

Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)



Let us grow together



Advt. No.01072020

Rashtriya Chemicals and Fertilizers Ltd. (RCF Ltd.) is a leading profit making company in the business of manufacturing and marketing of Fertilizers and Industrial Chemicals having sales turnover of around Rs. 9826.60 crores in the year 2019-20. 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.

The Company invites applications for the post of:

Discipline	No. Of Posts & Place of posting	Eligibility Criteria
Chief Manager (Legal) - E6 Grade Post Code No. LEG E6/072020 (Pay scale E6: Rs.90,000 - 2,40,000)	No. of Post-1 Place of posting: Corporate Office, Mumbai	<p>Qualifications: Graduate with a Degree in Law or a Law Graduate of 5 years integrated law course from a recognized University of India.</p> <p>Minimum percentage:</p> <p>The Candidate should have secured minimum 60 % aggregate in Law Degree.</p> <p>Wherever CGPA/OGPA grade is awarded in a Degree, the candidate will have to obtain equivalent percentage of marks from concerned University/ Institute and mention this percentage in the Application.</p> <p>Preference will be given to candidates who have passed L.L.M.</p> <p>Post Qualification Inline Experience as on 31.07.2020: Minimum 21 years relevant post qualification experience in PSU/Govt. Service/Autonomous Body/MNCs or Private Organization/Solicitor Firm.</p>

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		<p>Upper Age Limit as on 31.07.2020: 50 years.</p> <p>Reservation Unreserved.</p>
<p>Deputy Manager (Legal) E3 Grade Post Code: LEG E3/072020 (Pay scale Rs.60,000 - 1,80,000)</p>	<p>No. of Post-1 Place of posting: Thal Unit, Alibag</p>	<p>Qualifications: Graduate with a Degree in Law or a Law Graduate of 5 years integrated law course from a recognized University of India.</p> <p>Minimum percentage:</p> <p>The Candidate should have secured minimum 60 % aggregate in Law Degree.</p> <p>Wherever CGPA/OGPA grade is awarded in a Degree, the candidate will have to obtain equivalent percentage of marks from concerned University/ Institute and mention this percentage in the Application.</p> <p>Preference will be given to candidates who have passed L.L.M.</p> <p>Post Qualification Inline Experience as on 31.07.2020: Minimum 8 years relevant post qualification experience in PSU/Govt. Service/Autonomous Body/MNCs or Private Organization/Solicitor Firm.</p> <p>Upper Age Limit as on 31.07.2020: 36 years</p> <p>Reservation: Unreserved.</p>

The number of vacancies is tentative and may increase or decrease at the discretion of RCF Ltd. and in compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, RCF Ltd. reserve the right to cancel/restrict/modify / alter the requirements advertised, if need so arises, without any further notice or assigning any reason thereof. In addition to the notified vacancies a panel of candidates shall also be created for unforeseen vacancies, including but not limited to vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment. Posts shall be filled according to reservation position. Accordingly, SC/ST/OBC/Ex. Ser. Men/PwBD category candidates are encouraged to apply.

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Salary and other Benefits:

Total Monthly Gross emoluments at the minimum of the E6 Grade (Scale of pay Rs.90,000 – 2,40,000) which includes, Basic Pay plus DA, plus House Rent Allowance, and other allowances works out to Rs. 1,59,030/- approximately and total Monthly Gross emoluments at the minimum of the E3 Grade (Scale of pay Rs.60,000 – 1,80,000) which includes, Basic Pay plus DA, plus House Rent Allowance, and other allowances works out to Rs. 1,06,020/- approximately. Company accommodation, if desired, will be provided subject to availability in lieu of HRA with standard terms and conditions.

Employee is also entitled to Performance Related Pay (PRP), Free Medical Facility for self and dependents, Gratuity, Contributory Provident Fund, Accident Insurance, and Social Security Schemes as per Company rules.

Selection:

The mode of selection for above posts will be 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. Candidates can exercise the option of appearing in the selection process in Hindi or English language.

The postings of the selected candidates may be at any of the Units / Area offices of the company as decided by the Management. The selected candidate may be assigned jobs/ functions/ assignments as per the business requirements of the Company including shift operations.

How to Apply:

1. 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.
2. 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 recruitment section for submitting the online application.
3. 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, 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

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have the relevant documents/ details readily available with them at the time of filling the online application form.

4. 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. (Single PDF File).
 - iv. Provision to pay application fee of Rs.1000/- plus bank processing charges for General, OBC and EWS candidates. Candidates can opt to pay through internet banking/ credit/ debit card.
 - v. Valid & active Bank details such as Account Number, IFSC code, MICR code & PAN number for Reimbursement of Travelling Allowance.
5. 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.
6. 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.
7. No request with respect to the change in any data entered by the candidate will be entertained once the application is submitted successfully.
8. Candidates should retain a photocopy of their Application Form for future reference.
9. For any queries related to the online form, please email us on hr@rcfltd.com
10. **How to submit Application Fee through payment Gateway : (only for General , OBC & EWS candidates)**
There is no application processing fee for SC / ST & PwBD candidates. General, OBC & EWS candidates are required to pay a non-refundable application processing fee of Rs. 1000/- .
11. Candidates will have to submit the acknowledgement/ receipt of online payment at the time of Interview.

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

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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 referred for a medical examination does not mean final selection. Merit list of combined final scores will be drawn for all the candidates who qualify in all the selection parameters & offer of appointment would be extended as per the vacancies available subject to being declared as Medically Fit by RCF Ltd. designated Physician and subject to fulfillment of other eligibility criteria w.r.t Academic Qualification, Age, valid Cast Certificate (as applicable), Income Certificate, Disability Certificate, work experience, NOC, relieving letter from previous employer etc. as may be applicable.

GENERAL INSTRUCTIONS:

1. Screening and selection will be based on the details provided by the candidates, hence it is necessary that only accurate, 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 any consequence of furnishing such wrong/ false information.
2. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information, their candidature will be rejected. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
3. All the details given in the online form will be treated as final and no changes will be entertained.
4. The above qualifications should be acquired from a recognized University/Institute.
5. Mere meeting to the eligibility criteria will not entail a candidate to be called for online test/interview. Management reserves the right to reject the application or raise the standard of specifications in terms of eligibility criteria so as to restrict the number of candidates to be called for the interview.
6. The candidates should specify an active e-mail id and mobile number which should be valid throughout the recruitment / selection process.
7. The eligible candidates will be intimated about the date, time and venue of online test/interview through e-mail / by sms (on the e-mail id as provided by them in the application form).
8. For appearing personal interview all outstation eligible candidates will be reimbursed to and fro III tier AC Train / Bus Fare (restricted to III tier AC Fare). The reimbursement will

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be made through electronic mode only and candidate must have valid & active Bank details such as Account Number, IFSC code, MICR code & PAN number. The reimbursement will only be done on the basis of actual travel for appearing interview from the place of correspondence address mentioned by the candidate in the Application Form. It will for shortest route & documentary evidence of travel is must.

9. Candidates have to make their own arrangement for lodging and boarding while appearing for online test/personal interview.
10. Candidates presently employed in Govt. Dept. / PSUs / Semi Govt. Departments will be required to submit the No Objection Certificate from his employer at the time of interview.
11. **RCF Ltd. will not be responsible for any loss/ non-delivery of documents/email/admit card sent/ any other communication sent, due to invalid/wrong email id or any reason.**
12. No communication (written/telephonic) will be entertained after the closing date for the submission of the Online Application Form, as regards the date of interview etc. the candidates should await the intimation from the Company.
13. Corrigendum/addendum etc with regard to this advertisement, if any, will be made available on following link. Candidates are advised to refer to the below website periodically for updates. Candidates are advised to check their Spam/Junk Folder of the email.
<http://www.rcfltd.com/index.php/en/hr/recruitment>
14. RCF Ltd. reserves the right to cancel / restrict / modify / alter the recruitment process at any stage, if need so arises, without issuing any further notice or assigning any reasons thereof.
15. The Court of jurisdiction for any dispute will be at Mumbai.

16. IMPORTANT DATES

Activity Date	
Commencement of On-Line registration of application by candidates.	16/09/2020 at 8:00 am
Last date for on-line registration of application by candidates.	13/10/2020 at 5:00 pm
Last date for payment of fees	13/10/2020 at 5:00 pm

17. IMPORTANT INSTRUCTIONS

1. The Online Application shall be deemed to be submitted only upon receipt of Application Fee (wherever applicable) and upload of Photograph and Signature within prescribed time limit.
2. Candidates are advised in their own interest to complete the registration process, pay

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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.

3. We hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming 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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