

Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)
Administrative Building, Chembur, Mumbai- 400 074

Advertisement No: 15112024



Rashtriya Chemicals and Fertilizers Limited (RCF Ltd) is a leading profit making company in the business of manufacturing and marketing of Fertilizers and Industrial Chemicals having revenues from operation of around Rs.17146.74 Crores. Company has been accorded the coveted “Navratna” status in August 2023. 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.

I) The Company invites applications for the following Post on Fixed Tenure on Contract. The details of same are as follows:

Name Of The Post & Discipline	Eligibility Criteria as on 01.11.2024
Officer (Commercial) on Contract Post Code: COMM/CONTRACT/112024 No. of Vacancies: 1 Reservation : UR - 1	Qualification: Graduation in any discipline. 55% aggregate in Final Year Graduation Post Qualification inline experience and Minimum age as on 01.11.2024: Minimum 15 years' experience in marine vessel / shipping. Candidate should be conversant with smooth handling of material from imported vessels and Documentations thereof related to shipping. Upper age limit as on 01.11.2024 : Should be maximum 52 years.

“RCF strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.”



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II) DATE OF RECKONING ELIGIBILITY CRITERIA:

The cut-off date for determining eligibility criteria in respect of minimum educational qualification and age shall be 01.11.2024 and will remain unchanged irrespective of any reason whatsoever.

III) APPLICATION FEES:

Non - refundable application fee of ₹1000/- (Rupees One Thousand only) plus Bank Charges and applicable taxes (GST) for the post of Officer (Commercial) on Contract Basis are required to be paid by General and OBC category candidates at the time of submission of online application form. Candidates can opt to pay either through internet banking account or credit/debit card. No other mode of payment of application fee would be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of application fee. SC/ST/PwBD/ExSM/Female category candidates are not required to pay any application fee.

IV) NATURE OF JOB:

The post of Officer (Commercial) on contract basis at RCF Trombay unit is to perform Jobs as described in roles and responsibilities mentioned below:

The roles and responsibilities shall include following but not limited to:

- a. Import/Export
- b. Marine Vessel Tracking
- c. Inland Transportation and handling
- d. Customs and Port Activities
- e. Safety rules to be followed
- f. Any other job entrusted.
- g. Handling and transportation operation

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V) SALARY AND OTHER BENEFITS:

a. Consolidated Remuneration:

Position	Remuneration to be paid if Accommodation is provided per month (in. Rs.) (Fixed)	Remuneration without Accommodation per month (in Rs.) (Fixed)
Officer (Commercial) on Contract	47000	54050

b. Other Benefits:

- i. Period of Contract: One Year, extendable further by a period of 1 year, subject to satisfactory performance.
- ii. Holiday: Candidate will be entitled for all RCF Holiday. Work on holiday will be compensated by Compensatory off.
- iii. Leave: Only 12 casual leave in a span of one year (One Casual Leave for one completed month).
- iv. Accommodation & Medical Facility: Suitable Quarter will be provided in RCF Colony (electricity, water charges as applicable to our employees). Free medical treatment to self only to the extent available in RCF Hospital.
- v. PF/Gratuity/ Pension: Candidate will not be entitled for PF / Gratuity / Pension, as per prevailing rules.
- vi. Reservation: The reservation for all the posts will be as per the Government Guidelines.
- vii. Labour Code: RCF will comply with all statutory Labour Code Laws as and when modified from time to time.

VI) SELECTION PROCESS:

The mode of Selection shall be Personal Interview for all eligible candidates.

- a. The candidates who have applied for the post through Online Application will be called for Personal Interview in the ratio of 1:7 on the basis of Qualification and Work experience rating score as under:

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- b. Firstly, the candidate securing highest percentage of marks in qualifying examination i.e. Degree will be given weightage of 50% (total 50 marks). Thereafter, the candidates securing percentage of marks less than the highest one will be given weightage proportionately in the descending order.
- c. **Rating of score of Graduation will be calculated considering percentage of marks up to two decimal points.**
- d. Secondly, the candidate possessing largest work experience will be given weightage of 50% (Total 50 marks). Thereafter, the candidates possessing work experience of less than the largest one will be given weightage proportionately in the descending order. The experience beyond minimum will be considered proportionately for grading purpose.
- e. **Rating of score of experience will be calculated considering completed month(s) only.**
- f. Thirdly, the candidate securing consolidated highest rating score in the above mentioned two criteria will be given weightage of 100% (Total 100 marks). Thereafter, the candidates securing rating score less than the highest one will be rated proportionately in the descending order.
- g. In case of the last candidate (In the ratio of 1:7), has secured equal Overall rating at 'f' above, all such next candidates will be called for Personal Interview.
- h. Rating score of Qualification and work experience will be decided in respect of the candidate fulfilling the eligibility criteria (as per advertisement) on the basis of data received in Online Applications form.

VII) PERSONAL INTERVIEW :

- a. All Eligible candidates will be provisionally called for personal interview. Interview call letters in respect of such eligible & provisionally shortlisted candidates will be intimated for the same through email on their e-mail address as mentioned in their online application form. However, RCF Ltd will not be responsible for any delay or non-delivery of intimation sent electronically through SMS or e-mail, as the case may be. No other communication will be sent to such candidates for this purpose.
- b. For appearing for personal interview all eligible outstation candidates will be reimbursed to and fro III tier AC Train / Bus fare (restricted to III Tier AC fare). The reimbursement will be done only for the shortest route from the correspondence address mentioned by the candidate in the application form; on production of necessary receipts. Mode of reimbursement shall be through transfer to bank account.
- c. It may be noted that candidates will be called for personal interview provisionally on the basis of information submitted by them in online application form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the advertisement. It may be noted that the scrutiny of documents required to ascertain



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the eligibility criteria will be done before Personal Interview only. If any candidate fails to meet the eligibility criteria, he/she will not be allowed to appear for the Personal Interview, candidates not meeting the eligibility criteria or not in possession of complete requisite original documents will be declared as ineligible and will not be allowed to attend the personal interview and no TA will be paid to them. Further, no queries shall be entertained in this regard.

VIII) FINAL SELECTION:

a. Merit list of suitable candidates shall be prepared on the basis of performance in the personal interview, with following weightages:

b. Personal Interview Criteria:

Sr. No.	Criteria	Marks
i	Personality & Communication Skills	15
ii	Subject knowledge	50
iii	Nature of experience	20
iv	General Awareness/Knowledge of Computer/Additional Qualification	15
Total		100

c. Candidates are required to qualify in the Personal Interview with minimum average of 50% marks in interview.

d. If the total marks (up to two decimals) of two or more candidates after personal interview are same

- i. Percentage of marks in the qualifying examination would be considered for drawing up merit list.
- ii. In case percentage of marks (up to two decimals) are also equal in the qualifying examination, the **date of birth** of the candidates will be considered for preparing merit list i.e. the candidate born earlier will be considered as senior in the merit list.

IX) PRE-EMPLOYMENT MEDICAL EXAM

Desirous candidates seeking employment with RCF Ltd. need to be medically fit as per RCF Ltd pre-employment medical standards. If candidate is referred for a medical examination, it does not mean final selection and selection will be subject to being declared as Medically Fit by RCF Ltd. designated Physician and subject to fulfilment of other eligibility criteria w.r.t Academic Qualification, Age, Valid Caste Certificate (as applicable), Income Certificate,



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Disability Certificate, Work experience, NOC, relieving letter from previous employer etc. as may be applicable.

General Medical Examination Comprises 1) Physical examination 2) Audiometry 3) Electrocardiogram 4) Vision tests, Eye test 5) Pathology investigation (Blood and Urine) 6) X-Ray Chest P.A. View 7) Lung Function Test 8) Height and Weight 9) Body Mass index, etc. 10) And any other further medical examination recommended by RCF Medical Officer as per circumstance.

X) HOW TO APPLY

- a. Candidates are required to apply online providing details regarding age, date of birth, qualification, division and percentage of marks obtained, year of passing, respective School/College/University, work experience. Candidates are required to upload scanned copies of the documents in support of age, date of birth, educational qualification, work experience etc. in online portal of RCF. Candidates also required to upload their recent photograph and signature without which their application will not be accepted.
- b. Candidates fulfilling the prescribed eligibility criteria should apply online through RCFL website: Candidates have to log on to website www.rcfltd.com and go to HR-Recruitment section for submitting the online application.
- c. 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 of Rs. 1000/- (only for General, OBC and EWS applicants), caste (in case of SC/ST/OBC 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. There is no application processing fee for SC/ST/PwBD/ExSM/Female candidates.
- d. Before registering their application on the website, the candidates should possess the following:
Following are the specifications for uploading the documents –
 - i. 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.
 - ii. 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.
 - iii. Scanned copies of documents in support of age, date of birth, educational qualification, experience etc. Individual file is required for each head.
 - iv. Provision to pay application fee of Rs. 1000/-plus bank processing charges plus GST is there. Candidates can opt to pay through internet banking/ credit/ debit card.

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- v. Valid & active Bank details such as Account Number, IFSC code, MICR code & PAN number for Reimbursement of Travelling Allowance.
- e. 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 number for future reference.
- f. 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.
- g. No request with respect to the change in any data about category entered by the candidates will be entertained once the application is submitted successfully.
- h. Candidates should retain a photocopy of their Application Form for future reference.
- i. Screening and selection will be based on the details provided in the on-line application form, hence it is necessary that only full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and RCF Ltd. will not be responsible for disqualification as a consequence of furnishing of such wrong/false information.
- j. For any queries related to the online form, please email us on officercommercial@rcfltd.com.
- k. Submit Application Fee through payment Gateway
- l. Candidates will have to submit the acknowledgement/ receipt of online payment at the time of Interview.
- m. No other means / mode of application shall be accepted.

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

XI) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:



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- a. Using unfair means or
- b. Impersonating or procuring impersonation by any person or
- c. Misbehaving in the interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- d. Resorting to any irregular or improper means in connection with his/ her candidature or
- e. Obtaining support for his/ her candidature by unfair means, or
- f. Carrying mobile phones or similar electronic devices of communication in the interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
 - i. To be disqualified from the interview for which he/ she is a candidate.
 - ii. To be debarred either permanently or for a specified period from any interview conducted by RCF.
 - iii. For termination of service, if he/ she has already joined RCF.

XII) GENERAL INSTRUCTIONS

- a. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications.
- b. It is mandatory to bring the following documents (Originals and one set of photocopy) at the time of Personal Interview.
 - i. SSC, HSC, Graduation all year/ semester Marksheet, Degree Certificate, two passport size photograph, Experience certificates (Appointment Letter, Release letter, Latest Salary Slip, etc.) In support of experience as per eligibility criteria need to be produced.
- c. Candidates have to make their own arrangement for lodging and boarding while appearing for Interview.
- d. Selected candidates shall be called to undergo medical examination and those candidates found medically fit will have to join at the earliest.
- e. Canvassing in any form at any stage shall be considered a disqualification for employment in the Company.
- f. While applying the candidates should mention their full name as it appears on the matriculation school certificate. Certificate issued by a Board of Secondary Education for passing Matriculation shall be the only acceptable document in support of proof of age.
- g. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained. Candidates possessing qualification as prescribed in the advertisement only should apply.



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- h. Graduation in any discipline. 55% aggregate in Final Year Graduation
- i. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall either forward their application through Proper Channel (printout of duly filled-in online application) or shall produce No Objection Certificate(NOC) from their present employer at the time of interview failing which his/her/their candidature will not be considered and he/she/they will not be allowed to appear in the interview.
- j. The age limit and minimum educational qualification are the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. RCF's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
- k. Details once submitted in the online application form will be final and request for any change including change in correspondence address/email address/mobile number/ category/ post applied for will not be entertained.
- l. Wherever CGPA/OGPA/SGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. Where no norms have been specified, the CGPA/OGPA/SGPA will be presumed to have been provided on a 10 points scale. Candidates having CGPA/OGPA/SGPA or letter grade in a degree, however, will invariably have to produce a copy of these conversion norms/no norms with respect to candidates University/Institute at the time of Interview.
- m. Candidates possessing higher qualification than the prescribed qualification in the advertisement will not be given any consequential benefits for their higher qualification in later stage of service period. In case candidate is pursuing higher qualification at the time of joining, no NOC will be provided
- n. Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year. No change in the email ID will be allowed once submitted. All information/communication regarding participating in the selection process shall be provided through email to the candidates, found apparently eligible, based on the online application data. Responsibilities of receiving and downloading of information/communications, etc. will be of the candidate. RCF Ltd will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate and no correspondence in this regard will be entertained.
- o. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.
- p. Candidates are advised to visit "HR→RECRUITMENT" head on our website - www.rcfltd.com regularly for the latest



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information. Only short listed candidates who are prima facie found eligible based on the information submitted in their online application will be called for participating in the selection process and will be intimated through electronic mode for the personal interview and RCF will not be responsible for any delay or non-delivery of such intimation.

- q. In case the applicant does not receive any communication within 90 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for the selection process. Accordingly, candidates are advised to regularly visit “HR→RECRUITMENT” head on our website - www.rcfltd.com for the updated information on the selection process.
- r. Mere admission to the selection process does not imply that Company (RCF Ltd) is satisfied about candidate’s eligibility. The candidates should ensure that the details mentioned in the application form are correct and are in conformity with the eligibility criteria for the post applied for, as mentioned in the advertisement. In case it is detected that a candidate does not fulfil any of the advertised eligibility criteria or has given false declaration or suppressed any material fact or information having any bearing on his candidature, he/she shall render himself/herself ineligible for consideration at any stage of selection and for termination at any time during employment, if engaged.
- s. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on RCF Ltd’s website www.rcfltd.com under the head “HR→RECRUITMENT”. No further press advertisement will be issued. Hence prospective applicants are advised to visit RCF Ltd website regularly for latest update with regard to this advertisement.
- t. In case of any dispute arising about admissibility of any particular qualification the decision of RCF Management shall be final and binding on the applicants.
- u. In case of any ambiguity/dispute arises on account of interpretation in versions other than English language advertised in Newspaper/Website, English version available on the website www.rcfltd.com will prevail.
- v. Further, RCF Ltd reserves the right to cancel/restrict/enlarge/modify the appointment/selection process of advertised posts without any further notice or assigning any reasons whatsoever, if need so arises.
- w. Court of jurisdiction for any dispute pertaining to any issue arising out of this appointment process will be at Mumbai only to the exclusion of all other Courts.
- x. Decision of RCF in all matters relating to appointment will be final and binding on the candidate. No



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correspondence or personal enquiries shall be entertained by the RCF in this behalf.

- y. Applications sent to any other e-mail id will be rejected.
- i. Candidates should retain their copy of Pay in e-receipt and Registration Slip as they can be asked to produce it for future reference.
 - ii. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any RCF process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
 - iii. Only online Payments will be accepted. Cash payment will not be accepted.
 - iv. Only ON-LINE applications will be accepted. Physical form of application will not be accepted.
 - v. Mere qualifying the Personal Interview will not infer selection of the candidate, since the number of candidates empanelled would be limited to the number of vacancies and waitlist.
- z. The schedule of activities is as follows:

Activity	Date and Time
Commencement of On-Line registration of application by candidates.	17.01.2025 at 8:00 am
Last date for on-line registration of application by candidates	31.01.2025 at 5:00 pm

XIII) **IMPORTANT INSTRUCTIONS**

- a. The Online Application shall be deemed to be submitted only upon receipt of Application Fee (wherever applicable) and upload of SelfAttested Photograph and Signature within prescribed time limit.
- b. Candidates are advised in their own interest to complete the registration process, pay application fee online (wherever applicable) and final submission of online application sufficiently in advance before the last date so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.
- c. We hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming

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at fleecing money from the innocent public. Don't believe any advertisement/job announcement of RCF Ltd. circulated through e-mail, social media etc. Please rely on information hosted on our website www.rcfltd.com for any job/career related information pertaining to RCF Ltd.

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