



Rashtriya Chemicals and Fertilizers Limited
(A Government of India Undertaking)
Administrative Building, Chembur,
Mumbai 400 074

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.7500 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.

The Company invites applications for the post of:

Officer (Finance) (E1 Grade – Rs. 16400-40500/-) (Under Revision) - 14 vacancies

Minimum Eligibility Criteria:

Qualification:

Chartered Accountant/Cost and Management Accountant
Or

B. Com regular and full time plus MBA/MMS or other equivalent post graduate (regular and full time) degree in Financial Management from recognized Universities.

Minimum Percentage:

No percentage criteria for CA/CMA. 60% (aggregate) in final year of B.Com and 60% (aggregate) in final year of MBA/MMS or other equivalent Post Graduate degree in Financial Management. For SC/ST category candidates, the prescribed percentages are relaxed by 5%.

Experience:

Minimum Two years experience after the above mentioned qualification (excluding training /internship/articleship) in dealing with Accounting and financial matters including budgeting/taxation. The period of training/Internship/Articleship will not be counted in the requisite experience period. Knowledge of computer is essential.

Reservation for PWD :

Out of the above 14 posts, 3 posts are reserved for Persons with Disabilities (PWD) including 1 for Hearing Handicapped and 2 for Orthopedically Handicapped (only one lower limb affected).

Reservation for SC/ST/OBC:

Out of the 14 posts, 2 are reserved for SC, 1 is reserved for ST and 3 are reserved for OBC.

Upper Age Limit as on 01.09.2017:

General – Maximum 35 years,
For SC Category – Maximum 40 years.
For OBC Category – Maximum 38 years
For PWD Category (General) – Maximum 45 years
For PWD Category (SC) – Maximum 50 years
For PWD Category (OBC) – Maximum 48 years

The postings of the selected candidates may be at any of the Units / Area offices of the company as decided by the Management.

Salary and Other Benefits:

For E1 scale (Rs.16400-40500), the minimum Total Monthly Gross emoluments would include Basic Pay plus DA, plus House Rent Allowance and other allowances which works out to Rs. 48000/- approximately.

Accommodation in the Company's township will be provided in Thal Unit and is subject to availability in Trombay Unit. Besides, the employee is entitled to 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.

Selection:

Shortlisted Candidates will be called for Online Test. The mode of selection for the above posts will be online test and personal interview. Final merit list shall be prepared on the basis of weightage of 80:20 for online test and Interview. The Company reserves the right to call only those candidates who according to its decision, rank high in terms of eligibility criteria from the applications received. Merely meeting the minimum eligibility criteria will not make any candidate automatically entitled for being called for online test. No correspondence will be entertained in this regard.

How to Apply:

1. Candidates have to log on to website www.rcfltd.com and go to recruitment section for submitting the online application.
2. The below mentioned information should be readily available while filling up the online application form.

Since the online application form requires details of payment of processing fee (only for General and OBC applicants), caste/disability Certificate (in case of SC/ST/OBC/PWD applicants) and the percentage of marks obtained in the qualifying examination, the candidates must have the relevant documents/

details readily available with them at the time of filling the online application form. Following are the specifications for uploading the documents –

Photo - Image should be of size 165 x 125 pixels in jpg/jpeg format and should not exceed 50 KB and not less than 20KB.

Sign - Image should be of size 80 x 125 pixels in jpg/jpeg format and should not exceed 20 KB and not less than 10KB.

Documents - The minimum size for document upload is 100kb (pdf / jpg format) and maximum size is 200kb (pdf / jpg format).

3. On submitting the application, online, if the same is accepted, the system will generate a Unique Application Number which will get printed on the Application Form.

It may be noted that mere acceptance of the Online Form by the system does not mean that the candidature is accepted. This is subject to the candidate meeting the eligibility criteria exhaustively.

On filling up the Online Application Form, the candidate should check the details that he/she has filled in and if any corrections are required, the same should be done. He/she has then to confirm the details by pressing the “Submit Form” button after which no changes will be possible in the details provided. Then he/she is required to take a print of the application form. The candidates can also take the print out of application form later by submitting the application number in the link on the website under recruitment section. The candidates are required to note the application no. for future reference.

4. Candidates should retain a photocopy of their Application Form for future reference.
5. **For any queries related to the online form, please email us on techqueries.rcflfinance@gmail.com & call us on 9840654929/ 7358795669/ 7550004136/ 7550004137.**

6. **How to submit Application Fee: (only for General and OBC candidates)**

There is no application processing fee for SC / ST / PWD. General & OBC candidates are required to pay a non-refundable application processing fee of Rs. 700/-

The Application Fee is NOT REFUNDABLE in any case.

7. Candidates will have to submit the acknowledgement/ receipt of online payment at the time of online test.

Please read all the Instructions carefully before filling up the Form.

GENERAL INSTRUCTIONS

1. Mere conformity to the eligibility criteria will not entail a candidate to be called for online test. Management reserves the right to reject the application or raise the standard of specifications so as to restrict the number of candidates to be called for the online test.
2. The candidates should specify an active e-mail id and phone number which will be valid throughout the recruitment / selection process.
3. The eligible candidates will be intimated about the date, time and venue of online test/interview through post and or e-mail (on the e-mail id provided by them) in the application form.
4. For appearing for the online test, SC/ST and PWD candidates and for appearing for personal interviews, all the candidates will be reimbursed to and fro II sleeper class/bus (Government transport) fare by the shortest route on production of the ticket.
5. The reimbursement will only be done on the basis of correspondence address mentioned by the candidate in the Application Form.
6. Candidates have to make their own arrangement for lodging and boarding while appearing for interview/online test.
7. Candidates presently employed in Govt. Dept. / PSUs / Semi Govt. Departments will be required to submit NOC at the time of interview.
8. Candidates belonging to OBC but coming in 'creamy layer' will not be entitled to reservation benefits and should apply as General category. No relaxation in age is applicable for this category.

Candidates belonging to OBC (Non creamy layer), submitting certificates in the prescribed format and which are issued after 1st April, 2017 (as given in Annexure A) will only be considered in the OBC category. If the certificate is not produced or not produced in the prescribed format, the candidates will be considered in General category, without any age relaxation.

9. Candidates applying under SC/ST category but not submitting the application along with caste certificate in the prescribed format (as given in Annexure-B) will not be considered in SC/ST category.

The candidates have to strictly follow the instructions as regards the Caste Certificate.

10. Application of PWD candidates not submitted along with certificates in the prescribed format (as given in Annexure C) will not be considered.
11. The Online Application system will close at 5 pm on 13.10.2017.
12. Application Form of SC/ST/PWD candidates without a copy of the prescribed certificate from competent Authority will be rejected. Application of OBC candidates without prescribed certificate will be subject to clause 8 above.
13. No communication (written/telephonic) will be entertained after the closing date

of the submission of the Application Form, as regards the date of online test etc.
The candidate should await the intimation from the Company.

14. Canvassing in any form will be disqualification.

15. RCF Ltd. reserves the right to cancel / restrict / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reasons thereof.

16. The Court of jurisdiction for any dispute will be at Mumbai.

Encl.: - Annexure A, B and C.
