

Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

Email:hr@rcfltd.com



Advt. No.092021

RCF Ltd is a leading profit making company in the business of manufacturing and marketing of Fertilizers and Industrial Chemicals having sales turnover around Rs. 8413.83 crores. 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 following posts on fixed tenure basis on Contract. The details of same are as follows:

Discipline	No. Of Posts	Minimum Qualification Required as on 01.10.2021	Minimum Experience Required as on 01.10.2021	Upper age limit as on 01.10.2021
Officer (Commercial) on Contract <u>Post Code: COMM/ CONTRACT/ 09/2021</u>	1 for Trombay Unit Reservation : Nil	Qualification: Graduation in any discipline.	Minimum 17 years' experience in marine vessel / shipping. Candidate should be conversant with smooth handling of material from imported vessels and documentations thereof related to shipping.	Should be below 50 years.

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Terms & Conditions of Contract:

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)	47000	54050

OTHER BENEFITS:

Period of Contract: One year

Holiday: Candidate will be entitled for all RCF Holidays. Work on Holiday will be compensated by Compensatory Off.

Leave: Only 12 casual leave in a span of one year. (One casual leave for one completed month).

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 our RCF Hospital.

PF/Gratuity/Pension: The candidate will be not entitled for PF/Gratuity/Pension.

Selection Procedure:

Selection Criteria for the post of Officer (Commercial) will be Online Personal Interview:

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

i) Firstly, the candidate secured highest percentage of marks in qualifying examination i.e. Degree/Diploma 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.

Rating of score of Graduation will be calculated considering percentage of marks upto two decimal points.

ii) 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.

Rating of score of experience will be calculated considering completed month(s) only.

iii) Thirdly, the candidate securing consolidated highest rating score in the above mentioned two criteria will be given weightage of 100% (Total 100 marks). Thereafter,

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the candidates securing rating score less than the highest one will be rated proportionately in the descending order.

iv) In case of the last candidate (in the ratio of 1:7), in respective category (UR, SC, ST, OBC & EWS) has secured equal Overall rating at (iii) above, all such next candidates will be called for Personal Interview:

- II. 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.
- III. The documents of the candidates will be verified before appearing for Personal Interview. If any candidate fails to meet the eligibility criteria and/or is not able to provide required supporting documents of eligibility criteria before the Interview, will not be allowed to appear for the Personal Interview.
- IV. The category wise merit list of the candidates qualifying in Personal Interview Test will be drawn on the basis of marks secured out of total 100 marks in the Personal Interview for shortlisting the candidates for Provisional selection.
 - a) The committee constituted to evaluate the candidates in the Personal Interview / will assess the candidates on the basis of Job Knowledge (80 marks) and Safety / General Awareness & Computer Knowledge etc. (20 marks) i.e. total 100 marks. The candidate to be qualified in Personal Interview has to secure minimum 60 marks out of total 100 marks.
 - b) In case the candidates securing equal marks in the Personal Interview, to place them in the order of merit following criteria will be made applicable:
 - (i) Highest percentage of marks in SSC examination.
 - (ii) In case if the SSC marks are same then Application number (candidate who applied first will be preferred over second one and as such).

Waitlist shall be prepared equal to the number of posts. The said waitlist shall be valid for a period of one year from the date of approval of proceedings and will be operated if selected candidate does not join or he / she gets separated for any reason.

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 if any. Candidates are also required to upload their scanned copy of recent photograph and signature without which their application will not be accepted.
2. Candidates fulfilling the prescribed eligibility criteria should apply online through RCF website. Candidates have to log on to website www.rcfltd.com and go to 'HR' section and thereafter 'Recruitment' section for submitting the online application. No other means / mode of application will be accepted.
3. The below mentioned information should be readily available while filling up the online application form.

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Since the online application form requires details of payment of processing fee (only for General and OBC (NCL) applicants), caste (in case of SC/ST/OBC (NCL) applicants), EWS category 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.

4. Before registering their application on the website, the candidates should possess the following:

Following are the specifications for uploading the documents –

1. Photo - Image should not exceed 50 KB and not less than 20KB.
 2. Sign - Image should be in jpg/jpeg format and should not exceed 20 KB and not less than 10KB.
 3. Provision to pay application fee of Rs.700/- plus bank processing charges for “UR” and OBC candidates. Candidates can opt to pay through internet banking/ credit/ debit card.
5. 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.

On filling up the Online Application Form, the candidate should check the details that the candidate has filled in and if any corrections are required, the same should be done. The candidate has then to confirm the details by pressing the “Submit Form” button after which no changes will be possible in the details provided. Then the candidate 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. Candidates should retain a photocopy of their Application Form for future reference.
7. For any queries related to the online form, please email us on hr@rcfltd.com
8. 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.

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

PRE-EMPLOYMENT MEDICAL EXAM

Desirous candidates seeking employment with RCF Ltd. need to be medically fit as per RCF Ltd pre-employment medical standards. The candidate referred for a medical examination does not mean final selection and his selection will be subject to being declared as Medically

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Fit by RCF Ltd. designated Physician and subject to fulfillment of other eligibility criteria w.r.t Academic Qualification, Age, valid Caste Certificate (as applicable), Income Certificate, Disability Certificate, work experience, NOC, relieving letter from previous employer etc. as may be applicable.

IMPORTANT DATES

Commencement of online registration of applications by candidates	01.10.2021 by 10:00 am
Last date for receipt of online applications	08.10.2021 by 05:00 pm

GENERAL INSTRUCTIONS:

1. It is mandatory to bring the following documents (Originals and one set of photocopy) at the time of **Online Personal Interview**.
SSC, HSC, Graduation all year/semester Marksheet, Degree/Diploma Certificate, Internship 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.
2. As per schedule the candidate should report at 9.00 a.m. sharp. Candidates should note that the Interview process may continue till late in the evening.
3. Candidates have to make their own arrangement for lodging and boarding while appearing for interview.
4. Selected candidates shall be called to undergo medical examination and those candidates found medically fit will have to join at the earliest.
5. Any canvassing by the candidate on his/her behalf to bring outside influence with regards to engagement shall be considered a disqualification.
6. For appearing for personal interview for the above mentioned posts of Officer (Commercial) all outstation eligible candidates will be reimbursed to and fro III tier AC Train / Bus Fare (restricted to III tier AC fare) by shortest route.
7. The reimbursement will only be done on the basis of actual travel for appearing Personal Interview from the place of correspondence address of the candidate. It will for shortest route & documentary evidence of travel is must.
8. 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.
9. Corrigendum/addendum etc with regard to this advertisement, if any, will be made available on the website of RCF Ltd.
10. RCF Ltd. reserves the right to cancel / restrict / modify / alter the engagement process at any stage, if need so arises, without issuing any further notice or assigning any reasons thereof.
11. The Court of jurisdiction for any dispute will be at Mumbai.
12. 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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