

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

**Special Recruitment Drive for filling up Backlog Vacancies
of Persons with Disabilities(PWDs)**

RCF Ltd is a leading profit making public sector undertaking engaged in the field of manufacturing and marketing various Fertilizers and Industrial Chemicals having manufacturing units at Thal, Dist. Raigad and Trombay, Mumbai. Also the company has Marketing offices all over India. The company has ongoing projects at Thal and Mumbai. Company has its own well-equipped hospitals at Trombay & Thal catering exclusively to the medical needs of its employees.

RCF needs **Management Trainees** in following disciplines as indicated below for its units at Thal (Dist. Raigad) and Trombay(Mumbai) :

Discipline	Position	Number	Category of PWD
Finance	Management Trainee	3	2 Visually Handicapped (VH)
Human Resource	Management Trainee	1	& 2 Hearing Handicapped(HH)

The number of posts are indicative and Management reserves the right to increase / decrease the same at its discretion.

QUALIFICATION:-

The Candidate must have secured Minimum 55% marks in last year of Graduation (basic qualification) and 55% in final year / last two semesters of professional qualification of MBA/MMS/MLS or equivalent with Finance or HR specialization for the post of Management Trainee(Finance) and Management Trainee (HR) respectively from institution affiliated to recognised Universities. The CA/ICWA qualified candidates can also apply for the post of Management Trainee(Finance).

For SC/ST Candidates , the minimum percentage required is relaxed by 5% in all disciplines.

Functional knowledge of computers is desirable.

Candidates who have appeared / are appearing for the final year examination may also apply. However, they will be called for Personal Interview, (if declared successful in the Written Test) only if their results are declared before the date of Personal Interview. If the result is not available on the date of interview, their candidature shall be cancelled.

The candidate should possess two years full time Post Graduate qualification at Masters Degree level.

Wherever CGPA/OGPA or Letter Grade in a Degree is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/Institute.

AGE AS ON 1.6.2009:-

Not exceeding 35 years.

Company's employees are eligible for relaxation in age by five years.

The age limit is relaxable by 5 years in case of SC/ST, 3 years in the case of OBC (Non Creamy Layer), 5 years for candidates domiciled in Jammu and Kashmir between 1.1.1980 to 31.12.1989, 5 years for Ex-servicemen, 5 years for Children/family members of the victims of 1984 riots.

Selection, Training and Placement:-

The selection methodology will comprise – Written Test – (consisting of General Aptitude and Academic knowledge) and Personal Interview for assessment of different facets of Knowledge, Skills, Attitude and Aptitude. Candidates will have to pass through each stage successfully before being adjudged as suitable for selection.

Candidates can exercise the option of appearing in the selection process in Hindi or English.

Selected candidates will be undergoing training for one year and will be offered a lump sum stipend of Rs.17,500/- per month. Free lodging and boarding facility will also be provided at Company's Hostel. Candidates not availing this facility shall be paid Rs.1000/- p.m. as Transportation allowance.

After successful completion of training they will be absorbed in the scale of pay of Rs.8600 – 250 – 14600 (pre revised) . Total monthly gross emoluments at the minimum of the Basic Pay inclusive of Dearness Pay, DA, HRA and other allowances works out to around Rs. 23,000/-. **The Pay scales are due for revision w.e.f. 1.1.2007.** Other benefits as per company rules which includes Medical Facilities, Gratuity, Contributory Provident Fund, Employees Pension Scheme, Group Savings Linked Scheme, Accident Insurance, Leave Encashment, House Building Loan Interest Subsidy, etc. shall also be applicable.

SERVICE BOND:-

Selected candidates will have to execute a bond of Rs.75,000 to complete the training and to serve the Company for a minimum period of three years after completion of training. The amount of Rs.75,000/- shall be recovered from the candidates as Deposit from their monthly stipend (Rs.7500/- each in the initial two months and Rs.6000/- for rest of the training period). Any trainee leaving in between, his recovered deposit amount will be forfeited in addition to other dues, if any. Candidates completing the 3 years service under the Bond will be refunded an amount of Rs.85,000/- on completion of the 3 years service.

How to Apply : Interested candidates can download the prescribed Application format attached. The duly completed application alongwith attested Xerox copies of all Educational certificates and Mark sheets starting from SSC, HSC, Graduation(all Years semester wise) , Post Graduation (all semesters), PWD certificate , Caste certificate if applicable, Proof of Age, Experience Certificate if

any should reach to the office of General Manager (HR) Corp. , Rashtriya Chemicals & Fertilizers Limited, 1st Floor, Room No 148, Administrative Bldg, Mahul Road, Chembur, Mumbai - 400074 on or before 4th July 2009.

As already stated, the Company Reserves the right to decide the eligibility criteria of the candidates and no correspondence will be entertained in this regard.

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

GENERAL INSTRUCTIONS

1. The candidates **must have an active e-mail id.**
2. The eligible candidates will be intimated about the date, time and venue of the written test through post and or e-mail on the e-mail id provided by them in the application form. RCF will not be responsible for any loss of email sent, due to invalid/ wrong email ID provided by the candidate.
3. Candidates belonging to OBC but coming in ‘**creamy layer**’ will not be entitled for relaxation in age.

OBC (**Non creamy layer**) Candidates submitting certificates in the prescribed format and which are issued after 1st January 2009 (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 not be considered as OBC category candidate.

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

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 candidates without PWD certificate in the prescribed format (as given in Annexure III)will not be considered.
5. For appearing for the Written Test and Interview, all candidates will be reimbursed to and fro II class Sleeper Rail / Bus fare by the shortest route on production of the ticket. The amount will be reimbursed subject to checking / verifying the original tickets and submission of attested Xerox copy of PWD Certificate. In case of return journey the candidate should submit Xerox copy of return ticket.
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 4th July 2009.
8. At the time of appearing for written test/ personal interview the candidates will have to produce the original certificates alongwith attested Xerox copies of all the certificates.
9. 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.
10. 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 all educational certificates , disability certificate and caste certificate if applicable.
11. 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.

It may be noted that furnishing of wrong / false information / incomplete documents will lead to disqualification and RCF will not be responsible for any of the consequences of furnishing such wrong /false information / incomplete documents by the candidate

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

Encl :- Annexure I, II & III

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENTS TO POSTS UNDER THE *GOVERNMENT OF INDIA AND CENTRAL GOVT. PUBLIC SECTOR UNDERTAKINGS

This is to certify that to Shri/Smt./Kumari _____ Son / daughter of _____ of village _____ District _____ /Division _____ in the _____ State _____ belongs to the _____ Community, which is recognized as a backward Class under: -

- (i.) Government of India, Ministry of Welfare Resolution No. 12011/68/93BCC (C), dated 10th September 1993 published in the Gazette of India Extraordinary Part - 1, Section 1. dated the 13th September 1993 and
- (ii.) Government of India, Ministry of Welfare Resolution No.12011/9/94-BCC, dated the 19th October 1994 published in the Gazette of India, Extraordinary, Part - 1, Section 1. No. 163 dated the 20th October 1994.
- (iii.) Government of India, Ministry of Welfare Resolution No.12011/7/95-BCC, dated the 24th May 1995, published in the Gazette of India, Extraordinary, Part - 1, Section 1. No. 88 dated the 25th May 1995.
- (iv.) Government of India, Ministry of Welfare Resolution No.12011/96/94-BCC, dated the 9th March 1996 published in the. Gazette of India, Extraordinary, Part - 1, Section 1. No.60 dated the 11th March 1996.
- (v.) Government of India, Ministry of Welfare Resolution No.12011/44/96-BCC, dated the 6th December 1996 published in the Gazette of India, Extraordinary, Part - 1, Section 1. No.210 dated the 11th December 1996.
- (vi) Resolution No.12011/13/97-BCC, dated the 3rd December 1997
- (vii) Resolution No.12011/99/94-BCC, dated the 11th December 1997
- (viii) Resolution No.12011/68/98-BCC, dated the 27th October 1999
- (ix) Resolution No.12011/88/98-BCC, dated the 6th December 1999
- (x) Resolution No.12011/36/99-BCC, dated the 4th April 2000
- (xi) Resolution No.12011/44/99-BCC, dated the 21st September 2000

Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District / Division _____ of the _____ State. This is also to certify that he / she does not belong to the persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93 - Estt. (SCT) dated 08-09-1993.

District Magistrate, Deputy Commissioner, etc.
Seal

Place
Date :

:

Strike out whichever is not applicable.

NB

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- a.) The term "Ordinarily " used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- b.) Where the certificates are issue by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificates issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS/HER CLAIM

This is to certify that Shri / Shrimati */ Kumari * _____ Son / daughter of * _____ of village / town _____ in District / Division* of the State / Union Territory * belongs to the _____ Caste / Tribe* which is recognized as a Scheduled Caste / Tribe under:

- The Constitution (Scheduled Castes) Order, 1950
- The Constitution (Scheduled Tribes) Order, 1950
- The Constitution (Scheduled Castes) (Union Territories) Order, 1951
- The Constitution (Scheduled Tribes) (Union Territories) Order, 1951 (as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order 1956, the Bombay Reorganisation Act, 1960. The Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the north-eastern Areas (Reorganisation) Act, 1971 and Scheduled Tribes Orders (Amendment) Act, 1976)
- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959
- The Constitution (Dadara and Nagar Havelli) Scheduled Castes Order, 1962
- The Constitution (Dadara and Nagar Havelli) Scheduled Tribes Order, 1962
- The Constitution (Pondicherry) Scheduled Castes Order, 1964
- The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- The Constitution (Nagaland) Scheduled Tribes Order, 1970
- The Constitution (Sikkim) Scheduled Castes Order, 1978
- The Constitution (Sikkim) Scheduled Tribes Order, 1978
- The Constitution (Scheduled Caste) Orders (Amendment) Act, 1990
- The Constitution (Scheduled Tribes) Order, Amendment Act, 1991
- The Constitution (Scheduled Tribes) Order, Second Amendment Act, 1991

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State / Union territory:

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri / Shrimati / Kumari _____ father/ mother * of Shri / Shrimati / Kumari _____ of village / town * _____ in District /Division* _____ of the State / Union Territory* _____ who belong to the _____ Caste/Tribe which is recognised as the Scheduled Caste/Scheduled Tribe in the State / Union Territory* _____ issued by the _____ (name of the prescribed authority) vide their no. _____ dated _____

3. Shri / Shrimati / Kumari _____ and / or* his / her * family ordinarily reside (s) in village / town* _____ of District / Division* _____ of the State / Union Territory* of _____

Signature _____
Designation _____
(with Seal of Office)

Place : _____ State /Union Territory
Date : _____

- Please delete the words which are not applicable.
- Please quote specific presidential order
- Delete the paragraph which is not applicable.
- **Note** : The term "Ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the Peoples Act. 1950.

LIST OF AUTHORITIES EMPOWERED TO ISSUE SCHEDULED CASTE /SCHEDULED TRIBE CERTIFICATES:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / 1st Class Stipendary Magistrate / City Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Stipendary Magistrate).
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub Divisional Officer of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer (Lakshdweep Islands)

**FORM OF CERTIFICATE TO BE PRODUCED BY PERSON WITH DISABILITY
IN SUPPORT OF HIS/HER CLAIM.**

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____

Date _____

DISABILITY CERTIFICATE

Recent Photograph of
the Candidate showing the
Disability duly attested by the
Chairperson of the
Medical Board.

This is certified that Shri / Smt /Kum _____
son/wife/daughter of /Shri _____ age _____
sex _____ identification mark(s) _____ is suffering from
permanent disability of following category:

A. Locomotor or cerebral palsy:

- i) BL-Both legs affected but not arms.
- ii) BA-Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) BLA-Both legs and both arms affected.
- (iv) OL-One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (v) OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*
3. Percentage of disability in his/her case is _____ percent.
4. Sh./Smt./Kum _____ meets the following physical requirements for discharge of his /her duties.

i) F-can perform work by manipulating with fingers	Yes/No
ii) PP-can perform work by pulling and pushing	Yes/No
iii) L-can perform work by lifting	Yes/No
iv) KC-can perform work by kneeling and crouching	Yes/No
v) B-can perform work by bending	Yes/No
vi) S-can perform work by sitting	Yes/No
vii) ST-can perform work by standing	Yes/No
viii) W-can perform work by walking.	Yes/No
ix) SE-can perform work by seeing	Yes/No
x) H-can perform work by hearing/speaking	Yes/No
xi) RW-can perform work by reading and writing	Yes/No

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Chairperson
Medical Board

Countersigned by the
Medical Superintendent.CMO/Head of
Hospital (with seal)

*Strike out which is not applicable.

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APPLICATION FORM

<p><u>Application for the Post of.....</u></p> <p>(Please read the instructions carefully before filing the Form)</p>	<p>AFFIX PASSPORT SIZE PHOTO DULY SIGNED</p>
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1	Name in Full		
2	Date of Birth		Age as on 1.6.2009 :
3	Category (retain the one applicable)	SC / ST / OBC / EX SERVICEMEN / J&K DOMICILED / VICTIM OF RIOTS OF 1984/ GENERAL	
	Whether VH/HH		
	Religion		
4	Address for Correspondence with Pin Code		
	Nearest Railway Station		
	Telephone Nos/Mobile	Tel.no.	Mob.No.
5	Permanent Address		
	Domicile state		
	Telephone Nos		
6	E-mail		

7. QUALIFICATIONS (starting from SSC)

Sl. No.	Qualifications	Branch	University/ Board	Year of Passing	% of Marks

8. ARTICLES , IF ANY, PUBLISHED:

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9. DETAILS OF EXPERIENCE IF ANY: (Starting from Present Position)

Sr. No.	Name of the Organisation / Hospital	Design.	From	To	Employer Whether Private/ Govt/PSU	Total Emoluments (Gross) Per Month

10. TOTAL EXPERIENCE IF ANY:

	<u>YEARS</u>	<u>MONTHS</u>
TOTAL EXPERIENCE AFTER BASIC QUALIFICATION (INCLUDING TRAINING, IF ANY)		
PRESENT PAY SCALE/GROSS PAY	Pay Scale: _____ Rs. : _____ Per Month	
PRESENT DESIGNATION		
DATE OF ENTRY IN THE PRESENT PAY SCALE		

11. HAVE YOU EVER BEEN CONVICTED BY ANY COURT OF LAW OR ANY DISCIPLINARY PROCEEDING / ENQUIRY IS PENDING AGAINST YOUR OR ANY PENALTY HAS BEEN IMPOSED UPON YOU? IF YES, GIVE DETAILS.	YES/NO
HAVE YOU EVER FACED ANY EXTRADITION / DEPORTATION PROCEEDINGS? IF YES, GIVE DETAILS	YES/NO

12. JOINING TIME

HOW SOON CAN YOU JOIN IF OFFERED APPOINTMENT	
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13. WHETHER APPLIED FOR ANY POST IN RCF EARLIER : YES/NO

IF YES, DATE/MONTH OF APPLICATION	
POST APPLIED FOR	

14. WHETHER WISH TO APPEAR WRITTEN TEST IN HINDI: YES/ NO

I state that all the information given above is true and correct. In case any of the details given above turnout to be false I will make myself liable to lose the candidature.

Date:
Place:

Signature of the Candidate

INSTRUCTIONS

1. AFFIX PASSPORT SIZE PHOTO DULY SIGNED.
2. FILL THE FORM IN CAPITAL LETTERS ONLY.
3. GIVE THE TRUE, COMPLETE AND CORRECT INFORMATION IN THE APPLICATION FORM. IN CASE THE INFORMATION IS FOUND TO BE FALSE OR INCORRECT, THE CANDIDATE WILL NOT BE CONSIDERED FOR INTERVIEW.
4. ENCLOSE ATTESTED COPIES OF CERTIFICATES / DOCUMENTS IN SUPPORT OF INFORMATION GIVEN IN THE APPLICATION REGARDING AGE, QUALIFICATIONS, EXPERIENCE, CATEGORY / CASTE (IF APPLICABLE), CERTIFICATE FROM COMPETENT AUTHORITY REGARDING J&K DOMICILED (IF APPLICABLE) AND VICTIM OF RIOTS OF 1984 (IF APPLICABLE) ETC.
5. SEND THE APPLICATION IN AN ENVELOPE SUPER-SCRIBING "NAME OF THE POST APPLIED FOR"
6. IMPORTANT
 - (a) ENSURE IN YOUR OWN INTEREST THAT YOU FULFILL THE ELIGIBILITY CRITERIA.
 - (b) RAIL/ROAD FARE SHALL NOT BE REIMBURSED TO CANDIDATES NOT ELIGIBLE FOR WRITTEN TEST/INTERVIEW AND ALSO TO CANDIDATES NOT HAVING PROPER TICKET.
