



## **Rashtriya Chemicals and Fertilizers Limited**

(A Government of India Undertaking)

Administrative Building, Chembur,  
Mumbai 400 074

**RCF Ltd.** is a leading profit making and progressive public sector undertaking in the business of manufacturing and marketing of Fertilizers and Industrial Chemicals. The Manufacturing units are in Maharashtra (at Thal - Dist. Raigad and at Trombay / Chembur, Mumbai) with National level Marketing network. Employee strength is about 4100 and sales turnover ( for the financial year 2011-2012) is about Rs. 6500 crores. Company provides excellent career growth.

The Company requires following positions:

**1. Senior Officer (Finance) (E2 Grade–Rs. 20600 – 46500/-) (3 Nos.)**

**Minimum Qualification:**

CA or ICWA

**Experience as on 01/03/2013:** Three years after acquiring minimum qualification required.

**Upper Age Limit as on 01/03/2013:** The Upper Age Limit is 29 years.

**Reservation for posts – 1 SC, 2 UR.**

**2. Dy. Manager (Finance) (E3 Grade – Rs.24900-50500/-) (9 Nos.):**

**Minimum Qualification:**

CA or ICWA

**Upper Age Limit as on 01/03/2013:** The Upper Age Limit is 32 years.

**Experience as on 01/03/2013:** Six years' experience after acquiring minimum prescribed qualification.

**Reservation for posts – 1 SC, 2 OBC, 6 UR.**

**For all the positions in Finance Discipline, the postings may be in any of the Marketing Area Offices of the company.**

**3. Senior Engineer (Chemical) – (E2 Grade - Rs. 20600-46500/- (17 Nos.) :**

**Minimum Qualification:** B.E/ B. Tech or equivalent (4 years Regular and Full Time course) in Chemical Engineering from Govt. recognized engineering college / university recognized by University Grants Commission (UGC) with minimum 55% marks (aggregate) in last two years / last four semester.

**Experience as on 01/03/2013:**

**For Eleven Posts:** Minimum Three years' specific experience of operation of Ammonia / Urea Plants preferably having capacity of 900/1000 MTPD respectively and more. The experience should be after acquiring minimum prescribed qualification.

**For Six Posts:** Minimum Three years' experience in fertilizer / chemical / refinery / petrochemical process plants preferably to run the critical process of complex fertilizer plants. The experience should be after acquiring minimum prescribed qualification.

**Upper Age Limit as on 01/03/2013:** 30 Years

Candidates with experience of six years or more in the relevant area can also apply. On selection they will be considered in E3 Grade i.e. Pay scale: Rs. 24900 – 50500/- Basic Pay plus DA and other allowances works out to Rs. 55,000/- approximately. The upper age limit for such candidates shall be 35 years as on 01/03/2013 and the minimum required qualification shall remain the same.

**Reservation** - 2 SC, 4 OBC, 11 UR.

Percentage relaxation for posts at Sr No. 3 will be as per Govt. Guidelines: -

**SC/ST-5 %**

Age relaxation for all above reserved posts as per Govt. Guidelines: -

**SC/ST-5 Years, OBC - 3 Years**

**Age relaxation for all above posts as per Govt. Guidelines: -**

- PWD (Persons with Disabilities)-10 Years
- Candidates domiciled in Jammu and Kashmir between 1.1.1980 and 31.12.1989- 5 years
- Ex-servicemen - 5 years
- Children / Family members of the victims of 1984 riots- 5 years.

**The reservation for PWD (Persons with Disabilities) is as per Govt. guidelines.**

**Other conditions for above posts:**

1. On selection, the Posting of the Candidate may be in any of the Units / offices of the Company.
2. The no. of posts are indicative and Management reserves the right to increase / decrease the same at its discretion.
3. Knowledge of Computer Application is desirable.

4. Wherever CGPA/OGPA or letter grade is awarded in a degree, the candidate will have to indicate the equivalent percentage of marks.
5. Preference will be given to candidates having computer skills and exposure to ERP systems for large enterprises preferably SAP.

Total Monthly Gross emoluments at the minimum of the E2 scale (Rs. 20600 – 46500/-), Basic Pay plus DA and other allowances works out to Rs. 45,500/- approximately.

Other benefits as per company rules which include Performance Related payment, Medical facilities, Gratuity, Contributory Provident Fund, Employees' Pension Scheme, Group Savings Linked Insurance Scheme, Accident Insurance etc., shall also be applicable.

HRA as per company's rules is payable if candidates do not opt for company accommodation or accommodation is not provided by the Company.

**Selection:** Shortlisted Candidates will be called for Personal 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 interview. No correspondence will be entertained in this regard.

**HOW TO APPLY:-**

1. Candidates have to log on to website [www.rcfltd.com](http://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 (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.

3. On submitting the application, on line, 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 view 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 email id, DOB and application number in the link of Online Application Form on the website under recruitment section. The candidates are required to note the application no. for future reference.

In case the candidate has any difficulty in filling the online application form he may communicate the same to us through our email id [mt2012@rcfltd.com](mailto:mt2012@rcfltd.com).

The candidate will have to enclose the original SBI Bank Challan in case of General and OBC candidates and attested photocopies of all the certificates in support of educational qualification and category with the application form and send the same at Chief General Manager (HR) C., Rashtriya Chemicals & Fertilizers Limited, 1st Floor, Room No. 108, Administrative Bldg, Chembur, Mumbai – 400074 latest by **20<sup>th</sup> April 2013**.

#### **How to submit Application Fee:**

While there is no application processing fee for SC / ST / PWD / Children & family members of the victims of 1984 riots: General & OBC candidates are required to pay a non-refundable application processing fee of Rs. 500.00 at the nearest branch of State Bank of India. Candidate has to approach the nearest SBI Branch with a print out of the “SBI Bank Challan”. The “SBI Bank Challan” is available in the recruitment section. The “SBI Bank Challan” is to be printed from the website [www.rcfltd.com](http://www.rcfltd.com) under recruitment section should only be used for depositing the fee for proper crediting of amount in the allocated account. On receipt of the money the bank will issue a unique journal number and a branch code of the bank collecting the money. This journal number must be written in the application form by the candidate. The journal number has to be kept confidential by the candidate to avoid any misuse. RCF Ltd. will not be responsible, in case a candidate deposits the fee in wrong account. There will not be any other mode of payment of registration amounts. The company copy of SBI Bank Challan must be attached alongwith the application form.

The Application Fees is NOT REFUNDABLE in any case.

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

#### **GENERAL INSTRUCTIONS**

1. The candidates should specify an active e-mail id and phone number which will be valid throughout the entire recruitment / selection process.
2. The eligible candidates will be intimated about the date, time and venue of Interview through post and or e-mail on the e-mail id provided by them in the application form.
3. Candidates belonging to OBC but coming in ‘creamy layer’ will not be entitled to reservation and should apply as General category. No relaxation in age is applicable for this category.

OBC (Non creamy layer) Candidates submitting certificates in the prescribed format and which are issued after 1<sup>st</sup> April, 2012 (as given in Annexure I) 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.

Applications of SC / ST candidates not submitted alongwith certificate in the prescribed format (as given in Annexure-II) will not be considered in SC / ST categories.

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

There will be no correspondence with the candidates in this regards.

4. Application of PWD candidates not submitted alongwith certificates in the prescribed format (as given in Annexure III) will not be considered.
5. For appearing for the Interview, all outstation candidates will be reimbursed to and fro III Tier AC Rail / Bus fare by the shortest route on production of the ticket. The reimbursement will only be done on the correspondence address mentioned by the candidate in the application form.
6. Candidates presently employed in Govt. Deptt. / PSUs / Semi Govt. Departments will be required to submit their applications through proper channel. However, Advance copy to RCF may be sent, if necessary.
7. The filled up Application Form along with enclosure(s) must reach at the given address latest by **20<sup>th</sup> April 2013**.
8. Application Form of SC/ST/PWD candidates/ Children/Family members of the victims of 1984 riots 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 3 above.
9. The post applied for is to be written at the top left-hand corner of the envelope, while sending the Application Form to RCF along with required documents.
10. No communication (written/telephonic) will be entertained after the closing date of the submission of the Application Form, as regards the date of Interview etc. the candidates should await the intimation from the Company.
11. The Court of jurisdiction for any dispute will be at Mumbai.

Encl: - Annexure I, II and III.