



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.: 4/2017

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 bright, young, energetic, dynamic & result oriented professionals with initiative for manning the position of Management Trainees in following disciplines for its 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 | MT (HR) | ₹16400 - ₹40500 | 12 (TWELVE) | 06 | 02 | - | 04 | 01-VH 01-HH | OH: OA, OL, BL, OAL. VH: B, LV HH |
| 02 | MT (MARKETING) | ₹16400 - ₹40500 | 24 (TWENTY FOUR) | 13 | 04 | 02 | 05 | 01-VH 01-HH 01-OH | OH: OL, BL, OA. VH: B, LV HH |

Abbreviations:

'MT' - Management Trainee; 'HR' - Human Resources; 'Mktg.' - Marketing; '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; 'OH' - Orthopedically Impaired; 'OA' - One Arm affected; 'OL' - One Leg affected; 'BL' - Both Legs affected; 'OAL' - One Arm and One Leg affected; 'VH' - Visually Impaired; 'B' - Blind; 'LV' - Low Vision affected; 'HH' - Hearing Impaired;

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.

\$ PwD reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC vacancies. Refer to Clause No. F(9) of this advertisement.

@ 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.ccdisabilities.nic.in> as on the date of advertisement. Please refer to Clause No. F(8) of this advertisement in this regard also.

A. ELIGIBILITY CRITERIA

| Sl. No. | Post Code | Post Name | Maximum Age | Minimum Educational Qualification |
|---------|-----------|------------|-------------|--|
| 1 | 01 | MT (HR) | 29 years | Minimum 60% marks in 02 years full time MBA/PG Degree or Diploma, from Universities/Institutes recognized by UGC/AICTE, with specialization in Personnel Management & Industrial Relations / Human Resource Management / HR. |
| 2 | 02 | MT (MKTG.) | 29 years | Minimum 60% marks in full time M.Sc. (Agriculture) with specialization in any discipline or M.Sc. in specialization in any discipline of Agriculture or Minimum 60% marks in two years' full time MBA or PGDBM (Marketing / Agri Business Marketing/ International Marketing/Rural Management) recognized by UGC/AICTE WITH Full time regular degree of B.Sc. (Agriculture) with minimum 60% marks. |

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B. DATE OF RECKONING ELIGIBILITY CRITERIA.

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

C. APPLICATION FEES.

Non - refundable application fee of ₹735 (₹700 Fees + ₹35 Bank charges). The application fee is not applicable for SC/ST/ExSM/PwD/Departmental candidates.

D. SELECTION PROCESS

1. APPLY ONLINE

- i. Candidates are required to apply online providing 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 and other requisite information/declaration. Candidates are also required to upload the scanned copy of following documents, without which their application will not be accepted:
 - a. Matriculation Certificate for age proof;
 - b. Final Marksheet / Degree, as applicable, for proof of meeting educational qualification;
 - c. Caste Certificate, if applicable;
 - d. Divyang/PwD certificate if applicable;
- ii. Candidates fulfilling the prescribed eligibility criteria should apply online through NFL website: "www.nationalfertilizers.com". No other means/mode of application shall be accepted. The relevant link for submission of online application will be available from 1000 hours on 15.08.2017 under the head "Careers → Recruitment for the post of Management Trainees in HR and Marketing → Apply Online" and submission of application will be allowed on the website upto 1730 hours on 06.09.2017, unless changed as per the decision of NFL. Procedure regarding how to apply online is summarized in Clause No. G of this advertisement.
- iii. The candidates should ensure that the details entered in online application are correct. On submission of duly filled-in application online & making the prescribed payment, candidate is required to download the Application Form generated by the system with unique registration number.

2. ONLINE TEST

- i. Eligible candidates will be required to appear for computer based online objective type test, information for which will be provided in the Admit card. The tentative date of online test would be 23.09.2017, however, the same may be subject to change due to administrative or unforeseen reasons at the discretion of Management.
- ii. The online test will be conducted at any one of the centres at **Ahemdabad, Baroda, Bengaluru, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Delhi-NCR, Guwahati, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, Patna, Raipur or Ranchi**. No request for change of examination centre will be entertained after final submission of online application form. However, NFL reserves the right to cancel or add any centre depending upon the response of candidates in that area/centre. No TA/DA will be paid for appearing in the written or online test.
- iii. The online test for the above mentioned posts will be held on the same day unless it is not possible to conduct the same due to any unforeseen or technical reasons. In case of any mishappening or delay or rescheduling the online test for either or both the post(s) at any or all of the test centres, candidates would be communicated fresh date of online test and no queries will be entertained in this regard.

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In the event of rescheduling of test or change of any test centre due to unforeseen or technical reasons, candidates would have to make their own arrangement to attend the online test and NFL shall not be held liable for such a delay/rescheduling of online test.

- iv. The online test will have two parts, Discipline related and Aptitude related. Medium of Test will be in Rajbhasha (Hindi) and English. Duration of test will be 02 hours. The total number of questions will be 150, of one mark each, out of which 100 questions would be from mix of course curriculum of qualifying degree of relevant discipline and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge / Awareness. There will be no negative marking for wrong answer. The level of the domain subject will be Graduation/ Post Graduation Degree or Diploma, as applicable for each post.
- v. The exact date of online test shall be communicated to the candidates through admit card to be downloaded from NFL website www.nationalfertilizers.com
- vi. Admit Card in respect of such eligible & provisionally shortlisted candidates will be uploaded on NFL website and such candidates will also be intimated for the same through SMS on their mobile number & through email on their e-mail address as mentioned in their online application form. However, NFL 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

3. PERSONAL INTERVIEW

- i. Based on the performance of the candidates in the online test, eligible candidates will be provisionally called for personal interview tentatively in the ratio of 01:05 i.e. 05 eligible candidates for 01 post. Interview call letters in respect of such eligible & provisionally shortlisted candidates will be uploaded on NFL website and such candidates will also be intimated for the same through SMS on their mobile number & through email on their e-mail address as mentioned in their online application form. However, NFL 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. 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. Candidates not meeting the eligibility criteria or not in possession of complete requisite documents 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.
- iii. The candidates called for personal interview for 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.

4. FINAL SELECTION:

- i. Separate merit list will be drawn for UR/SC/ST/OBC/PwD 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 online test as well as personal interview. The following weightages shall be assigned to the parameters as under:

| S. No. | Parameter | Weightage of marks obtained in each parameter |
|--------------|--------------------|---|
| 1 | Online Test | 80% (rounded off to 02 decimal places) |
| 2 | Personal Interview | 20% (rounded off to 02 decimal places) |
| Total | | 100% |

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- ii. Candidates are required to qualify in the Online Test and thereafter again in the Personal Interview separately.
- iii. In case, total marks of two or more candidates after personal interview are same, the date of birth of such candidates will be considered for preparing merit list i.e. candidate born earlier will be considered as senior amongst such candidates in the merit list.

E. PAY/ PERKS, SERVICE AGREEMENT BOND & PLACEMENT

1. PAY & PERKS

NFL offers one of the best pay packages in the Fertilizer industry. Pay scales are under revision in terms of Government of India guidelines. The selected candidates, who shall undergo minimum one year training at our various Units/Offices, will be placed in the pay scale of ₹16400 – 3% - ₹40500 at the Basic Pay of ₹16400 during one year training period. On successful completion of training period and on clearance of minimum standards, such candidates will be considered for regularization as Officers in the pay scale of ₹16400 – 3% - ₹40500 at a basic pay of ₹16,900/-. 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, 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 during training / after regularization.

2. SERVICE AGREEMENT BOND

Selected UR/OBC(NCL) candidates will be required to execute a service agreement bond of ₹80,000 (Rupees Eighty Thousand) and ₹20,000 (Rupees Twenty Thousand only) for candidates belonging to SC/ST/PwD categories to serve the company for at least 3 years after successful completion of the training.

3. PLACEMENT

The candidate should have sound health. Before joining, candidates will have to undergo medical examination. 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. Selected candidates during training / after regularization 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.

F. 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>.

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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. Age Relaxation in age limit by 05 (five) years for ExSM and Commissioned Officers (including ECO's/ SSCO's) will be subject to rendering of minimum 05 years military service and fulfillment of other conditions as per Government of India guidelines.
8. 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.
9. Prescribed reservations for PwD and/or ExSM/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 PwD category shall be considered only against the identified positions.
10. SC/ST/PwD/ExSM/Departmental candidates are exempted from payment of application fee at the time of online registration.
11. SC/ST/Departmental candidates with at least 50% marks in qualifying examination are eligible to apply.
12. 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.
13. "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.
14. 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.
15. For Departmental candidates, upper age limit will be 40 yrs for UR, 45 yrs for SC/ST and 43 yrs for OBC candidates

G. HOW TO APPLY

1. Before applying the candidates should ensure that they fulfill all the eligibility norms. Their registration will be provisional as their eligibility will be verified only in case they are shortlisted for selection. Mere issuance of Admit Card shall not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.

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2. Eligible and interested candidates would be required to apply online only through “Careers” page on NFL’s website: www.nationalfertilizers.com.
3. Before registering their application on the website, the candidates should possess the following:
 - i. Valid e-mail ID, which should remain valid for at least one year;
 - ii. Candidates should have latest passport size photograph in white background of size 140 X 160 kb (jpg or jpeg file only upto 50 Kb) as well as clear photograph of signatures in white background of size 90 X 120 Kb (jpg or jpeg file only upto 50 kb) for uploading with the application form.
 - iii. Supporting documents as detailed in the foregoing at Para. D.1.i. for uploading (jpg or jpeg or pdf file only upto 100 Kb each)
 - iv. Provision to pay examination fee of ₹735 (application fees plus bank charges) for “UR” and OBC candidates. Candidates can opt to pay through internet banking account or credit/debit card.
4. The registration process involves following steps:
www.nationalfertilizers.com → Careers → Recruitment for the post of Management Trainees in HR and Marketing → Apply Online → New Candidate Registration → Enter personal details → Unique login id & temporary password generated & mentioned on screen/sent electronically through SMS on the submitted mobile number → Re-login with unique login id & temporary password → Change your password & save → Re-login with unique login id & desired changed password → Fill in the various information correctly as asked for and upload the requisite documents → Click on ‘Submit’ button → Preview your application form → Check declaration & agree → Click on ‘Proceed on Payment’ button, if applicable → Complete the payment, if applicable → Print duly filled-in online application form for record.
5. The registration process has also been detailed on the opening page of ‘New Candidate Registration’ for perusal of the candidates.

H. GENERAL INSTRUCTIONS:

1. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications. One candidate can only apply for one post.
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 completed on full time regular basis with minimum 60% marks (50% of SC/ST) from a University/Institute recognized by UGC/AICTE. However, departmental candidates, who have acquired degree/diploma through correspondence/part time course from approved/recognized institutes with prior permission of the Management during their employment in NFL, will be eligible to apply. The term ‘departmental candidates’ means those candidates who are currently working with NFL as permanent employees and not wards of NFL employees.
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.

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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. Candidates having CGPA/OGPA or letter grade in a degree, however, will invariably have to produce a copy of these conversion norms/no norms with respect to his/her University/Institute at the time of Interview.
7. Candidates possessing PG Degree/Diploma not mentioning the area of specialization will have to produce certificate of specialization in the qualifying subject, as mentioned for each post in the foregoing, 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.
8. Only those candidates who have completed their 2 year PG Degree/Diploma and whose final year results have been declared as on 31.08.2017 are eligible to apply. It may be noted that candidates would be required to produce final year marksheet/degree completion certificate at the time of personal interview failing which they may not be allowed to attend the same. Accordingly, candidates, who are studying in final year (academic year 2017 – 2018), will not be entertained.
9. 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.
10. 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. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
11. Details once submitted in the online application form will be final and request for any change including change in correspondence address/email address/mobile number/ category/ post applied for/city for online test centre will not be entertained.
12. 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. 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.
13. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.
14. The names of candidates called for online test/personal interview will be displayed on www.nationalfertilizers.com under head "Careers". 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 online test/personal interview and NFL will not be responsible for any delay or non-delivery of such intimation.

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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.

15. 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.
16. 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.
17. 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.
18. 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.
19. Candidates should retain their copy of Pay in e-receipt and Registration Slip as they can be asked to produce it for future reference.
20. Candidates may visit the Frequently Asked Questions (FAQs) section at online application website for any queries.
21. Canvassing in any form shall be considered a disqualification for employment in the Company.

IMPORTANT

| Sl. | Details |
|-----|--|
| 1. | Cut-off date of reckoning eligibility shall remain 31.08.2017 |
| 2. | On-line registration of application commences from 1000 hours on 15.08.2017 and closes on 1700 hours on 06.09.2017, unless change in date is notified. |
| 3. | The link to the online registration of the application has been hosted on the website www.nationalfertilizers.com |
| 4. | The written test is likely to be held on 23.09.2017, unless change in date is notified. |
| 5. | For Clarification(s) Contact on Helpline No. 1800-180-8877 or email to nflrecruitment2017@gmail.com during 1000 hours – 1730 hours from 15.08..2017 to 06.09.2017. |
| 6. | Canvassing in any form is liable to render a candidate ineligible. |

Sd/-
Dy.GM (HR)
