



NATIONAL FERTILIZERS LIMITED

(A Govt. of India Undertaking)

A-11, Sector-24, Noida - 201301, Distt. Gautam Budh Nagar (UP)

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

REQUIRES

NFL, a Schedule 'A' Mini Ratna Govt. of India Undertaking and premier Fertilizers Company engaged in manufacturing and marketing nitrogenous fertilizers and other agricultural inputs having an annual turnover of Rs. 8000 Crores (approx), is looking for dynamic, result oriented and experienced professionals for posts of Chief Manager (Law), Asstt. Manager (Law), Sr. Manager (HR), Manager (HR), Addl. Co. Secretary, Asstt. Manager (Civil) and Medical Officer.

Name of Post & Pay Scale	Category			Total Number of posts	Category of PWD identified for
	SC	OBC	UR		
Chief Manager (Law), Rs. 36600-62000	-	-	1	1	OL,BL,OAL,B,LV
Asstt. Manager (Law) Rs. 20600-46500	-	1	3	4	OL,BL,OAL,B,LV
Sr. Manager (HR)* Rs.32900-58000	-	-	3	3	OA,OL,BL,OAL,B,LV,HH
Manager (HR)* Rs. 29100-54500	-	-	2	2	OA,OL,BL,OAL,B,LV,HH
Addl. Co. Secretary* Rs.32900-58000	-	-	1	1	OA,OL,BL
Asstt. Manager (Civil) Rs. 20600-46500	-	1	4	5	OL,OA,HH
Medical Officer Rs. 16400-40500	1	1	2	4	OA,OL
Abbreviations:- OA=One Arm, OL=One Leg ,BL=Both Leg, OAL=One Arm and One Leg, B=Blind, LV=Low Vision, HH= Hearing Impaired					
*Note: Due to poor response to our recruitment notification in Employment News dated 26.03-04.2016, these posts are being re-notified. The post of Addl. Co. Secretary was earlier advertised as Dy. Co. Secretary. Those who have already applied against these vacancies need not apply afresh. Their candidature shall be considered in accordance with revised specifications.					

REQUISITE JOB SPECIFICATIONS/ ELIGIBILITY CRITERIA

1.	POST	Chief Manager (Law) in the Pay Scale of Rs. 36600-62000 (E-6) (One post)
	Minimum Essential Qualification	Graduate Degree in any discipline with Bachelors Degree in Law (LLB) (03 years professional course) OR 05 years Integrated LLB Degree (Professional) OR Masters Degree in Law (LLM). Preference will be given to candidates having Company Secretary Qualification or Diploma in Corporate Laws.
	Minimum Essential Experience	Minimum 17 (Seventeen) years' post qualification executive experience as a Law Executive in State/ Central Government Department (s)/ Institution(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company (ies) or as an Advocate in Reputed Law Firm(s) out of which two years of experience in the scale of Rs.32,900-58,000 (I.D.A) (or) Rs. 15,600-39,100 with grade pay of Rs.6600 (C.D.A.) (Equivalent scales as on 31.12.2015). PSU or Govt. candidates, presently working in the pay scale of Rs.36,600 - 62,000(IDA) or Rs. 15,600-39,100 with grade pay of Rs.7600 (CDA) with minimum 17 (Seventeen) years' post qualification executive experience may also apply. Candidates having experience as an Advocate in Reputed Law Firm(s) must have

		enrolled themselves with the concerned Bar Council as an advocate. Preference would be given to candidates having experience in Chemical and Fertilizer Industry. Candidates from private sector should have minimum two years' of experience at a CTC of Rs. 15.69 Lacs p.a.
	Age Limit	50 years (relaxable as per Presidential Directives on reservation)
2	POST	Assistant Manager (Law) In the Pay Scale Of Rs. 20600- 46500 (E-2) (Four posts)
	Minimum Essential Qualification	Full-time Graduate Degree in any discipline and Full-time Bachelors Degree in Law (LLB) (03 years professional course) with minimum 60% marks OR 05 years Integrated Full-time LLB Degree (Professional) with minimum 60% marks. (relaxable as per Presidential Directives) Preference will be given to candidates having Company Secretary Qualification/ Diploma in Corporate Laws.
	Minimum Essential Experience	Minimum 02 (Two) years' post qualification executive experience (excluding training period) as a Law Executive in the pay scale of Rs. 16400-40500 (IDA) or equivalent in State/ Central Government Department(s)/ Institution(s)/ Undertaking (s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) or as an Advocate in Reputed Law Firm(s). PSU or Govt. candidates, presently working in the pay scale of Rs.20600-46500 (IDA) with 02 (Two) years' post qualification executive experience may also apply. Candidates having experience as an Advocate in Reputed Law Firm(s) must have enrolled themselves with the concerned Bar Council as an advocate. Preference would be given to candidates having experience in Chemical and Fertilizer Industry. Candidates from private sector should have minimum 02 (Two) years' of experience at a CTC of Rs. 7.82 Lacs p.a.
	Age Limit	40 years (relaxable as per Presidential Directives)
3	POST	Sr. Manager (HR) in the Pay Scale of Rs. 32900-58000 (E-5) (Three posts)
	Minimum Essential Qualification	Full time MBA/ Post Graduate Degree/ Diploma of 2 years duration from a recognized University/ Institution with specialization in Personnel Management & Industrial Relations/ Human Resource Management/ MSW. LLB would be a desirable qualification.
	Minimum Essential Experience	Minimum 13 (Thirteen) years' post qualification experience in any Govt/ Public Sector/ Autonomous body/ MNC/ Private Organization out of which 02 years shall be in the pay scale of Rs.29100-54500 (IDA) or Rs. 15600-39100 with grade pay of Rs. 6600 (CDA). PSU or Govt. candidates, presently working in the pay scale of Rs.32900-58000 (IDA) or equivalent with 13 years' post qualification executive experience may also apply. Candidates from MNC/ Private Organization should have minimum two years' experience at a CTC of Rs.13.88 Lacs p.a.
	Age Limit	45 years (relaxable as per Presidential Directives)
4	POST	Manager (HR) in the Pay Scale of Rs. 29100-54500 (E-4) (Two posts)
	Minimum Essential Qualification	Full time MBA/ Post Graduate Degree/ Diploma of 2 years duration from a recognized University/ Institution with specialization in Personnel Management & Industrial Relations/ Human Resource Management/ MSW. LLB would be a desirable qualification.
	Minimum Essential Experience	Minimum 9 (Nine) years' post qualification experience in any Govt/ Public Sector/ Autonomous body/ MNC/ Private Organization out of which 02 years' shall be in the pay scale of Rs.24900-50500 (IDA) or Rs. 9300-34800 with grade pay of Rs. 5400 (CDA). PSU or Govt. candidates, presently working in the pay scale of Rs.29100-54500 (IDA) or equivalent with 9 years' post qualification executive experience may also apply. Candidates from MNC/ Private Organization should have minimum two years' experience at a CTC of Rs. 11.88 Lacs p.a..
	Age Limit	45 years (relaxable as per Presidential Directives)
5	POST	Addl. Company Secretary in the Pay Scale of Rs. 32900-58000 (E-5) (One post)
	Minimum Essential Qualification	Full time Graduate in any discipline and should have passed the final examination of Institute of Company Secretaries of India (ICSI) and should be an Associate/ Fellow Member of ICSI. Preference will be given to graduate degree in Law (LLB)
	Minimum Essential Experience	Minimum 13 years' post qualification experience (Post ACS) in Secretarial Department in a listed CPSE/Public Limited Company in Executive cadre. For PSU or Govt. candidates, at least two years' experience in the pay scale of Rs. 29100-54500 (IDA) or Rs. 15600-39100 with grade pay of Rs. 6600 (CDA). PSU

		or Govt. candidates, presently working in the pay scale of Rs.32900-58000 (IDA) or equivalent with 13 years' post qualification executive experience may also apply. Candidates from MNC/Private Organizations should have last two years' experience at minimum CTC of Rs. 13.88 Lacs p.a.
	Age Limit	45 years (relaxable as per Presidential Directives)
6	POST	Assistant Manager (Civil) in the Pay Scale of Rs. 20600- 46500 (E-2) (Five posts)
	Minimum Essential Qualification	Civil Engineering Degree (B. Tech or B.E.)/ AMIE in Civil Engineering from recognized institute with minimum 60 % marks (relaxable as per Presidential Directives)
	Minimum Essential Experience	Minimum 2 (Two) years' post qualification experience in the pay scale of Rs. 16400-40500 (IDA) or equivalent scale OR Minimum 2 (Two) years' direct contractual experience in PSU/ Govt. Organization/ Large Private Company/ Listed Company (preferably in fertilizers or petrochemical sector). PSU or Govt. candidates presently working in the pay scale of Rs.20600-46500 (IDA) with two years' executive experience may also apply. Candidates should be well versed with cost estimation & budgeting, preparation of professional engineering drawings & specifications for various assignments & projects by reviewing data & performing surveys, Construction & maintenance experience of Plant, large office & residential complex, material procurement & planning, Contracts preparation & bid evaluations. Good Knowledge of preventive maintenance procedures, cost reduction techniques, budget Management & Industry best practices. Further, computers literate candidates with working knowledge of Auto CAD will be preferred. Candidates from private sector should have minimum two years' of experience at a CTC of Rs.7.82 Lacs p.a.
	Age Limit	40 years (relaxable as per Presidential Directives)
7.	POST	Medical Officer in the Pay Scale of Rs. 16400- 40500 (E-1) (Four posts)
	Minimum Essential Qualification	MBBS degree with 60% marks (relaxable as per Presidential Directives)
	Minimum Essential Experience	Minimum 2 years' professional experience (after internship) in Medicine in a reputed Hospital/ Medical College/ Hospital in large industrial complex OR Candidates having Post Graduate Degree in Medicine. For PSU or Govt. candidates, at least two years' experience in the pay scale Rs. 12600- 32500. PSU or Govt. Candidates presently working in the pay scale of Rs.16400- 40500 (IDA) with two years' experience may also apply. Candidates from private sector should have minimum two years' of experience at a CTC of Rs. 6.01 Lacs p.a
	Age Limit	30 years (relaxable as per Presidential Directives)

The cut-off date for determining eligibility criteria in respect of meeting post qualification experience and age shall be **01.11.2016**. Candidates are advised to go through the recruitment specifications for the posts and ascertain their eligibility before submitting their applications. The candidates should ensure that the details mentioned in the application form are correct. Application fee for applying for the posts of Chief Manager (Law), Sr. Manager (HR), Manager (HR) & Addl. Company Secretary is Rs. 1000/- and for the posts of Asstt. Manager (Law), Asstt. Manager (Civil) & Medical Officer is Rs. 700/-. SC/ST/PWD candidates are exempted from submission of application fee.

SELECTION PROCESS

The candidates shortlisted by NFL based on meeting eligibility criteria will be called for personal interview. Further selection shall be made according to merit drawn on the basis of performance of shortlisted candidates in the interview process. **However, in case large number of applications are received for a post, Management reserves a right to conduct a written test before short listing candidates for interview.** No TA/DA will be paid for appearing in the written test.

The candidates called for personal interview for the post of Chief Manager (Law) will be reimbursed of single return air fare/ first class ACC/ road mileage at prescribed rates for the journey by road/ by one's own conveyance. The candidates called for personal interview for the post of Sr. Manager (HR), Manager (HR), Addl. Co. Secretary, Asstt. Manager (Law) & Asstt. Manager (Civil) will be reimbursed to and fro single 2nd AC Class Rail/Bus fare & the candidates called for personal interview for the post of Medical Officer will be reimbursed to and fro single 2nd Class Rail/Bus fare from the nearest railway station of the mailing address to the place of interview by the shortest route on production of necessary receipts. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital and also subject to verification of character & antecedents and Caste certificate from the concerned District Authorities. Selected candidates can be posted anywhere in India at the discretion of the Management.

Application on plain paper attaching therewith bio-data giving details in tabulated form together with self-attested copies of certificates regarding age, date of birth, qualifications (division and percentage of marks obtained, year of passing), post qualification experience (including position held, name of the employers with complete address, nature of duties, period of service, scale of pay, salary drawn) along with self attested copy of SC/ST/OBC/PWD certificate issued in the prescribed proforma and demand draft of Rs. 1000/- or Rs. 700/- (whichever is applicable) in favour of National Fertilizers Limited payable at New Delhi (SC/ST/PWD candidates are exempted from application fee) should reach General Manager (HR) at the above address latest by 26.12.2016 .

GENERAL INSTRUCTIONS

1. Only full time Regular courses will be considered. Degree/Diploma must be from University / Institute recognized by UGC/AICTE.
2. Minimum percentage of marks in the essential qualification(s) as indicated above shall be aggregate of all semesters/years to be calculated taking average of all semesters/years, irrespective of the weightage given to any particular semester/year by the Institute/University.
3. Wherever CGPA/OGPA or Grading system in a Degree/Diploma is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes.
4. For claiming relaxation, the reserved category candidates should keep with them a copy of the original Caste/PWD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, which will be required to be submitted at the time of Personal Interview, if called for. In addition, the OBC (NCL) candidates will be required to submit a valid caste certificate in the prescribed format 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-Estt/(Res.) dated 30.05.2014 from a Competent Authority issued in the year of advertisement. Further the OBC (NCL) candidates will have to give a self-undertaking, at the time of Personal Interviews, if called for, indicating that they belong to OBC-Non Creamy Layer. Candidates belonging to OBC category but falling in creamy layer and thus not entitled to OBC reservations should indicate their category as "General" provided they meet the age criteria specified for general category candidates.
5. As regards reservation for Persons with Disability and Ex-serviceman/Dependent of those killed/Disabled in action, the vacancies are to be filled by way of horizontal inter-locking Reservation System.
6. Candidates presently employed in Central/State Government Department, Central/State PSUs or Semi Government Organization shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview failing which his/her candidature will not be considered.
7. Only short listed candidates who are found eligible based on the application submitted will be called for participating in the Selection Process. 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.

8. Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
9. NFL reserves the right to increase or decrease the number of vacancies so notified at its own discretion. In addition to the notified vacancies, a panel of candidates shall also be created for any unforeseen vacancies/ requirements arising in the next one year. Further, NFL also reserves the right raise/relax the minimum eligibility standards and to fill/ not to fill all or any of the above positions and cancel/restrict/enlarge/modify the recruitment/selection process without any further notice or assigning any reasons whatsoever.
10. The prescribed qualification/experience are the minimum criteria and mere possession of the same does not entitle a candidate for participating in the Selection Process. NFL's decision shall be final and binding in this regard.
11. Mere admission to the Selection Process does not imply that the Company (NFL) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/or that he/she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after appointment, his/her services will be summarily terminated.
12. Request for change of mailing address/DOB/category/posts/ city for test centre as declared in the application will not be entertained.
13. The names of candidates called for written test/personal interview will be displayed on www.nationalfertilizers.com under head "Careers". Candidates are advised to follow the website for the latest information in this regard. Only shortlisted candidates will be intimated simultaneously through post/E-mail for the proposed Test/Personal interview. However, NFL will not be responsible for any delay or non-delivery on the part of Postal Department.
14. NFL reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our website www.nationalfertilizers.com under the head "Careers". No further press advertisement will be notified. Hence prospective applicants are advised to visit NFL website regularly for latest update with regard to this advertisement.
15. For more details, kindly refer career link of our website www.nationalfertilizers.com .
Canvassing in any form shall be considered a disqualification for employment in the Company.

Notification No. 03/2016
Dated: 16.11.2016

Dy. General Manager (HR)

WINDOW AD

NATIONAL FERTILIZERS LIMITED
A-11, SECTOR -24, NOIDA - 201301
DISTT. GAUTAM BUDH NAGAR, U.P.
PHONE: 0120-2412294, 2412445, FAX: 0120-2412397

REQUIRES

Applications are invited from experienced professionals for

1. 1 post of Chief Manager (Law) in the pay scale of Rs. 36600-62000,
2. 4 posts of Asstt. Manager (Law) in the pay scale of Rs. 20600-46500,
3. 3 posts of Sr. Manager (HR) in the pay scale of Rs. 32900-58000,
4. 2 posts of Manager (HR) in the pay scale of Rs. 29100-54500,
5. 1 post of Addl. Co. Secretary in the pay scale of Rs. 32900-58000,
6. 5 posts of Asstt. Manager (Civil) in the pay scale of Rs. 20600-46500 and
7. 4 posts of Medical Officer in the Pay Scale of Rs. 16400 40500/- plus Industrial DA and other allowances as per rules of the Company.

For details, refer Employment News dated 25.11.2016 Or NFL website : www.nationalfertilizers.com .Last date for receipt of application is 26.12.2016.

Dy. General Manager (HR)