSTRUCTIONS

1. The Online Application shall be deemed to be submitted only upon receipt of Application Fee (wherever applicable) and upload of Self Attested Photograph and Signature within prescribed time limit.
2. Candidates are advised in their own interest to complete the registration process, pay application fee online (wherever applicable) and final submission of online application sufficiently in advance before the last date so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.
3. We hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Don't believe any advertisement/job announcement of RCF Ltd. circulated through e-mail, social media etc. Please rely on information hosted on our website www.rcfltd.com for any job/career related information pertaining to RCF Ltd.

Encl.: -

Annexure I- PwBD Certificate

Annexure II- OBC Certificate

Annexure III- SC/ST Certificate

Annexure IV- Income & Asset Certificate

Applicant please note that the "On-Line registration and submission of online applications will start from **22.01.2022 at 08:00 hours.**

The Last date for on-line registration and submission of online applications is **05.02.2022 up to 23.59 hours.**

Only ON-LINE applications will be accepted and physical form of application will not be accepted.

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

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