

# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)  
Administrative Building, Chembur, Mumbai- 400 074  
email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

Advertisement No.: 01062021



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 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.

I) The Company invites applications for the post of Operator Grade I (Chemical) with the following specifications:  
(Abbreviation details given after the table)

I	II	III	IV	V	VI	VII	VIII	IX
POST CODE	NAME OF THE POST	NO. OF VACANCIES #	RESERVATION					Educational Qualification, Experience and Age as on 31 <sup>st</sup> May, 2021.
			UR	SC	ST	OBC (NCL)	EWS **	
OPTR CHEM/052021	Operator Grade I (Chemical), Grade-A8. (Pay scale: Rs. 26,000-80,000)	50	24	5	4	13	4	<b>Qualification:</b> Full time & regular B.Sc.(Chemistry) Degree with Physics as one of the subjects during any of the 3 years course of B.Sc. Degree and NCVT in the Attendant Operator (Chemical Plant) i.e. AO(CP) Trade. The National Council of Vocational Training (NCVT) in AO(CP) Trade should necessarily be completed after passing of B.Sc.(Chemistry) Degree.

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



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optchem21@rcfltd.com](mailto:rcf_optchem21@rcfltd.com).

							<p><b>Minimum Percentage:</b></p> <p>The candidates should have secured minimum 55% marks in last year (or Average/Aggregate of last two semesters) of B.Sc.(Chemistry) Degree Course (50% for SC/ST category candidates).</p> <p><b>Maximum Age -</b></p> <p>36 years for Unreserved category, For SC / ST Category - 41 years, For OBC Category - 39 years.</p> <p>Additional Concession for Children/ family members of the victims of 1984 riots - 5 years.</p> <p><b>Experience:</b></p> <p>The candidate must possess Seven years work experience preferably in Fertilizer or Chemical industry (Pesticides, Agro chemical, Chlor Alkali, Organic Chemical Manufacturing) having continuous process and performing the job in Process/Production Deptt.</p> <p>Period of Training will not be considered as experience.</p> <p>Experience should be after acquiring B.Sc.(Chemistry) Degree and NCVT in AO(CP) Trade.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Qualification:</b></p> <p>a) Full time &amp; regular Three Years' Diploma in (Chemical/Allied branches of Chemical) Engineering/Technology and one-year</p>
--	--	--	--	--	--	--	--

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



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - rcf\_optchem21@rcfltd.com.

							<p>training (BOAT) under the Apprentices Act-1961 (Amendment 1973).</p> <p><b>or</b></p> <p>b) The Candidates with HSC(Science) and direct admission to second year/ 3<sup>rd</sup> Semester of Three Years' Diploma in (Chemical/Allied branches of Chemical) Engineering/Technology and one-year training (BOAT) under the Apprentices Act-1961 (Amendment 1973).</p> <p>The one-year training (BOAT) should necessarily be completed after passing above prescribed qualification.</p> <p><b>Minimum Percentage:</b></p> <p>The candidates should have secured minimum 55% marks in last year (or Average/ Aggregate of last two semesters) of the Diploma Course (50% for SC/ST category candidates).</p> <p><b>Maximum Age -</b></p> <p>36 years for Unreserved category, For SC / ST Category - 41 years, For OBC Category - 39 years.</p> <p>Additional Concession for Children/ family members of the victims of 1984 riots - 5 years.</p> <p><b>Experience:</b></p> <p>The candidate must possess Seven years work experience preferably in Fertilizer or Chemical industry (Pesticides, Agro chemical, Chlor</p>
--	--	--	--	--	--	--	--

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



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - rcf\_optchem21@rcfltd.com.

							<p>Alkali, Organic Chemical Manufacturing) having continuous process and performing the job in Process/Production Deptt.</p> <p>Period of Training will not be considered as experience.</p> <p>Experience should be after acquiring above prescribed qualification.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Qualification:</b></p> <p>a) 4 years' (Eight Semesters) or 3½ years' (Seven Semesters) full time &amp; regular Diploma in (Chemical/Allied branches of Chemical) Engineering/ Technology under Sandwich pattern.</p> <p><b>Or</b></p> <p>b) The Candidates with HSC(Science) and direct admission to second year/ 3<sup>rd</sup> Semester of 4 years' (Eight Semesters) or 3½ years' (Seven Semesters) full time &amp; regular Diploma in (Chemical/Allied branches of Chemical) Engineering/ Technology under Sandwich pattern.</p> <p><b>Minimum Percentage:</b></p> <p>The candidates should have secured minimum 55% marks in last year (or Average/ Aggregate of last two semesters) of the Diploma Course (50% for SC/ST category candidates)</p> <p><b>Maximum Age -</b></p> <p>36 years for Unreserved category, For SC / ST Category – 41 years, For OBC Category – 39 years.</p>
--	--	--	--	--	--	--	--

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



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - rcf\_optchem21@rcfltd.com.

								<p>Additional Concession for Children/ family members of the victims of 1984 riots – 5 years.</p> <p><b>Experience:</b></p> <p>The candidate must possess Seven years work experience preferably in Fertilizer or Chemical industry (Pesticides, Agro chemical, Chlor Alkali, Organic Chemical Manufacturing) having continuous process and performing the job in Process/Production Deptt.</p> <p>Period of Training will not be considered as experience.</p> <p>Experience should be after acquiring above prescribed qualification.</p>
--	--	--	--	--	--	--	--	---

## Abbreviations:

“UR” - Unreserved; „SC” - Scheduled Caste; „ST” - Scheduled Tribe; „OBC (NCL)” - Other Backward Classes (Non-Creamy Layer); EWS”- Economically Weaker Section;

# The number of vacancies are tentative and may increase or decrease at the sole discretion of RCF Ltd and in Compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, RCF Ltd 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. In addition to the notified vacancies a panel of candidates shall also be proposed 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/1984 Riots affected category candidates are encouraged to apply. Further, RCF Ltd also reserves the right to raise/relax the minimum eligibility standards and to fill/ not to fill all or any of the above positions.

The postings of the selected candidates may be at any of the Units (Trombay / Thal) / Area offices of the company throughout India or at any project site as decided by the Management. The selected candidate will be assigned jobs/functions/assignments as per the business requirements of the Company including shift operations.

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



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

**\*\* EWS vacancies are tentative and subject to further directives of Gol and outcome of any litigation. The appointment against the reserved vacancies for EWS will be provisional and is subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services 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.**

## II) RESERVATION / CONCESSIONS / RELAXATIONS.

- a. Reservation of Posts for SC/ST/OBC(NCL)/ EWS categories candidates and relaxation thereof categories will be as per DoPT guidelines.
- b. Category {SC/ST/OBC/EWS} once submitted will not be changed and no benefit of other category will be admissible later on.
- c. 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, wherever applicable.
- d. For claiming relaxation, the reserved category candidates should submit copy of Caste/certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, along with application form at the time of appearing for Trade Test. 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).
- e. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates may choose to apply against the "UR" positions provided they meet the age criteria applicable to General category candidates and indicate their category as "General". RCF Ltd being a Central Public Sector Undertaking, 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 under Central Government. Relevant list can be viewed at <http://www.nbc.nic.in>. Accordingly, for claiming the benefit of OBC (NCL) category, candidate should submit & shall subsequently produce his latest caste certificate in the proforma prescribed by Government of India, applicable for purpose of reservation in appointment to posts under Govt. of India/Central Government /Public Sector Undertaking, as contained in DoPT Memo No.36036/2/2013-

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



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

Estt/(Res.) dated 30.05.2014 from a Competent Authority issued **in the year 2019 or thereafter**. Such certificate should specifically state 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).

- f. Age Relaxation in age limit as per Government of India guidelines.
  - a. SC/ST are exempted from payment of application fee at the time of online registration.
  - b. Relaxation in age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC (NCL) candidates considered against reserved positions.
  - c. Relaxation in age will be allowed upto 05 (five) years for Children and family members of the victims of 1984 Riots.

### III) DATE OF RECKONING ELIGIBILITY CRITERIA.

The cut-off date for determining eligibility criteria in respect of minimum educational qualification shall be 31<sup>st</sup> May, 2021 and age and experience shall be **31.05.2021** and will remain unchanged irrespective of any reason whatsoever.

### IV) APPLICATION FEES.

Non - refundable application fee of Rs. 700/- (Rupees Seven Hundred only) plus Bank Charges and applicable taxes (GST) for the posts in Workers' category are required to be paid by General, OBC and EWS 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 category candidates are not required to pay any application fee.

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



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)  
Administrative Building, Chembur, Mumbai- 400 074  
email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

## V) Nature of Job for Operator Grade I (Chemical):

The job requires working in rotating shifts including night shift and the selected candidate may be posted in any plant subject to exigencies of work *irrespective of Gender*. Also, this job requires high level of physical fitness for heavy nature of jobs which includes lifting of equipment/Valve operations etc. The workload is heavy in nature. Knowledge of Marathi language will be preferable. The candidates if selected / provisionally selected would be required to meet the medical and physical fitness standards for these posts failing which they shall be considered ineligible and not qualifying the criteria.

## VI) SALARY AND OTHER BENEFITS

### Recruitment - Post, Grade, Scale of pay & Gross Salary of Operator Grade I (Chemical)

The Selected candidate will be appointed in A8 grade in pay scale of **Rs.26000-80000**, the minimum total Monthly Gross salary works out to Rs.47,000/- (Approx) include Basic Pay +VDA (23.20%)+Perks (34%)+HRA (24%).

Besides, this the employee is entitled to company accommodation (Accommodation in the Company's township will be provided in Thal Unit and is subject to availability in Trombay Unit), as such HRA will not be paid. Performance Related Pay (PRP), Free Medical Facility for self and dependents, Gratuity, Contributory Provident Fund, Accident Insurance, Pension Scheme and Social Security Schemes as per Company rules.

## VII) SELECTION PROCESS :

The selection process for the positions of Operator Grade I (Chemical) comprises the following:

1. The candidates who have applied for the post through Online Application will be called for Trade Test 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. B. Sc. or 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 Degree/Diploma will be calculated considering percentage of marks upto two decimal points.**





# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

- 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.

**Rating of score of experience will be calculated considering actual number of days completed.**

- 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, 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), has secured equal Overall rating at (iii) above, all such next candidates will be considered for Trade Test.

2. 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.

3. The documents of the candidates will be verified before appearing for trade test. If any candidate fails to meet the eligibility criteria and/or is not able to provide required supporting documents of eligibility criteria before the trade test, will not be allowed to appear for the trade test.

4. As regard Educational qualification, for the purpose of calculation of percentage of marks, Marks obtained in Theory subject and In-plant Training will only be considered. The marks shown in Games/Sessional/Discipline, etc. will not be considered so as to maintain parity of pattern of awarding the marks with the other Institute/University.

## 5. TRADE TEST :

i) The candidates fulfilling selection process criteria mentioned at Sl. No. 1 to 4 will be provisionally called for trade test tentatively in the ratio of 1:7 i.e. 7 eligible candidates for 1 post. There will be no personal interview for workmen category recruitment.

ii) **Description of the Trade Test** : The Trade Test will consist of Practical Job Knowledge and handling of Technical equipment, the allocation of marks will be of 80 Marks and Safety awareness and Computer Knowledge the allocation



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

of marks will be of 20 marks. The total allocation of marks for Trade Test will be 100 marks. The candidate has to secure minimum 60 marks (SC/ST candidates 55 marks) out of total 100 marks for qualifying Trade Test

## 6. MERIT LIST :

- i) The category wise merit list of the candidates passing the Trade Test will be drawn on the basis marks secured out of total 100 marks in the Trade Test for shortlisting the candidates for Provisional selection.
  - ii) In case the candidates securing equal marks in the Trade Test, to place them in the order of merit following criteria will be made applicable:
    - i) Highest percentage of marks in SSC examination.
    - ii) Date of Birth of the candidates (i.e. the candidate born earlier will be considered as senior in the merit list).
    - iii) Application number (candidate who applied first will be preferred over second one and as such).
7. Call letters for Trade Test in respect of such eligible & provisionally shortlisted candidates will be uploaded on RCF Ltd website and such candidates will also be intimated for the same through SMS on their mobile number & 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.
8. For appearing for Trade Test all outstation candidates will be reimbursed to and fro sleeper Class Train / Bus fare (restricted to sleeper class fare). The reimbursement will be done only for correspondence address mentioned by the candidate in the application form. Mode of reimbursement shall be transfer to bank account.
9. It may be noted that candidates will be called provisionally for trade test 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 the eligibility criteria will be done before Trade test only. Candidates not meeting the eligibility criteria or not in possession of complete



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

requisite original documents will be declared as ineligible and will not be allowed to attend the trade test and no TA will be paid to them. Further, no queries shall be entertained in this regard.

10. The candidates shortlisted for provisional selection will be called for Pre-Employment Medical Test.
11. 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. His / her selection will be subject to being declared as Medically Fit by RCF Ltd. designated Physician.
12. 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.
13. Final selection of the provisionally shortlisted candidates will be subject to production of the requisite Certificates/ documents to fulfill the eligibility criteria and subject to fulfillment of other eligibility criteria w.r.t Academic Qualification, Age, Valid Caste Certificate (as applicable), Income Certificate, Work experience, NOC, relieving letter from previous employer etc. as may be applicable.
14. Offer of Appointment for joining RCF will be issued to the candidate on receipt of Medical Certificate of Fitness for Employment **“Fit to the post of Operator Grade I (Chemical)”** and production of the requisite Certificates/ documents by the candidate to fulfill the eligibility criteria
15. Number of appointment offers issued will be exactly equal to the number of category wise vacancies and remaining candidates will be kept on wait list in the ratio of 1:2. Wait list will be valid for one year from the date of approval of proceedings and will be operated if selected candidates do not join or he/she separates for any reason.
16. In case selected candidate expresses his inability to accept the offer in writing/via email or fails to report within stipulated time or leaves after joining or separates for any other reason, the next waitlisted candidate in the respective category will be called for Pre-Employment Medical Test and thereafter, Offer of Appointment for joining RCF will be issued to the candidates on receipt of Medical Certificate of Fitness for Employment **“Fit to the post of Operator Grade I (Chemical)”**

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



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)  
Administrative Building, Chembur, Mumbai- 400 074  
email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

## VIII) HOW TO APPLY :

### a) APPLICATION REGISTRATION

Candidates can apply online only from 07.06.2021 ( 10.00 a.m.) to 21.06.2021 (05.00 p.m.). No other mode of application will be accepted.

### IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

scan their:

1. photograph (4.5cm × 3.5cm)  
signature (with black ink)
2. ensuring that the all these scanned documents adhere to the required specifications as given in Section “C” in this Advertisement.
3. Signature in CAPITAL LETTERS will NOT be accepted.
4. Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
5. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. RCF may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
6. Candidates to go to the RCFwebsite → HR → RECRUITMENT- click on the option "APPLY ONLINE" which will open a new screen.
  - a. To register application, choose the tab "Click here for New Registration" and enter Name and Email-id. OTP will be sent to the Email – ID mentioned in the registration details.

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



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

- b. Candidate has to select LOGIN tab and enter Registered Email – ID as username and OTP as password. Candidate is thereafter required to fill Online Application Form.
- c. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE" Button prior to submission of the online application candidates are advised to use the "SAVE" Button facility to verify the details in the online application form and modify the same if required.
- d. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the SUBMIT BUTTON.
- e. The Name of the candidate or his /her Father/ Mother etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- f. Validate your details and Save your application by clicking "Save" button.
- g. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under section "C".
- h. Candidates can proceed to fill other details of the Application Form.
- i. Modify details, if required, and click on 'SUBMIT' Button after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- j. Click on 'Payment' Tab and proceed for payment.
- k. Click on 'Submit' button.
- l. In case if the applicant needs any assistance, the same can be raised by emailing on [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optchem21@rcfltd.com](mailto:rcf_optchem21@rcfltd.com).

## b) PAYMENT OF FEES ONLINE MODE :

- i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- ii) The payment can be made through internet banking account or credit/ debit card.
- iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- iv) On successful completion of the transaction, an e-Receipt will be generated.
- v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- vi) Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
- vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- viii) To ensure the security of your data, please close the browser window once your transaction is completed.
- ix) There is facility to print application form containing fee details after payment of fees.



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

## c) Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- i) Photograph must be a recent passport size colour picture.
- ii) Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- iii) Look straight at the camera with a relaxed face
- iv) If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- v) If you have to use flash, ensure there's no "red-eye"
- vi) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- vii) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- viii) Dimensions 200 x 230 pixels (preferred)
- ix) Size of file should be between 20kb–50 kb
- x) Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- xi) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- xii) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- xiii) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

## IX) 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 Trade Test or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- i) Using unfair means or
- ii) Impersonating or procuring impersonation by any person or
- iii) misbehaving in the Trade Test 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
- iv) Resorting to any irregular or improper means in connection with his/ her candidature or
- v) Obtaining support for his/ her candidature by unfair means, or
- vi) Carrying mobile phones or similar electronic devices of communication in the Trade Test such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - a. To be disqualified from the Trade Test for which he/ she is a candidate
  - b. To be debarred either permanently or for a specified period from Trade Test. conducted by RCF.

## X) GENERAL INSTRUCTIONS:

- a) Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications.
- b) While applying the candidates should mention their full name as it appears on the matriculation school certificate. SSC Passing Certificate/ the School leaving Certificate/Municipal birth certificate shall be the only acceptable documents in support of proof of age.
- c) 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.

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





# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

- d) Candidates possessing higher qualification than prescribed qualification in the advertisement will not be given any consequential benefits for their higher qualification in later stage or at any stage of service period.
- e) Minimum percentage of marks in the minimum educational qualification as indicated above shall be aggregate of last two semesters/ final year to be considered, irrespective of the weightage given to any particular semester/year by the Institute/University.
- f) 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 7 or 10 points scale. Candidates having CGPA/OGPA or letter grade in a degree, however, will invariably have to produce a copy of these conversion norms/no norms with respect to his/her University/Institute at the time of Trade Test.
- g) Candidates possessing Diploma not mentioning the area of specialization will have to produce certificate of specialization in the relevant field in qualifying subject, from its University/Institute failing which he/she may not be allowed to attend the trade test. It may be noted that it shall be responsibility of the candidate to verify and substantiate his claim of having requisite specialization in the advertised qualifying subject and no queries/correspondence shall be entertained in this regard at the time of Trade Test.
- h) It may be noted that candidates would be required to produce final year mark sheet (including earlier all semesters or years) /degree/diploma completion certificate at the time of Trade Test failing which they will not be allowed to attend the same.
- 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 the time of Trade Test failing which his/her/their candidature will not be considered and he/she/they will not be allowed to appear in the Trade Test.



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

- 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 Ltd'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 considered.
- l) 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.
- m) The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.
- n) The names of candidates called for Trade Test will be displayed on [www.rcfltd.com](http://www.rcfltd.com) under head "HR". Candidates are advised to visit the website regularly for the latest information in this regard. 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 Trade Test and RCF will not be responsible for any delay or non-delivery of such intimation.
- o) 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" head on our website - [www.rcfltd.com](http://www.rcfltd.com) for the updated information on the selection process.
- p) 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

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



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

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 fulfill 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 recruited.

- q) Further, RCF Ltd 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.
- r) Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on RCF Ltd "s website [www.rcfltd.com](http://www.rcfltd.com) under the head "HR". 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.
- s) Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at Mumbai only to the exclusion of all other Courts.
- t) Candidates should retain their copy of Pay in e-receipt and Registration Slip as they can be asked to produce it for future reference.
- u) Decision of RCF in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the RCF in this behalf.
- v) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any RCF recruitment 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.
- w) Canvassing in any form at any stage shall be considered a disqualification for employment in the Company.
- x) For any queries related to the Online form, please email us on [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)  
Administrative Building, Chembur, Mumbai- 400 074  
email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

The schedule of activities is as follows:

Activity	Date
Commencement of On-Line registration of application by candidates.	7 <sup>th</sup> June, 2021 at 10:00 am
Last date for on-line registration of application by candidates	21 <sup>st</sup> June, 2021 at 5:00 pm
Tentative Date of Trade Test	15 <sup>th</sup> July, 2021
Tentative Date of Result	30 <sup>th</sup> July, 2021

## XI) IMPORTANT INSTRUCTIONS :

- i) The Online Application shall be deemed to be submitted only upon receipt of Application Fee (wherever applicable) and upload of Self Attested Photograph and Signature within prescribed time limit.
- ii) 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.
- iii) ***The candidates shall be required to bring original certificates along with self attested photocopies of the following as documentary at the time of reporting for Trade Test.***
  - a) ***Proof of Age - SSC Passing Certificate or Date of Birth Certificate issued by the Government authority.***
  - b) ***All years/ semesters Marks sheet and certificates of Educational Qualifications (SSC, Diploma/Degree) prescribed in the advertisement.***
  - c) ***Certificate issued by BOAT (Board of Apprenticeship Training)/ NCVT (National Council for Vocation Training and Mark sheet of NCVT examination. Letter issued by the organization where the BOAT/NCVT Training is completed.***



# Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

email - [rcf\\_optrchem21@rcfltd.com](mailto:rcf_optrchem21@rcfltd.com).

d) Certificate issued by the University/Institution regarding equivalence of % of marks where CGPA/OGPA other grades in qualifying examination is awarded.

e) Certificates of Scheduled caste/Schedule Tribe/ Other Backward class [Caste and Non-creamy layer (issued after 1<sup>st</sup> April, 2019)] / EWS (issued after 01.02.2019)/ 1984 Riots affected.

f) Certificate of Work experience.

iv) 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](http://www.rcfltd.com) for any job/career related information pertaining to RCF Ltd.

Encl.: -

Annexure I- OBC Certificate

Annexure II- SC/ST Certificate

Annexure III- Income & Asset Certificate (EWS Certificate)

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

