



NATIONAL FERTILIZERS LIMITED

(A Govt of India Undertaking)

Panipat Unit: Gohana Road, Haryana- 132 106

Ph-2652481/82/85, Extn. 1235, 1239

Employment Notification No. 01/2015/JEA

Dated: 20.07.2015

National Fertilizers Limited, a Mini Ratna Company, invites Indian Nationals to **apply online** through NFL's website www.nationalfertilizers.com for the post of **Jr. Engineering Asstt. Gr.II in Production, Mechanical, Electrical, Instrumentation Discipline** in the Pay Scale of ₹ 9000-3%-16400 plus Industrial DA and other allowances as per rules of the Company. In addition to Basic pay and Industrial DA, the posts carry the benefits of Employees Provident Fund, Gratuity, Contributory Superannuation Pension Scheme, Leave Encashment, Housing/HRA facilities, PRP Incentive, Medical facilities, Coverage under Group Personal Accident Insurance Scheme, LTE, LTC and other Perks / Allowances etc. as per rules of the Company. **No application through other mode shall be accepted.** The details of vacancies are as under:-

Sr. No.	Discipline	No. of Vacancies				Recruitment Specifications
		SC	OBC	UR	Total	
1.	Production	3	5	11	19	B.Sc. (with Physics, Chemistry & Mathematics) or Diploma in Chemical Engineering
2.	Mechanical	1	2	4	07*	Diploma in Mechanical Engineering
3.	Electrical	1	1	2	04*	Diploma in Electrical Engineering
4.	Instrumentation	1	3	5	09	Diploma in Instrumentation Engineering/ Electronics Engineering
	Total	6	11	22	39	

*Out of 11 posts of Mechanical and Electrical Discipline, two posts are reserved for PWD with visually impairment (low vision) and Hearing impairment. Reservation for Ex-Servicemen & others shall be as per Govt. of India Directives.

Please note that the Diploma in relevant field of engineering for the above posts must be "Regular 3 Years Diploma Course from University/Institute recognized by UGC/AICTE with not less than 50% marks (45% marks for SC/ST)."

AGE LIMIT:

Minimum 18, Maximum 30 years as on **01.07.2015** (Upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC, 10 years for PWD & as per Govt. of India Directives for Ex-Servicemen & others)

For claiming the benefit of SC /ST/ OBC/PWD category, the candidate will have to produce his/her original caste certificate/ certificate of disability from Competent Authority along with self attested copy of the same, in the Proforma prescribed by Govt. of India, at the time of interview.

Further, OBC candidates availing reservation will have to produce latest OBC Certificate in the Prescribed Proforma specifically mentioning therein that the candidate does not belong to the persons/sections (creamy layer) as mentioned in Column 3 of the Schedule to the Govt. of India, Deptt. of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 09.08.1993, at the time of interview.

DEGREE OF DISABILITY FOR RESERVATION:

Only such persons would be eligible for reservation to the posts who suffer from not less than 40% of relevant disability for which a Disability Certificate issued by the Competent Authority in the prescribed Format must be produced by the candidate at the time of interview.

Low vision means a person with impairment of visual functioning even after treatment or stand refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with

appropriate assistive device. **Hearing impairment** means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

As regards reservation for Disabled Persons/Physically Handicapped 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/ GUIDLINES FOR FILLING ONLINE APPLICATION:

1. Eligible candidate are required to apply online by visiting NFL's website www.nationalfertilizers.com. The link is <http://www.nationalfertilizers.com> → Career → Recruitment for the post of Jr. Engg. Asstt. Gr. II in Prod., Mech., Elect. & Inst. Discipline at Panipat Unit.
2. No application through other mode will be accepted. No documents are required to be submitted at the time of initial registration.
3. Before registration/ submission, the candidate should have an active email ID, scanned copy of their passport size colored photograph (in not more than 50 kb) & signature (in not more than 20 kb) in .jpg/ .jpeg/ .tif/ .png/ .gif format to be uploaded alongwith the details.
4. The registration shall be open from 11.00 hrs on 21.07.2015 to 17.00 hrs on 20.08.2015.
5. Candidates should fill all mandatory fields with asterisk (*) mark else their application will not be submitted.
6. After successful submission of the application, a unique registration number and password shall be generated by the system. The candidates are advised to retain the same for future reference, if any.
7. Once application has been submitted, no request for change of mailing address/ email ID/ category/ post applied for shall be entertained. Accordingly, candidates are advised to fill the requisite details with due care.
8. Candidate must also download/save a copy of the final application submitted for future reference, if any.

SELECTION PROCEDURE:

Depending upon the number of applications received, Management may at its discretion, conduct a written test to short-list eligible candidates. No TA/DA will be paid for appearing in the written test. The Candidates short-listed on the basis of performance in the written test will be called for interview for which reimbursement of to and fro single 2nd Class Rail/Bus fare from the nearest railway station of the mailing address to the place of interview by the shortest route will be allowed on production of necessary proof. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital and his/ her final selection shall be subject to verification of character & antecedents/ caste certificate from the concerned District Authorities. The selected candidates on joining can be posted in any Office/Unit/Division of NFL in India with initial posting at Panipat Unit.

GENERAL INSTRUCTIONS:

1. Candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this Press Advertisement before applying online.
2. Candidate can apply **online** for only one post.
3. Candidate can appear for written test/ interview either in Hindi or English, as per their choice.
4. The cut off date of determining eligibility with respect to age & educational qualification etc. shall be 01.07.2015 & there shall be no relaxation on this account.
5. Wherever CGPA/OGPA or other standards in diploma examination is awarded, candidates will have to fill equivalent percentage of marks. They are required to produce a document indicating equivalent percentage of marks as per norms adopted by the University/ Institute at the time of interview.
6. Candidates should have an active email ID, scanned copy of their passport size colored photograph (in not more than 50 kb) & signature (in not more than 20 kb) in .jpg/ .jpeg/ .tif/ .png/ .gif format only to be uploaded along-with other personal and educational details.
7. All important communication in this respect shall be sent to the registered email ID submitted by the candidate. NFL is not responsible for any delay in communication/ inactiveness of the email account submitted to us during registration. Candidates are, therefore, advised to visit career link of our website www.nationalfertilizers.com and their account regularly for updates.

8. While applying, the applicants must ensure that the particulars furnished by him/her are correct in all respect. Furnishing wrong/ false information will be a disqualification and on detection of the same at any stage of recruitment process or even after appointment, the candidature will stand cancelled and appointment will liable to be terminated forthwith without making any reference.
9. Candidates working in Govt. Depts. / Public Sector Undertakings are required to produce NOC at the time of interview.
10. The Management reserves the right to call for interview only those candidates who in its opinion are likely to be eligible and will not entertain any correspondence from candidates in respect of their applications. In case, no intimation is received by the Candidate within a period of 90 days from the last date of receipt of his/her application, it should be presumed that his/her application has not been considered.
11. Merely fulfilling the minimum eligibility doesn't confer right to candidates for being called for interview/ selection.
12. Canvassing in any form is liable to render the candidate ineligible for any of the above posts.
13. Candidates should strictly ensure timely submission of their applications well before the stipulated last date of submission as mentioned in the press advt, to avoid last minute rush. Last date of submission of online application is 20.08.2015 (till 17.00 hrs).
14. For any queries/ clarification regarding the recruitment process, contact at email: sktyagi@nfl.co.in or Phone # 0180- 2652481/82/85, Extn. 1235, 1239. Technical queries/ difficulties in submission of online application are to be addressed at Extn. No. 1577, 1223.

Chief Manager (HR)

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

CANDIDATES, IN THEIR OWN INTEREST, ARE ADVISED NOT TO WAIT TILL THE LAST DATE AND TIME TO SUBMIT THEIR APPLICATIONS. NFL PANIPAT SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS DUE TO THE LAST MINUTE RUSH.

Important Dates:	Date
Opening Date for On-Line Registration of Application	21 July 2015 (1100 Hours)
Last date for Closing of On-Line Registration	20 Aug 2015 (1700 Hours)

General Instructions for Candidates:

- i. Delete the cache memory before starting the registration process (Press Ctrl+h).
- ii. You may use alternate browser such as Google Chrome or Mozilla Firefox or Safari
- iii. This site best viewed on resolution 1024 x 768.
- iv. Before starting to fill up the on-line application, the candidate should keep at hand the following details/documents: -
 - a) His/her educational qualifications as per eligibility criteria (from 10th/ Matriculation onwards) with percentage of marks obtained (please calculate percentage from CGPA / OGPA in advance).
 - b) His/her personal details.
 - c) His/her scanned photo and scanned signature.
- v. Candidates should have a valid personal e-mail ID. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder). The candidates are requested to check regularly their e-mail for any communication from NFL Panipat. The candidate should not share e-mail ID or password with any other person.
- vi. Candidates should take utmost care to furnish the correct details while filling in the on-line application. Any mistake committed by the candidate shall be his/her sole responsibility.
- vii. The candidates should ensure the completion of Sign Up and Step-I of the registration process a by the stipulated date and time given in the Detailed Notification.
- viii. Application once submitted cannot be withdrawn neither shall it be held reserved for any other recruitment or selection process in future.

SIGN UP

- A. First, the candidate has to sign up with valid Email ID as user name. After sign up, system will generate one time password (OTP) and send to their registered Email ID.

STEP-I (FILLING UP PERSONAL DETAILS)

- a) Candidates are now ready to apply on-line by revisiting the NFL website.
- b) The candidates should now fill up all the desired information in the on-line form about himself/herself correctly and register. Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. The changes /Modifications (if any) can be carried out by the candidate in the preview of the application (Step-1). Once the application is submitted No change/edit will be allowed thereafter.
- c) On completion of Step-1, a message will be received in candidate's registered email ID conveying his registration number and password.
- d) On successful registration of on-line application Step-1, candidates are advised not to attempt for registration for the same post again since multiple registration numbers and passwords may create problem for candidates in future. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate.

INSTRUCTION REGARDING UPLOADING OF PHOTO AND SIGNATURE

- a. Instructions regarding scanning of Photograph, Signature: Candidates should upload the scanned (digital) image of their photograph and signature as per the process given below. They should note that only jpg, tif, png, and gif formats are acceptable:

i. Photograph Image:

- 1 Photograph must be a recent passport size taken after January 2015
- 2 Make sure that the picture is in colours, taken against a light-coloured, preferably white, background.
- 3 If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- 4 Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- 5 Dimensions 150w X 200h pixels (preferred).
- 6 Size of file should be between 20kb-50kb.

ii. Signature image:

- 1 The applicant has to sign on white paper with Black ink pen.
- 2 The signature must be signed only by the applicant and not by any other person.
- 3 Please scan the signature area only and not the entire page.
- 4 Dimensions 140w X 60h pixels (preferred).
- 5 Size of file should be between 10kb - 20kb.

PLEASE REFER ADVERTISEMENT AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY.