



NATIONAL FERTILIZERS LIMITED
(A Government of India Undertaking)
A - 11, Sector - 24, Noida,
District Gautam Budh Nagar, Uttar Pradesh - 201301.
Phone no: 0120-2412294, 2412445 Fax 0120-2412397

Ref No.: REC/E/2017/2

Dated: 16.05.2017

NFL, a Mini-Ratna and premier Fertilizer Central Public Sector Undertaking engaged in manufacturing and marketing of fertilizers and other agricultural inputs is looking for dynamic & result oriented candidates for manning the following position for its various offices / Units across the country.

Name & No. of Post	Pay Scale	Qualification	Post Qualification Experience
Accounts Officers 15 (08- UR, 04-OBC, 02-SC 01-ST) *	Rs. 16400-40500 (E-1)	Chartered Accountant / Cost & Management Accountant. OR Full time / Regular MBA with specialization in Financial Management with 1st class or 60% marks from a recognized University / Institute	Minimum 01 (one) year post qualification experience in dealing with Accounting and financial matters, budgeting / taxation

Selected candidates will be placed at the minimum Basic Pay in pay scale of Rs.16400-40500/-. Besides Basic Pay, candidates will also be paid Dearness Allowance, House Rent Allowance / Company Accommodation and will also be entitled for other perquisites & allowances /benefits such as leave, medical treatment, Provident Fund, Gratuity, Pension etc. as per company rules in force from time to time.

- * The post of Accounts Officer has been identified suitable for following Divyang / Persons with Disabilities (PWD) categories & sub - category:

Hearing Impaired (HH)

Orthopedically Impaired (OH) - OA (One Arm), OL (One Leg), BL (Both Legs), OAL (One Arm and One Leg) and BLOA (Both Legs and One Arm).

Out of advertised 15 posts, 01 post each is reserved for HH and OH - OA (One Arm), OL (One Leg), BL (Both Legs), OAL (One Arm and One Leg) and BLOA (Both Legs and One Arm) Divyang/PWD candidates. The Divyang/PWD candidates applying for the post of Accounts Officer shall be eligible for the benefit of reservation/concessions, if they are suffering from not less than 40% of the relevant disability.

The reservation for Ex- Servicemen category shall be as per Government rules.

REGISTRATION FEE

Candidates are required to deposit registration fee of Rs. 700/- while applying online for the above post.

CUT OFF DATE FOR AGE LIMIT, EDUCATIONAL QUALIFICATION AND EXPERIENCE:

Upper Age limit is 30 years as on 31.05.2017 and for departmental candidates it is 45 years as on 31.05.2017. Relaxation in Upper Age limit to eligible categories will be provided as per Govt. Rules. Candidates should have completed their requisite qualification as on 31.05.2017. Minimum post qualification one year work experience should be as on 31.05.2017. Candidates are required to upload the scanned copy of following documents, without which their application will not be accepted:

Contd...2/-

1. Matriculation Certificate for Age proof;
2. Final Marksheet / Degree of CA/ICWA/MBA (Finance) as a proof of meeting educational qualification;
3. Caste Certificate, if applicable;
4. Divyang/PWD certificate if applicable;
5. Identity Proof & Address Proof

SELECTION CRITERIA:

Eligible candidates will be required to appear in an Online Test, information for which will be provided in the Admit card. Based on the performance of the candidates in the online test they will be called for interview. Selection of candidates shall be made on the basis of merit list drawn on the basis of performance of the candidate in the Interview. Separate merit list will be drawn for UR/SC/ST/OBC candidates with reference to the number of available vacancies for each category.

ONLINE TEST:

Eligible candidates will be required to appear for ONLINE objective type test at any one of the centre at **Bhopal, Chandigarh, Delhi NCR, Lucknow, Hyderabad or Patna**. 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.

The online test will have two parts, Discipline related and Aptitude related. Medium of Test will be in Hindi and English. Duration of test will be 2 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 CA/ICWA/MBA(Finance) and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge / Awareness.

PERSONAL INTERVIEW:

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

FINAL SELECTION:

The final merit list shall be prepared based on the weightages assigned to various parameters as under:

S. No	Parameter	Marks
1	Online Test	80
2	Personal Interview	20
	Total	100

For selection, candidates, in addition to fulfilling the requisite qualification criteria, are required to qualify in the Online Test and thereafter again in the Personal Interview separately.

RESERVATIONS AND RELAXATIONS:

1. Reservation and relaxation for SC / ST / OBC in age will be provided as per Government guidelines. The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer) candidates. It is relaxed by 10 years for Divyang/PWD-General, 13 years for Divyang/PWD-OBC and 15 years for Divyang/PWD-SC/ST candidates. The upper age limit is relaxed for Ex Servicemen as per Government rules;
2. Upper age is relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.80 to 31.12.89;

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3. No registration fee will be charged from SC/ST/Divyang/PWD/Ex-Servicemen and Departmental Candidates;
4. Category {SC/ST/OBC/Divyang/PWD} once filled in the online application form will not be changed and no benefit of other category will be admissible later on. The reserved category candidates are required to upload caste certificate in the prescribed format of Government of India, issued by the competent authority, at the time of submitting their online application;
5. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General. The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a competent authority issued in the current year. Further, OBC (NCL) candidates will have to give a self-undertaking indicating that they belong to OBC (Non-creamy Layer) category also at the time of joining, in case selected;
6. As regards reservation for Persons with Disability and Ex-serviceman/Dependent of those killed/Disabled in action, the vacancies are to be filled by way of horizontal inter-locking Reservation System.

HOW TO APPLY:

Eligible and interested candidates would be required to apply online only through “Careers” page on NFL’s website: www.nationalfertilizers.com. No other means/mode of application will be accepted. 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 issue 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.

Before registering their applications 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 (jpg or jpeg file only upto 50 Kb) as well as photograph of signatures in digital format (jpg or jpeg file only upto 20 kb) for uploading with the application form.
- c) Supporting documents for age, qualification, caste, category, identity & address proof, as detailed in the foregoing for uploading (jpg or jpeg or pdf file only upto 100 Kb each)
- d) Provision to pay examination fee of Rs. 700/- for General and OBC Candidates. Candidates can opt to pay through internet banking account or credit/ debit card.

The registration process involves following three Steps:

Step 1: Filling up of Application - Go to NFL “Careers” page at www.nationalfertilizers.com

- Read the Advertisement carefully to be sure about your eligibility
- Click on the link “Apply”
- Fill up all the required fields
- Ensure the information provided is correct and then submit.

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Step 2: Making Payment

- Click on “Make payment” which will take you to Payment Gateway, which has been authorized to collect the application fee /processing charges on behalf of NFL.

Step 3: Final Registration & Printing of Provisional Registration Slip

- Once the payment is made, Candidates should retain a photocopy of their e-receipt and Registration Slip as they can be asked to produce them for reference, at any stage of selection process.
- After applying online, candidate is required to download the system generated Provisional Registration Slip with unique registration number and other essential details.
- Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/processing fee and to fill in the payment details carefully.
- Failed Transaction amount will be automatically refunded to same A/c from which payment was originally made, within 15 working days.
- **IMPORTANT:** All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate. All information regarding examination schedule/admit card etc. shall be provided through email and / or by uploading on NFL website.
- Responsibility of receiving, downloading and printing of admit card/any other information shall 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 or for delay/non receipt of information if a candidate fails to access his/her mail/website in time.
- Candidates are not required to send any document to NFL.
- The candidates will be allowed to appear in the Online Test only if they possess the valid Photo Admit Card which will be available for downloading from the NFL website.

GENERAL INSTRUCTIONS:

1. Candidates possessing the required degree from Govt. Universities / Institutes approved/recognized by UGC will only 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.
2. While applying the candidates should enter their full name as it appears on the matriculation/secondary school certificate.
3. Minimum percentage of marks in the essential qualification(s) as indicated above shall be aggregate of all semesters/years to be calculated taking average of all semesters/years, irrespective of the weightage given to any particular semester/year by the Institute/University.
4. Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the online 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.
5. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies are required to produce No Objection Certificate from their present employer to apply for the post of Account Officer in NFL, at the time of interview otherwise they will not be allowed to appear in the interview.

Contd...5/-

6. The SC/ST/OBC/Divyang/PWD certificate should be as per the latest format as applicable for employment under Central Government. If the certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi, as and when called for verification of documents.

For claiming relaxation, the reserved category candidates should keep with them a copy of the original Caste/Divyang/PWD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, which will be required to be submitted at the time of documents verification, if called for, prior to issuance of appointment letter. In addition, the OBC (NCL) candidates will be required to submit a valid caste certificate in the prescribed format applicable for purpose of reservation in appointment to posts under Govt. of India/Central Government /Public Sector Undertaking as contained in DOPT Memo No.36036/2/2013-Estt/(Res.) dated 30.05.2014 from a Competent Authority issued in the year of advertisement. Further the OBC (NCL) candidates will have to give a self-undertaking, at the time of documents verification, if called for, prior to issuance of appointment letter, indicating that they belong to OBC-Non Creamy Layer. Candidates belonging to OBC category but falling in creamy layer and thus not entitled to OBC reservations should indicate their category as "General" provided they meet the age criteria specified for general category candidates.

7. No TA will be paid to the candidates for appearing in the online test.
8. Candidates should retain their copy of Pay in e-receipt and Registration Slip as they can be asked to produce it for future reference.
9. The posts advertised are tentative. NFL reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arise, without assigning any further notice or assigning any reason thereto.
10. NFL may increase or decrease the number of vacancies so notified at its own discretion. In addition to the notified vacancies, a panel of candidates shall also be created on the basis of performance of candidate in the interview for filling up any unforeseen vacancies (due to cessation of service of selected candidates) arising in the next one year from the date of empanelment of candidates. 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 and cancel/restrict/enlarge/modify the recruitment/selection process without any further notice or assigning any reasons whatsoever.
11. Court of jurisdiction for any dispute will be at Delhi.
12. Candidates are advised to regularly visit NFL's website for updated information on the selection process. NFL reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our website www.nationalfertilizers.com under the head "Careers". No further press advertisement will be notified. Hence prospective applicants are advised to visit NFL website regularly for latest update with regard to this advertisement.
13. For more details, kindly refer career link of our website www.nationalfertilizers.com. Canvassing in any form shall be considered a disqualification for employment in the Company.

IMPORTANT DATES:

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| 1. Commencement of submission of Application on NFL website:- 17.05.2017 |
| 2. Last date of Acceptance of Application by NFL :- 07.06.2017 |