



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.: 07/2017

Dated: 19.12.2017

REQUIREMENT OF EXPERIENCED HR PROFESSIONALS

National Fertilizers Limited (NFL) is a Mini-Ratna, premier profit-making 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 qualified, dynamic and result oriented experienced HR professionals with initiative for manning the following positions for its various Offices / Units / Joint Ventures:

POST CODE	POST & DISCIPLINE		PAY SCALE (pre-revised)	NUMBER OF VACANCIES	UR	RESERVATION				POSTS IDENTIFIED FOR PwBD CATEGORIES
						SC	ST	OBC (NCL)	PwBD	
%				@					@@	\$
01	DY. GEN. MGR.	HR	₹43200 - 66000	02 (TWO)	02	-	-	-	-	OH: OA, OL, BL, OAL VH: B, LV HH:
02	CHIEF MGR.	HR	₹36600 - 62000							
03	SR. MANAGER	HR	₹32900 - 58000	03 (THREE)	02	-	-	01	-	

Abbreviations:

'Dy. Gen. Mgr. – Deputy General Manager; 'Chief Mgr.' – Chief Manager; 'Sr. Manager' - Senior Manager; 'HR' – Human Resources; 'UR' - Unreserved; 'SC' - Scheduled Caste; 'ST' - Scheduled Tribe; 'OBC (NCL)' - Other Backward Classes (Non-Creamy Layer); 'ExSM' - Ex Serviceman; 'PwBD' - Persons with Benchmark Disabilities; 'OH' - Orthopedically Impaired; 'OA' - One Arm affected; 'OL' - One Leg affected; 'BL' Both Legs affected; 'OAL' - One Arm & Leg affected; 'HH' - Hearing Impaired; 'VH' - Visually Impaired; 'B' - Blind; 'LV' - Low Vision affected;

% For Post Code No. 01 & 02:

There are two vacancies and recruitment would be made either for the two posts of Dy. Gen. Manager or two posts of Chief Manager or one each for the post of Dy. General Manager & Chief Manager. Candidates found most suitable for either of the two positions shall be offered appointment. Also, candidates applying for Post Code No. 01 - Dy. Gen. Manager (HR) should invariably mention in their application as to whether they are willing to be considered for the post of Chief Manager (HR) – Post Code No. 02, subject to meeting eligibility criteria.

@ The number of vacancies are tentative and may increase or decrease at the 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. 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. 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/PwBD/ExSM category candidates are encouraged to apply.

@@ PwBD reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC vacancies. Refer to Clause No. D.7 of this advertisement.

\$ The PwBD 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. D.8 of this advertisement in this regard also.

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

Sl. No.	Post Code	Post Name	Maximum Age (in years)	Minimum Educational Qualification ***	Post Qualification Inline Work - Experience
1	01	Deputy General Manager (HR)	52	ESSENTIAL MBA/ Integrated MBA/ Post Graduate Degree or Diploma of minimum 02 years duration in HRM/Personnel Management & Industrial Relations from a recognized University / Institute. DESIRABLE Degree in Law (LLB)	Minimum 18 years post qualification experience as on 31.12.2017 in any Government/ Public Sector/ Autonomous Body/ MNC / Private Organization out of which 02 years shall be in the Pay Scale of ₹36600-62000 (IDA) or ₹37400-67000 with Grade Pay of ₹8700 (CDA). PSU or Govt. candidates presently working in the pay scale of ₹43200-66000 (IDA) or ₹37400-67000 with Grade Pay of ₹8900 (CDA) with 18 years' post qualification executive experience may also apply. Candidates currently working in MNC / Private Organizations should have minimum two years experience at a CTC of minimum ₹11.80 lakh per annum.
2	02	Chief Manager (HR)	52		Minimum 15 years post qualification experience as on 31.12.2017 in any Government/ Public Sector/ Autonomous Body/ MNC / Private Organization out of which 02 years shall be in the Pay Scale of ₹32900-58000 (IDA) or ₹15600-39100 with Grade Pay of ₹7600 (CDA). PSU or Govt. candidates presently working in the pay scale of ₹36600-62000 (IDA) or equivalent with 15 years' post qualification executive experience may also apply. Candidates currently working in MNC / Private Organizations should have minimum two years experience at a CTC of minimum ₹10.60 lakh per annum.
3	03	Senior Manager (HR)	47		Minimum 11 years post qualification experience as on 31.12.2017 in any Government/ Public Sector/ Autonomous Body/ MNC / Private Organization out of which 02 years shall be in the Pay Scale of ₹29100-54500 (IDA) or ₹15600-39100 with Grade Pay of ₹6600 (CDA). PSU or Govt. candidates presently working in the pay scale of ₹32900-58000 (IDA) or equivalent with 11 years' post qualification executive experience may also apply. Candidates currently working in MNC / Private Organizations should have minimum two years experience at a CTC of minimum ₹9.40 lakh per annum.

*** Specifications of minimum educational qualifications be read with Clause No. H.4 mentioned subsequently in this advertisement.

B. DATE OF RECKONING ELIGIBILITY CRITERIA.

The cut-off date for determining eligibility criteria in respect of minimum educational qualification, post qualification inline experience and age shall be **31.12.2017** and will remain unchanged irrespective of any reason whatsoever.

C. APPLICATION FEES.

Non - refundable application fee of ₹1,000/- (Rupees One Thousand Only) is payable vide Demand Draft in favour of National Fertilizers Limited payable at New Delhi. The application fee is not applicable for SC/ST/ExSM/PwBD/Departmental candidates. Candidates who are applying for Post Code 01 and also willing to be considered for Post Code 02 are required to enclose only one demand draft of ₹1,000/-. Applicant should invariably mention his name, correspondence address, post code number, name of the post applied for and unique application number on the reverse of the demand draft.

D. RESERVATION/CONCESSIONS/RELAXATIONS.

1. Reservation of Posts for SC/ST/OBC(NCL)/PwBD categories candidates and relaxation thereof categories will be in terms of number indicated against each category in the foregoing.
2. Category {SC/ST/OBC/PwBD} once submitted will not be changed and no benefit of other category will be admissible later on. Blank proforma of certificates for SC/ST/OBC/PwBD are available under the head "Careers" on www.nationalfertilizers.com for convenience of the candidates
3. SC/ST/OBC candidates can be considered under general standards of merit against the unreserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.

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4. For claiming relaxation, the reserved category candidates should submit copy of Caste Certificate, in the Proforma prescribed by Govt. of India, issued by the Competent Authority, alongwith application form. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should submit a self- certified translated copy of the same either in English or Rajbhasha (Hindi).
5. Only those communities that are mentioned in the common list of OBC notified by Government of India shall be treated as OBC for the purpose of reservation for employment under Central Government. Relevant list can be viewed at <http://www.ncbc.nic.in>.
Accordingly, for claiming the benefit of OBC (NCL) category applicable for purpose of reservation in appointment to posts under Govt. of India/Central Government /Public Sector Undertaking, the candidate should submit& shall subsequently produce his latest caste certificate in the proforma prescribed by Government of India, as contained in DoPT Memo No.36036/2/2013-Estt/(Res.) dated 30.05.2014 from a Competent Authority issued in the year 2017. Further the OBC (NCL) candidates will have to give a self-declaration, at the time of documents verification indicating that they belong to OBC (NCL).
6. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply for the positions provided they meet the age criteria applicable to "UR" candidates and indicate their category as "UR".
7. Prescribed reservations for PwBD 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 PwBD category shall be considered only against the identified positions.
8. 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.

The candidates are required to submit a Disability Certificate issued by Competent Authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Amended Rules, 2009, failing which their candidature as PwBD candidates will not be considered.

Thus, 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 candidate who wants to avail of benefit of reservation will have to submit a Disability Certificate in the Proforma prescribed by Government of India, issued by the Competent Authority, alongwith application form, 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)

9. SC/ST/PwBD/ExSM/Departmental candidates are exempted from payment of application fee.
10. Relaxation to ExSM will be allowed as per Government of India guidelines.
11. Relaxation in upper age limit will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC(NCL) candidates considered against reserved positions. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.

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12. "UR" PwBD candidates will be allowed age-relaxation upto 10 years, upto 15 years for "SC/ST" PwBD and upto 13 years for "OBC (NCL)" PwBD candidates, if considered against reserved positions.
13. Upper age limit 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.
14. The maximum age limit of the applicant, after giving relaxations as under Clause No. D.10 to D.13 (standalone or in combination thereof), should not exceed 56 years on 31.12.2017.

E. PAY & PERKS

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

F. SELECTION PROCESS

1. Candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview. Candidates are required to qualify in the Personal Interview separately with minimum 50% marks in interview. Further selection shall be made according to merit drawn on the basis of performance of shortlisted candidates in the interview process. However, in case large number of applications is received for a post, NFL reserves a right to conduct a written or online test before short listing candidates for interview. No TA/DA will be paid for appearing in the written or online test.
2. 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
3. The candidates called for personal interview shall be reimbursed of single return air fare (economy class)/ first class AC rail fare/ road mileage at prescribed rates for the journey by road/ by one's own conveyance from the correspondence address indicated by the candidates in their application to the place of interview by the shortest route on production of necessary receipts.
4. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital and their appointment will also be subject to verification of character & antecedents and Caste certificate from the concerned District Authorities.
5. Selected candidates can be posted in any of the Units/Offices/Joint Ventures of the NFL at the discretion of its Management at any point of time.

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. 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.
2. Candidates fulfilling the prescribed eligibility criteria should apply online through NFL website: "www.nationalfertilizers.com". No other means/mode of application shall be accepted.

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

- a. Valid e-mail ID, which should remain valid for at least one year;
 - b. Candidates should have latest passport size photograph in white background of size 200 X 230 pixel (jpg or jpeg file only upto 50KB), clear photograph of signatures in white background of size 150 X 60 pixel (jpg or jpeg file only upto 20KB) for uploading in the application form
3. The relevant link for submission of online application will be available from 1000 hours on 19.12.2017 under the head “Careers → Recruitment of Experienced HR Professionals - 2017 → Apply Online” and submission of application will be allowed on the website upto 1730 hours on **19.01.2018**, unless changed as per the decision of NFL.
4. Candidates are required to provide online details regarding age, date of birth, qualification, division and percentage of marks obtained, year of passing and respective School/College/University, work experience including positions held, name of employers with address, nature of duties, period of service, scale of pay, salary/CTC (Cost to Company)/ salary drawn, application fees (if applicable) and other requisite information/declaration.
5. The candidates should ensure that the details entered in online application are correct. On submission of duly filled-in application online, candidate is required to download the Application Form generated by the system with unique registration number and send a hard copy of the same alongwith self-attested copies of the documents / certificates, as detailed at Sl. No. G.6 below so as to reach NFL by due date (Refer. Clause G.8) failing which, application is liable to be rejected and no queries shall be entertained in this regard.
6. Self-attested copy of following documents is required to be enclosed alongwith application proforma:

1.	For Date of Birth	10 th /Matric Certificate
2.	For Educational Qualification	Mark sheets and Degree Certificates (Matric onwards upto highest level for all semesters/years). In case of CGPA/OGPA, conversion formula for percentage conversion to be invariably enclosed).
3.	For Pay Scale (for PSU/Govt.) or CTC** (for Private Sector)	Employer's Certificate or FORM-16 for the requisite period or Appointment letter alongwith promotion/increment letter indicating CTC for requisite period and latest pay slip of November and/or December, 2017.
4.	Experience Certificate with date of joining and relieving.	Certificate issued by Employer(s), if any, for past or present employment
5.	Present Employment Proof	Offer of appointment with latest pay slip
6.	For Caste Certificate	Caste Certificate in the prescribed format
7.	For Differently abled/PwBD candidates	Medical Certificate in the prescribed format
8.	No Objection Certificate (NOC) / Permission letter/Application through proper channel	From present employer in case of candidates working in Govt./PSU/Autonomous Bodies.
9.	Application fees	Demand Draft of ₹1000, if applicable
10.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with certified photograph
** Alternatively Appointment Letter supported by promotion/increment letter clearly indicating CTC/Pay Scale for duration of a period.		

7. The copy of online submitted application form alongwith self-attested copies of the documents / certificates, as mentioned at Sl. No. G.6 above, regarding age, educational qualification, post qualification inline work-experience (including position held, name of the employers with complete address, nature of duties, period of service, scale of pay, salary drawn) copy of SC/ST/OBC/PwBD certificate issued in the prescribed proforma (if applicable), CTC proof for requisite duration of period (FORM - 16), declaration to be considered for lower post (only for

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post code No. 01) and demand draft (if applicable), of ₹1,000 in favour of National Fertilizers Limited payable at New Delhi should reach in a sealed envelope cover super-scribed with "Application for the post of _____, Post Code No. _____" at the following address

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

8. The last date of receipt of complete applications is **31.01.2018**, unless extended and notified on NFL's website. However, closing date for receipt of applications of candidates residing in far-flung area i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District & Pangi Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman & Nicobar Islands & Lakshadweep is **06.02.2018**. Candidates applying from far-flung area should superscribe on envelope "FAR-FLUNG AREA".
9. Hard copy of online application which would be incomplete **OR** not in prescribed proforma **OR** not supported by self-attested copies of relevant documents **OR** not fulfilling the eligibility criteria **OR** application received at any other address of NFL other than that as mentioned in the foregoing **OR** application received after due date shall be summarily '**Rejected**'.
10. Candidates should note that scrutiny and shortlisting of applications would be done on the basis of documents enclosed with the prescribed application form. No interim correspondence by the candidates regarding availability/non - availability of documents would be entertained. Accordingly, candidates are advised to enclose all relevant documents alongwith the hardcopy of online application form.

H. GENERAL INSTRUCTIONS:

1. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications.
2. While applying the candidates should mention their full name as it appears on the matriculation school certificate. Certificate issued by a Board of Secondary Education for passing Matriculation shall be the only acceptable document in support of proof of age.
3. The prescribed minimum educational qualifications should be from a University/Institute recognized by UGC/AICTE.
4. **No claim of possession of a qualification equivalent to a prescribed qualification would be entertained and decision of NFL in this regard would be final and binding.**
5. 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.
6. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall either forward their application through Proper Channel or shall produce No Objection Certificate (NOC) from their present employer the time of interview failing which they will not be allowed to appear in the interview.
7. The term departmental candidates means those candidates who are currently working with NFL as permanent employees and not wards of NFL employees.
8. The minimum educational qualification and inline experience are the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
9. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.

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10. 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.
11. 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.
12. 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.
13. Only short listed candidates who are found eligible based on the application submitted will be called for participating in the Selection Process. In case the applicant does not receive any communication within 90 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for the Selection Process. Accordingly, candidates are advised to regularly visit "Careers" head on our website - www.nationalfertilizers.com for the updated information on the selection process. Only shortlisted candidates will be intimated through post or e-mail for the proposed written or online test/personal interview. However, NFL will not be responsible for any delay or non-delivery of intimation sent through post or e-mail, as the case may be.
14. 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.
15. Canvassing in any form shall be considered a disqualification for employment in the Company.

Sl.	IMPORTANT DETAILS
1.	Cut-off date of reckoning eligibility shall remain 31.12.2017.
2.	The link to the online registration of the application has been hosted on the website www.nationalfertilizers.com
3.	On-line registration of application commences from 19.12.2017 and closes on 1730 hours on 19.01.2018, unless change in date is notified.
4.	Last date of receipt of copy of online submitted application form alongwith requisite self-attested copies of the documents / certificates, application fees at Noida office is 31.01.2018 / 06.02.2018 (for far-flung areas as mentioned in advertisement), unless extended and notified on NFL's website.
5.	Canvassing in any form is liable to render a candidate ineligible.

Dy.GM (HR)