



**NATIONAL FERTILIZERS LIMITED**

(A Government of India Undertaking)

(CIN : L74899DLI974GOI007417)

A - 11, Sector - 24, Noida,

District Gautam Budh Nagar, Uttar Pradesh - 201301.

Phone Nos.: 0120-2412294, 2412445 Fax 0120-2412397

**Advertisement No.: 03 (NFL)/2023**

**Dated: 01/11/2023**

**Recruitment of Accounts Assistant in NFL**

National Fertilizers Limited (NFL) is a Mini-Ratna, premier profit-making Central Public Sector Undertaking engaged in manufacturing and marketing of fertilizers and other agricultural inputs with a vision of being a leading Indian company in fertilizers and beyond, with commitment to all stakeholders. NFL has five gas based Ammonia-Urea plants viz. Nangal & Bathinda Units in Punjab, Panipat Unit in Haryana and two plants at Vijaiapur Unit at District Guna in Madhya Pradesh.

Online applications are invited from energetic, young & qualified Indian Nationals for recruitment to following Non – Executive (Worker) level positions for various Units/ Offices of NFL, as per details mentioned below:

**A. VACANCY POSITION (Table-01)**

**NANGAL UNIT**

POST CODE	POST & LEVEL	2017 IDA Based Pay Scale	TOTAL VACANCIES	CATEGORY WISE VACANCIES							POSTS IDENTIFIED SUITABLE FOR PwBD CATEGORIES
				UR	SC	ST	OBC (NCL)	EWS	PwBD	ExSM	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)
61000066	Accounts Assistant <b>W-3</b>	23000-56500	01	01	-	-	-	-	-	-	<b>I.</b> B, LV <b>II.</b> D, HH <b>III.</b> OA, OL, BA, BL, OAL, CP, LC, Dw, AAV <b>IV.</b> ASD(M), SLD, MI <b>V.</b> MD Involving Above

**BATHINDA UNIT**

POST CODE	POST & LEVEL	2017 IDA Based Pay Scale	TOTAL VACANCIES	CATEGORY WISE VACANCIES							POSTS IDENTIFIED SUITABLE FOR PwBD CATEGORIES
				UR	SC	ST	OBC (NCL)	EWS	PwBD	ExSM	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)
61000066	Accounts Assistant <b>W-3</b>	23000-56500	01	-	01	-	-	-	-	-	<b>I.</b> B, LV <b>II.</b> D, HH <b>III.</b> OA, OL, BA, BL, OAL, CP, LC, Dw, AAV <b>IV.</b> ASD(M), SLD, MI <b>V.</b> MD Involving Above

## MARKETING DIVISION

POST CODE	POST & LEVEL	2017 IDA Based Pay Scale	TOTAL VACANCIES	CATEGORY WISE VACANCIES							POSTS IDENTIFIED SUITABLE FOR PwBD CATEGORIES
				UR	SC	ST	OBC (NCL)	EWS	PwBD	ExSM	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)
61000066	Accounts Assistant <b>W-3</b>	23000-56500	05	04	01	-	-	-	01 <b>(Cat E)</b>	-	I. B, LV II. D, HH III. OA, OL, BA, BL, OAL, CP, LC, Dw, AAV IV. ASD(M), SLD, MI V. MD Involving Above

## CORPORATE OFFICE

POST CODE	POST & LEVEL	2017 IDA Based Pay Scale	TOTAL VACANCIES	CATEGORY WISE VACANCIES							POSTS IDENTIFIED SUITABLE FOR PwBD CATEGORIES
				UR	SC	ST	OBC (NCL)	EWS	PwBD	ExSM	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)
61000066	Accounts Assistant <b>W-3</b>	23000-56500	05	03	-	01	01	-	-	-	I. B, LV II. D, HH III. OA, OL, BA, BL, OAL, CP, LC, Dw, AAV IV. ASD(M), SLD, MI V. MD Involving Above

## VIJAIPUR UNIT

POST CODE	POST & LEVEL	2017 IDA Based Pay Scale	TOTAL VACANCIES	CATEGORY WISE VACANCIES							POSTS IDENTIFIED SUITABLE FOR PwBD CATEGORIES
				UR	SC	ST	OBC (NCL)	EWS	PwBD	ExSM	
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)
61000066	Accounts Assistant <b>W-3</b>	23000-56500	03	03	-	-	-	-	-	-	I. B, LV II. D, HH III. OA, OL, BA, BL, OAL, CP, LC, Dw, AAV IV. ASD(M), SLD, MI V. MD Involving Above

### 1. Abbreviations:

'UR' - Unreserved; 'SC' - Scheduled Caste; 'ST' - Scheduled Tribe; 'OBC (NCL)' - Other Backward Classes (Non-Creamy Layer); 'EWS' - Economically Weaker Section; 'ExSM' - Ex Serviceman; 'PwBD' - Persons with Benchmark Disabilities; B-Blind, LV-Low Vision, D-Deaf, HH- Hard of Hearing, OA-One Arm, OL-One Leg, BA-Both Arms, BL-Both Leg, OAL-One Arm and One Leg, BLOA-Both Leg & One Arm, BLA-Both Legs Arms, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victims, MDy- Muscular Dystrophy, ASD- Autism Spectrum Disorder (M- Mild, MoD-Moderate), ID- Intellectual Disability, SLD- Specific Learning Disability, MI- Mental Illness, MD-Multiple Disabilities, Cat - Category, IDA - Industrial Dearness Allowance.

2. The number of vacancies are tentative and may increase or decrease at the discretion of NFL and/or in compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, NFL reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arises, without any further notice or assigning any reason therefor. NFL also reserves the right to raise/ relax the minimum eligibility standards and to fill/ not to fill all or any of the above positions. 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/EWS/PwBD/ ExSM category candidates are encouraged to apply.

### 3. Details of PwBD Category

Category A – Blindness and Low Vision.

Category B – Deaf and Hard of Hearing.

Category C – Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.

Category D – Autism, intellectual disability, specific learning disability and mental illness.

Category E – Multiple disabilities from amongst persons under clauses (a) to (d) including deaf –blindness.

4. PwBD and ExSM reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC/EWS vacancies.
5. The PwBD categories identified for above posts are as per Gazette Notification dated 07.01.2021 issued by Ministry of Social Justice and Empowerment [Department of Empowerment of Persons with Disabilities (Divyangjan)], Govt of India
6. EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation pending in any court. Whenever in any recruitment year any vacancy earmarked for EWS cannot be filled due to non-availability of a suitable candidate belonging to EWS, such vacancy for that particular recruitment year shall not be carried forward to the next recruitment year as backlog. The appointment against vacancies reserved for EWS category candidates shall be provisional and subject to the Income and Asset certificate to be verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services of the concerned persons will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any one of the authorities mentioned in the prescribed format as given on our website shall only be accepted as proof of candidate's claim as belonging to EWS.
7. Backlog vacancy reserved for PwBD (if any) as mentioned in column (x) of table-01 shall be filled up out of the candidates with the same Benchmark Disability as mentioned in the column (x) of table-01. In case suitable candidates with that Benchmark Disability are not available, it may be filled by interchange among the other categories of Benchmark Disabilities identified suitable for the post as mentioned in column (xii) of the Table – 01. In case of non-availability of suitable candidates with any of the Benchmark Disability identified suitable for the post then the backlog vacancy reserved for PwBD shall be filled up by the persons other than the persons with Benchmark Disability. Accordingly, candidates other than PwBD category may also apply against the backlog vacancies reserved for PwBD. However, their candidature will be considered in the event of non-availability of suitable candidates belonging to PwBD category.

### B. PAY & PERKS

Selected candidates will be placed at the minimum Basic Pay in pay scale indicated for each post. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance, House Rent Allowance / Company Accommodation and will also be entitled for other perquisites & allowances / benefits such as Leave Encashment, Medical Facilities, Performance Related Pay, Contributory Provident Fund, Gratuity, Contributory Superannuation Benefit Fund Scheme, Group Personal Accident Insurance etc. as per Company rules in force from time to time.

### C. MINIMUM ELIGIBILITY CRITERIA AS ON CUT OFF DATE (Table-02)

The columns (i-iv) mentioned in the table under this clause be read with Clause Nos. C.1 - C.3 mentioned subsequently.

Post Code	Post Name	Age Limit as on Cut Off Date	Minimum Educational Qualification
(i)	(ii)	(iii)	(iv)
61000066	Accounts Assistant	Minimum - 18 years Maximum - 30 years	B. Com with 50% marks in aggregate.

#### 1. CUT OFF DATE

The cut-off date for determining eligibility criteria in respect of age, minimum educational qualification, Experience etc. shall be **31/10/2023** and will remain unchanged irrespective of any reason whatsoever.

#### 2. AGE LIMIT (Column iii)

Maximum age mentioned on the above table is for 'UR' category. Relaxations to SC/ST/OBC/PwBD/ExSM in age criteria are mentioned in Clause Nos. G.12 - G.17 of this advertisement.

### 3. **EDUCATIONAL QUALIFICATION (Column-iv)**

- a. Minimum percentage of marks in the minimum educational qualification as indicated above shall be aggregate of all semesters/years and irrespective of the weightage given to any particular semester/year by the Institute/University.
- b. Candidates possessing higher technical/ professional qualifications in the relevant field/ discipline will also be considered eligible for the above posts provided they mandatorily possess Minimum Educational Qualification as mentioned in Column iv of Table-02 above.
- c. **No claim of possession of equivalent educational qualification(s) to the advertised educational qualification would be entertained and decision of NFL in this regard would be final and binding.**
- d. Wherever CGPA/OGPA 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 will be presumed to have been provided on a 10 point scale. Candidates having CGPA/OGPA or letter grade in a degree, however, shall invariably produce a copy of these conversion norms/no norms with respect to his/her University/Institute at the time of document verification.
- e. Only those candidates who have completed the minimum required educational qualification as mentioned in the Column iv of Table-02 above and whose final year results have been declared as on cutoff date are eligible to apply. It may be noted that candidates would be required to upload final year mark sheet/degree completion certificate at the time of online application and to produce at the time of document verification failing which their candidature shall not be considered. Accordingly, candidates, who are studying in final year and his/her result is awaited as on cutoff date, will not be entertained.
- f. In case of any dispute arising about admissibility of any particular qualification the decision of NFL Management shall be final and binding on the applicants.

### D. **NON-REFUNDABLE APPLICATION FEE**

General, OBC and EWS category candidates are required to pay non-refundable application fee plus applicable bank charges (if any) through online transfer mode at the time of submission of online application form, as detailed below (**Table-03**):

Sl.No.	Pay Scale Code	Post	Amount (in ₹)
01	W-3	Accounts Assistant	₹ 200/- plus applicable Bank Charges.

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/Departmental category candidates are not required to pay any application fee. It may also be noted that NFL does not seek any other charges/fees except the above-mentioned application fee.

### E. **PROCEDURE**

#### 1. **APPLICATION PROCEDURE (HOW TO APPLY)**

- a. Before applying, candidates are advised to peruse the advertisement carefully and should ensure that they fulfil all the eligibility criteria.
- b. Eligible and interested candidates are required to apply online from **02/11/2023 upto 01/12/2023** upto 23:59 on NFL's website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of Accounts Assistant in NFL. No other mode of application including manual/paper shall be accepted / entertained.
- c. Only one application per candidate for a particular post is allowed. The details in online Application Form can be edited / modified before submission of application fee or final submission of online Form and details once finally submitted cannot be changed under any circumstances. Hence, candidates are strictly advised to ensure that they have filled in the correct particulars & details in online Application Form before final submission. It should be noted that false declaration shall render the candidate ineligible from this recruitment process.
- d. Incomplete online Applications shall be summarily rejected.
- e. Candidates must possess Valid E-Mail ID which should remain valid for at least one & a half year.
- f. Following five steps are involved in the application process:

### **STEP-I: Candidate Registration-**

Candidate who has already created his/her account in NFL's recruitment portal need not to create his/ her account again. He/ She can simply login in the portal using his/her login credentials to fill the application form.

Candidate who has not registered in the NFL's recruitment portal has to create an account by using his/her own/personal Email ID and Mobile number and has to create his/her own password. After successful registration, Log-In Credentials will be sent to candidate on the registered email Id. Candidates are advised to remember UserID (Email ID) and password for future reference/use.

### **STEP-II: Filling Up Candidate's Details in the application form-**

Candidate has to login into the recruitment portal with the registered Email ID/ User ID/ Mobile Number and the password generated by him/her. After Login, candidate will land on the Instructions Page. Candidates are advised to read instructions carefully before proceedings to next page. In the next pages candidate shall furnish all required details e.g. Post Selection, Personal Details, Education Details, Experience Details etc.

### **STEP-III: Uploading of Photograph, Signature and requisite documents/Certificates as applicable**

Candidates shall be required to upload following documents at the time applying online and are advised to keep the same handy:

SI No	Particulars	Documents to be uploaded	Maximum Size of file/ Type of file
1.	Date of Birth Proof	10 <sup>th</sup> / Matriculation Certificate	2MB in PDF
2.	Educational Qualification Proof	Mark sheets and Degree Certificates (Matric onwards upto highest level for each semesters/ years). Documentary proof/ certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ OGPA or letter grade. .	2MB in PDF
3.	Past Employment Proof, if applicable	Experience Certificate issued by Employer(s), with clearly indicating date of joining, date of relieving, duties performed in each organization in which candidate has worked.	2MB in PDF
4.	Present Employment Proof, if applicable	Joining Letter/ Certificate issued by Employer clearly mentioning date of joining along with Offer of appointment and pay slip of the Cut Off Month as proof of the present employment.	2MB in PDF
5.	For Caste/Tribe Certificate [for SC/ ST/ OBC (NCL)], if applicable	Caste Certificate in the prescribed format. OBC (Non Creamy Layer) category candidates are required to submit latest caste certificate from Competent Authority.	2MB in PDF
6.	EWS Certificate, if applicable	EWS category candidates are required to submit latest category certificate from Competent Authority.	2MB in PDF
7.	For Differently abled/ PwBD candidates, if applicable	Medical Certificate in the prescribed format.	2MB in PDF
8.	For Candidates having difficulty in writing	Certificate in the prescribed format.	2MB in PDF
9.	ExSM Certificate, if applicable	Proof of ExSM in prescribed format.	2MB in PDF
10.	J&K Domiciled between 01.01.1980 to 31.12.1989	Proof of being J&K Domiciled between 01.01.1980 to 31.12.1989.	2MB in PDF
11.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with attested photograph.	2MB in PDF
12.	Photograph	Latest Passport size Photo	2MB in jpg or jpeg
13.	Signature	Scan copy of Signature .	2MB in jpg or jpeg

Only legitimate photographs of individuals and signatures are considered as valid. Uploading images of live/dead of any nature / images of any other personality of any field shall be considered as non-eligible and such applications shall be summarily rejected, with no further communication entertained.

The candidate shall be solely responsible for the information provided in his/her online application form. If any mismatch / deviation found, the application will be summarily rejected.

#### **STEP-IV: Preview and Submission of Application**

This is the final submission process and after that candidate cannot change the details once furnished. Therefore, candidates are advised to furnish the details in the portal carefully and check the same before final submission.

#### **STEP-V: Payment of Application Fee-**

Make Payment of Application fees as applicable. **The fee can be remitted through any Debit/ Credit Card/ Net Banking/ UPI ID using the online payment gateway facility. Fee once paid will not be refunded under any circumstances.** Failed Transaction amount will be automatically refunded to same A/c from which payment was originally made, usually within 15 working days.

- g. Candidates are advised to download & retain all the below mentioned documents for future reference as they would be asked to produce them for reference at the time of document verification or at any stage of selection process

S.No.	Documents
(i)	Copy of online Application Form
(ii)	Fee Receipt
(iii)	Admit Card, which will be available when the Exam Date is declared

- h. Candidates should strictly ensure timely payment of application fee and/or submission of their online applications well before the stipulated last date of submission to avoid last minute rush.
- i. All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate. All information regarding examination schedule/admit card etc. shall be provided by uploading on NFL website.
- j. NFL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/NFL's website in time.
- k. Candidates are not required to send any document to NFL through email/ post at this stage.

## **2. SELECTION PROCEDURE**

### **i. OFFLINE OMR BASED EXAMINATION**

- a. It should be noted that candidature of all the applicants would be provisional based on information furnished by candidate in his/her online application and applicant would be allowed to be appear in Offline OMR Based examination on the presumption that they meet the eligibility criteria for the post which they have applied for. Their candidature would, however, be subject to meeting of advertised eligibility criteria and verification of certificates & testimonials etc. at the time of document verification, as & when called for.
- b. Candidates will be required to appear for Offline OMR Based examination, on the day, date, time & venue as mentioned in the Admit card, which shall tentatively be issued well in time before the date of Exam. The candidates will be allowed to appear in the examination only if they possess the valid Admit Card indicating roll number, name & address of the allocated test centre and guidelines for the exam. Admit Card in respect of such provisionally eligible candidates will be made available on the [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of Accounts Assistant in NFL. and such candidates will also be intimated for the same by SMS/ email to their registered email and mobile no. as mentioned in their online application form. Candidates have to download their Admit Card from the website for appearing in examination. Admit Cards will not be sent by post. NFL will not be responsible for any delay or non-delivery of intimation sent electronically through SMS or e-mail, as the case may be or inactiveness of e-mail account

submitted by the candidate during online registration. No other communication will be sent to such candidates for this purpose. Hence, candidates are advised to regularly check their e-mail account (including junk mail box/spam folder) for any communication from NFL. Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.

- c. The tentative centres for Offline OMR Based test shall be at **Ranchi (Jharkhand), Lucknow (Uttar Pradesh), Chandigarh (Chandigarh), Raipur (Chhattisgarh), New Delhi (Delhi), Bengaluru (Karnataka), Bhopal (Madhya Pradesh), Ahmedabad (Gujarat), Hyderabad (Telangana), Chennai (Tamil Nadu), Kochi (Kerala), Jaipur (Rajasthan), Mumbai (Maharashtra), Guwahati (Assam), Kolkata (West Bengal)**. Candidates would be required to select two preferences of above-mentioned cities for giving their offline OMR based examination. However, NFL will not be bounded to allocate centre in the preferred city(ies) as indicated by the candidates in their online application form. No request for change of examination centre will be entertained after final submission of online application form. NFL reserves the right to cancel or add any centre depending upon the response of candidates in that area/ centre and Candidates have to make their own arrangement for travelling, lodging and boarding for appearing in OMR based test and no TA will be paid in this regard.
- d. The OMR Based test for the above mentioned post(s) will be held on the same day unless it is not possible to conduct the same due to any unforeseen or technical reasons. In case of any mishappening or delay or rescheduling the OMR Based test for either of the posts at any or all of the test centres, candidates would be communicated fresh date of test and no queries will be entertained in this regard. In the event of rescheduling of test or change of any test centre due to unforeseen or technical reasons, candidates would have to make their own arrangement to attend the test and NFL shall not be held liable for such delay/rescheduling of test and no TA will be paid for appearing in the test on this account also.
- e. The OMR Based test will have two parts, Discipline related and Aptitude related. Medium of Test will be in Rajbhasha (Hindi) and English. Duration of test will be 02 hours (120 minutes). The total number of questions will be 150, of one mark each, out of which 100 questions would be from mix of course curriculum of qualifying Course/ minimum educational qualification and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge/ Awareness. There will be no negative marking for wrong answer. The examination level of the domain subject will be of minimum prescribed educational qualification, as applicable for each post.
- f. The date of test shall be communicated to the candidates through admit card to be downloaded from NFL website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of Accounts Assistant in NFL. No request for change in examination date would be entertained.
- g. Mere issuance of Admit card shall not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.
- ii. **FINAL SELECTION**
- a. These being Group 'C' Non - Executive (Worker) level post, there will be no interview and selection of the candidates for appointment shall be made purely on the basis of marks obtained in OMR based test and subject to verification of certificates/testimonials etc.
- b. However, NFL reserves a right to conduct a Skill (Trade) Test for any or all posts notified vide this advertisement at any Unit/Plant of NFL for the purpose of short-listing candidates for the post applied for. Skill (Trade) Test will be qualifying in nature. Modalities of Skill (Trade) Test shall be displayed on NFL's website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of Accounts Assistant in NFL.
- c. Separate merit list will be drawn for General/SC/ST/OBC (NCL)/EWS candidates with reference to the number of available vacancies for each category. Merit list of suitable candidates shall be prepared on the basis of performance in the OMR based test. **Candidates would be required to score minimum 50% marks i.e. 75 or more marks out of 150 in OMR based test and all such candidates would be empanelled Unit- Category wise in order of merit.**
- d. In case two or more candidates score equal marks in the offline OMR based test, percentage of marks in the qualifying examination (i.e. minimum educational qualification for the post as specified in the advertisement) would be considered for drawing up merit list. In case percentage of marks are also equal in the qualifying examination, the date of birth of the candidates will be considered for preparing merit list i.e. the candidates born earlier will be considered as senior in the merit list.

- e. SC/ST/OBC (NCL)/EWS candidates can be considered under general standard of merit against the un-reserved posts provided no relaxation in age, minimum educational qualification marks etc. is availed of/ extended to them. Thus, candidates availing relaxation will be considered against reserved positions within their category in order of merit. PwBD and ExSM candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in the Merit List (in order of merit within the category) on horizontal reservation policy. However, a PwBD candidate availing of only age relaxation will be entitled to be first considered against unreserved post, in order of merit in the select list, before being considered against a reserved post.
- f. It is reiterated that in addition to the notified vacancies, 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.

**F. APPOINTMENT & PLACEMENT**

1. Candidature of the applicant would be provisional and subject to subsequent verification of credentials of candidates w.r.t. advertised recruitment specifications at the time of document verification, as & when called for. Candidature of the candidate is liable to be rejected if it is found that he/she does not meet the advertised eligibility criteria for the post he/she has applied for, irrespective of his/her merit position on the basis of marks secured in Offline OMR based examination. This clause be read with Clause No. H.10 of this advertisement also.
2. Candidates shortlisted on the basis of marks secured in Offline OMR based examination in order of merit, Unit-Category wise, shall be called for document verification at the place intimated later on and if found suitable, will be issued offer of appointment by the Unit for which they have applied for.
3. Selected candidates will be initially posted in that Unit of NFL which they are applying for, however, they can be posted in any Units/Offices/Joint Venture(s) of NFL at any point of time depending upon the administrative/functional requirements of Organization. Only candidates willing to serve anywhere in India need to apply.
4. The candidates selected for non-executive posts may be required to work in the plant in rotating shifts round the clock.
5. Candidates should have sound health and selected candidates, before joining, will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital/ NFL's common panel of hospitals.
6. Appointment of selected candidates would be subject to Medical Fitness and verification of Character & Antecedents and Caste/ PwBD certificate (if applicable) from the concerned District /Competent Authorities.

**G. RESERVATION/ CONCESSIONS/ RELAXATIONS**

1. Relaxation/Concession for SC/ST/OBC (NCL)/PwBD/Ex-SM categories candidates will be as indicated at Clause No. G.11 to G.18.
2. Reservation for SC/ ST/ OBC (NCL)/ EWS categories for Non-Executive (worker level) posts will be provided as per the prescribed percentage for recruitment applicable to the State in which Unit is located.
3. Category {General/SC/ST/OBC/EWS/PwBD} once submitted can not be changed and no benefit of other category will be admissible later on.
4. SC/ST/OBC/EWS candidates can be considered under general standards of merit against the Un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.
5. Only those communities that are mentioned in the common list of OBC notified by Government of India shall be treated as OBC for the purpose of reservation for employment. Relevant list can be viewed at <http://www.ncbc.nic.in>. Accordingly, for claiming the benefit of OBC (NCL) category on the cutoff date, the candidate shall submit & subsequently produce his latest caste certificate in the proforma prescribed by Government of India, as contained in DoPT Memo No.36036/2/2013-Estt/(Res.) dated 30.05.2014 from a Competent Authority. Such certificate should specifically state that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 and modifications issued vide OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017. Further the OBC (NCL) candidates will have to give a self-declaration, at the time of documents verification indicating that they belong to OBC (NCL).



6. Candidates belonging to OBC category and falling in creamy layer are not entitled to OBC reservation benefits. Such OBC candidates shall be treated as Un-reserved candidates. Accordingly, such candidates may choose to apply for the advertised positions provided they meet the age criteria applicable to "UR" candidates and indicate their category as "UR".
7. Prescribed reservations for PwBD and/or ExSM/Dependent of those killed or disabled in action will be applied on horizontal inter-locking reservation system basis as per Government of India guidelines. Candidates belonging to PwBD category shall be considered only against the identified positions.
8. Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for reservation. The reserved categories of disabilities mentioned under this Act are namely (a) Blindness and low vision; (b) deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities. It may be noted that definition of the above specified disabilities will be as per "The Rights of Persons with Disabilities Act, 2016". Section 2(r) of The Rights of Persons with Disabilities Act 2016 defines "person with benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms as certified by the certifying authority.
9. For claiming relaxation, the reserved category candidates should submit copy of Caste Certificate/ disability certificate, in the Proforma prescribed by Govt. of India, issued by the Competent Authority, alongwith application form. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should submit a self- certified translated copy of the same either in English or Rajbhasha (Hindi).
10. Format of caste certificate for SC/ST/OBC, format of EWS certificate and format of PwBD certificate is available on the website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Docs & Formats.
11. SC/ST/PwBD/ExSM/Departmental candidates are exempted from payment of application fee.
12. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.
13. Relaxation in maximum age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC (NCL) candidates considered against reserved positions.
14. "UR" PwBD candidates will be allowed age-relaxation upto 10 years, upto 15 years for "SC/ST" PwBD and upto 13 years for "OBC (NCL)" PwBD candidates, if considered against reserved positions.
15. Upper age limit is relaxed by 05 (five) years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.1980 to 31.12.1989.
16. Age relaxation equivalent to the period of apprenticeship training shall be allowed to those candidates who have/had successfully completed apprenticeship training under Apprentices Act, 1961/ Apprentices (Amendment) Act, 1973 in the relevant trade /discipline in either of the Nangal/ Bathinda/ Panipat/ Vijapur Units of NFL.
17. The maximum age of the applicant, after giving relaxations under Clause No. G.12 to G.16 above (standalone or in combination thereof), should not exceed 56 years as on cutoff date.
18. **GUIDELINES FOR USING A SCRIBE AND AVAILING COMPENSATORY TIME**
  - a. **For person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 (i.e. with 40% or more disability, for whom the benefit of reservation in Government posts are allowed) and has limitation in writing including that of speed.**

The facility of Scribe will be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her in his/her online application form.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/ Medical

Superintendent of a Government health care institution as per prescribed proforma available on NFL's website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Docs & Formats → Certificate regarding physical limitation in an examinee to write- To be submitted by PwBD Candidate (40% & above disability).

**Candidates eligible for and who wish to use the services of a scribe/reader in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained.**

The candidate will have to arrange his / her own scribe/ reader at his/her own cost.

The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per prescribed proforma available on NFL's website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Docs & Formats → Undertaking for Using Own Scribe - For PwBD Candidate (40% & above disability).

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates who are allowed use of scribe/reader. All the candidates with benchmark disability not availing the facility of scribe may be allowed compensatory time of 40 minutes for the 02 hours test duration. Only candidates registered for compensatory time will be allowed such concessions, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same.

**b. For Persons with specified disabilities covered under the definition of Section 2(s) of the RPWD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

For Persons with specified disabilities covered under the definition of Section 2(s) of the RPWD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per prescribed proforma available on NFL's website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Docs & Formats → Certificate regarding Difficulty in writing- For Person with Specified Disability (Less than 40% disability)

**Candidates eligible for and who wish to use the services of a scribe/reader in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained.**

The candidate will have to arrange his / her own scribe/ reader at his/her own cost.

The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per prescribed proforma available on NFL's website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Docs & Formats → Undertaking for Using Own Scribe - To be submitted by Person with Specified Disability (Less than 40% disability).

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates who are allowed use of scribe/reader. All the candidates with benchmark disability not availing the facility of scribe may be allowed compensatory time of 40 minutes for the 02 hours test duration. Only candidates registered for compensatory time will be allowed such concessions, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same.

**H. GENERAL INSTRUCTIONS**

1. Only Indian Nationals are eligible to apply.
2. NFL will not undertake detailed scrutiny at the time of receipt of application forms of candidates for eligibility and other aspects of shortlisting and, therefore, the candidature is only provisional. Before applying, candidates are advised to go through the advertised recruitment specifications w.r.t. essential qualification, age etc. and satisfy themselves that they are eligible for the post. When scrutiny is undertaken, if any claim made in the application form is not found substantiated, the candidature of such candidates will be cancelled and decision of NFL shall be final.

3. No modifications are allowed after candidate submits his/her application form. If any discrepancies are found in the data/particulars furnished by the candidates in his/her application form and that of the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details while filling their application forms.
4. 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.
5. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies as on cut-off date shall be required to produce 'Permission letter / No Objection Certificate' at the time of document verification from their employer intimating/stating permission from the Competent Authority/ Management for them to apply for a particular post in NFL notified vide this advertisement. Such candidates, if offered appointment, shall be required to submit proper & unconditional "Relieving Memo./Discharge Order/Release Order" from their employer at the time of joining, without which they will not be allowed to join.
6. Candidates in online application form have to necessarily declare and provide details in case he/she has been arrested, prosecuted, kept under detention or fined, FIR filed in any Police Station, convicted by the Court of Law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination or if proceedings are pending against him in any Court of Law.
7. Details once submitted in the online application form will be final and any request for any change including change in correspondence address/email address/mobile number/category shall not be entertained. Candidates are, therefore, advised to carefully fill up their online application.
8. The minimum educational qualification is the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. NFL's decision on all the matters relating to eligibility, acceptance or rejection of the application, mode of shortlisting or selection, cancellation of the selection process etc. shall be final & binding. No queries or correspondence shall be entertained in this regard.
9. Mere admission to the selection process does not imply that NFL 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. The candidature of all applicants would be provisional and subject to subsequent verification of credentials of candidates w.r.t. advertised recruitment specifications, certificates/testimonials, Caste/PwBD/ExSM etc. Candidates, if shortlisted, would be required to bring in all original certificates at the time of document verification, failing which they may not be issued offer of appointment / allowed to join.
10. If, at any stage of the recruitment process or subsequently, it is found, that the applicant:
  - a. has provided wrong information or submitted false documents or
  - b. has suppressed relevant information or
  - c. does not meet the eligibility criteria for this recruitment or
  - d. has resorted to unfair means during selection process or
  - e. is found guilty of impersonation

He/she will be liable to be disqualified, prosecuted and debarred for all future appointments in NFL and her/his application/appointment will be cancelled/rejected forthwith. Further such candidates shall render themselves ineligible for consideration at any stage of selection and for termination of their services at any time during employment, if recruited.

11. Further, NFL reserves the right to cancel/restrict/enlarge/modify the recruitment/selection process of advertised posts without any further notice or assigning any reasons whatsoever, if need so arises. Filling up of vacancies is solely at the discretion of the Management based on suitability of candidates and no claim will arise for appointment, if some of the vacancies are not filled
12. Candidates should possess a valid email ID as the same is mandatorily required for registration for online applications. Candidates are also advised to keep the E-mail ID as well as Mobile Number, as filled-in in their online application form, active for at least one & a half year from cut-off date. No change in the E-mail ID will be allowed once submitted. All future information/communication regarding participating in the selection process shall be provided through uploading on NFL's website and/or e-mail/SMS to the candidates, found

prima-facie eligible, based on the information submitted by them in their online application data. Responsibility of receiving and downloading of information/communications, etc. will be of the candidate. NFL will not be responsible for any delay in communication/inactiveness of the E-mail ID, loss of email sent due to invalid/wrong E-mail ID submitted by the candidate in online application form and no correspondence in this regard shall be entertained.

13. Candidates shortlisted based on the marks secured in Offline OMR based examination and found prima-facie eligible based on the online application submitted will be called for participating in the Selection Process.
14. Candidates should retain their copy of online Application Form and/or Pay in e-receipt and Admit Card for future reference as they will be asked to produce it at the time of document verification.
15. All necessary information/ updates regarding this recruitment including corrigendum/ addendum/ errata, date of Offline OMR based examination, opening of window for challenging questions & answers, list of candidates shortlisted etc. in respect of this advertisement shall be displayed only on NFL's website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of Accounts Assistant in NFL.
16. Prospective applicants are advised to visit NFL website regularly for latest update with regard to this advertisement as no further press advertisement will be issued.
17. This is a consolidated advertisement for recruitment of Non-Executive posts of NFL's Units/offices and issued on their behalf for administrative ease. Any proceedings in respect of any matter of claim or dispute arising out of this advertisement/recruitment process and/or an application submitted in response thereto will be in the Court of Jurisdiction of New Delhi only to the exclusion of all other Courts.
18. Candidates have to ascertain themselves their eligibility vis-à-vis advertised recruitment specifications for a post for which they are applying for. Issues related to form fill up, payment of application fee, if any, may be addressed to **helpdesk.nfl2023@gmail.com** or on **Helpline No. +91-8660511568 from 10:00 AM to 5:00 PM on working days.**
19. In case of any ambiguity/dispute arises on account of interpretation in versions other than English language advertised in Newspaper/Employment News/Website, English version available on the NFL's website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) will prevail.
20. Canvassing in any form shall be considered a disqualification for employment in the Company.

**IMPORTANT DETAILS FOR CANDIDATES**

The link to the online registration of the application has been hosted on the website <a href="http://www.nationalfertilizers.com">www.nationalfertilizers.com</a> → Careers → Recruitment in NFL → Recruitment of Accounts Assistant in NFL.	
Cut – off date for reckoning eligibility for all purposes	<b>31/10/2023</b>
Date of opening of online application	<b>02/11/2023</b>
Last date of submission of online application, unless change in date is notified	<b>01/12/2023</b>
Date of opening of edit/correction window	<b>03/12/2023</b>
Date of closing of edit/correction window	<b>04/12/2023</b>
Candidates are advised to submit their online application well in time to avoid last minute rush.	

**GM (HR-Pers.)**