



**NATIONAL FERTILIZERS LIMITED**  
(A Government of India Undertaking)  
A-11, Sector-24, Noida,  
District Gautam Budh Nagar, Uttar Pradesh - 201301.  
Phone Nos.: 0120-2412294, 2412445 Fax 0120-2412397

**Advertisement No.: 03/2018**

**Dated: 15.11.2018**

**RECRUITMENT OF EXPERIENCED FINANCE & ACCOUNTS PROFESSIONALS**

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 is looking for qualified, dynamic and result oriented experienced F&A professionals with initiative for manning the following positions on regular basis for its various Offices / Units / Joint Ventures:

POST CODE	POST NAME	PAY SCALE (pre-revised)	VACANCY POSITION	UR	RESERVATION				POSTS IDENTIFIED FOR PwBD CATEGORIES
					SC	ST	OBC (NCL)	PwBD	
			@					@@	\$
01	ACCOUNTS OFFICER	₹16400 - 40500	40 (FORTY)	20	06	03	11	01 OH 01 HH	OH: OA, OL, BL, OAL, BLOA HH
02	SENIOR MANAGER (F&A)**	₹32900 - 58000	02 (TWO)	-	01	-	01	-	

**Abbreviations:**

'F&A' - Finance & Accounts; 'UR' - Unreserved; 'SC' - Scheduled Caste; 'ST' - Scheduled Tribe; 'OBC (NCL)' - Other Backward Classes (Non-Creamy Layer); 'ExSM' - Ex Serviceman; 'PwBD' - Persons with Benchmark Disabilities; 'OH' - Orthopedically Impaired; 'OA' - One Arm affected; 'OL' - One Leg affected; 'BL' - Both Legs affected; 'OAL' - One Arm & Leg affected; 'BLOA' - Both legs and one arm affected; 'HH' - Hearing Impaired.

@ The number of vacancies are tentative and may increase or decrease at the discretion of NFL and 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/PwBD/ExSM category candidates are encouraged to apply.

@@ PwBD reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC vacancies. Refer to Clause No. D.5 of this advertisement.

\$ The PwBD categories identified for above posts are as per the latest list of "Group A - Posts identified for Persons with Disabilities (New)" available on the website of Office of The Chief Commissioner for Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India at <http://www.ccdisabilities.nic.in> as on the date of advertisement. Please refer to Clause No. D.6 - D.7 of this advertisement in this regard also.

\*\* Vacancies which were notified vide Advt. No. 03/2017 dated 14.08.2017 and remained unfilled.

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**A. AGE, QUALIFICATION AND INLINE EXECUTIVE WORK-EXPERIENCE ELIGIBILITY CRITERIA**

Post Code	Post Name	Maximum Age	Minimum Educational Qualification***	Post Qualification Inline Executive Work - Experience in dealing with financial & accounting matters***																																						
(i)	(ii)	(iii)	(iv)	(v)																																						
01	Accounts Officer	30 years		<p><b>1.No. of years of post-qualification inline executive work experience as on 30.11.2018</b></p> <table border="1"> <thead> <tr> <th>Name of the Post</th> <th>No. of years</th> </tr> </thead> <tbody> <tr> <td>Accounts Officer</td> <td>01</td> </tr> <tr> <td>Senior Manager (F&amp;A)</td> <td>13</td> </tr> </tbody> </table> <p><b>2.For candidates employed in Govt./PSU/Autonomous Body/Statutory Body:</b></p> <p>a.As on 30.11.2018, should be working &amp; having minimum 01 year (for Accounts Officer) / 02 years {for Senior Manager (F&amp;A)} post qualification inline executive work experience in either of the following pay scales (IDA or CDA, as applicable)</p> <table border="1"> <thead> <tr> <th>Pay Scale / Post</th> <th>IDA pattern:</th> <th>CDA pattern</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Accounts Officer</td> <td>₹6550-200-11350 (IDA 1997)</td> <td rowspan="3">₹9300 – 34800 with ₹4200 GP or ₹35400 – 112400 (Level 6 in Pay Matrix of 7<sup>th</sup> CPC)</td> </tr> <tr> <td>₹12600 - 32500 (IDA 2007)</td> </tr> <tr> <td>₹30000 – 120000 (IDA 2017)</td> </tr> <tr> <td rowspan="3">Senior Manager (F&amp;A)</td> <td>₹14500-350-18700 (IDA 1997)</td> <td rowspan="3">₹15600 – 39100 with ₹6600 GP or ₹67700 – 208700 (Level 11 in Pay Matrix of 7<sup>th</sup> CPC)</td> </tr> <tr> <td>₹29100 - 54500 (IDA 2007)</td> </tr> <tr> <td>₹70000 – 200000 (IDA 2017)</td> </tr> </tbody> </table> <p style="text-align: center;"><b>OR</b></p> <p>b. As on 30.11.2018, should be working in the following or higher pay scales &amp; possessing minimum no. of years of post-qualification inline executive work experience, as applicable:</p> <table border="1"> <thead> <tr> <th>Pay Scale / Post</th> <th>IDA pattern:</th> <th>CDA pattern</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Accounts Officer</td> <td>₹8600-250-14600 (IDA 1997)</td> <td rowspan="3">₹9300 – 34800 with ₹4600 GP or ₹44900 – 142400 (Level 7 in Pay Matrix of 7<sup>th</sup> CPC)</td> </tr> <tr> <td>₹16400 - 40500 (IDA 2007)</td> </tr> <tr> <td>₹40000 – 140000 (IDA 2017)</td> </tr> <tr> <td rowspan="3">Senior Manager (F&amp;A)</td> <td>₹16000-400-20800 (IDA 1997)</td> <td rowspan="3">₹15600 – 39100 with ₹7600 GP or ₹78800 – 209200 (Level 12 in Pay Matrix of 7<sup>th</sup> CPC)</td> </tr> <tr> <td>₹32900 - 58000 (IDA 2007)</td> </tr> <tr> <td>₹80000 – 220000 (IDA 2017)</td> </tr> </tbody> </table> <p><b>3.For candidates employed in Private Sector (i.e. other than Govt./PSU/Autonomous Body/Statutory Body) as on 30.11.2018:</b></p> <table border="1"> <thead> <tr> <th>Name of the Post</th> <th>Should be working &amp; having minimum Cost to Company (CTC) as on 30.11.2018</th> </tr> </thead> <tbody> <tr> <td>Accounts Officer</td> <td>₹4.61 lakh per annum</td> </tr> <tr> <td>Senior Manager (F&amp;A)</td> <td>₹10.64 lakh per annum</td> </tr> </tbody> </table>	Name of the Post	No. of years	Accounts Officer	01	Senior Manager (F&A)	13	Pay Scale / Post	IDA pattern:	CDA pattern	Accounts Officer	₹6550-200-11350 (IDA 1997)	₹9300 – 34800 with ₹4200 GP or ₹35400 – 112400 (Level 6 in Pay Matrix of 7 <sup>th</sup> CPC)	₹12600 - 32500 (IDA 2007)	₹30000 – 120000 (IDA 2017)	Senior Manager (F&A)	₹14500-350-18700 (IDA 1997)	₹15600 – 39100 with ₹6600 GP or ₹67700 – 208700 (Level 11 in Pay Matrix of 7 <sup>th</sup> CPC)	₹29100 - 54500 (IDA 2007)	₹70000 – 200000 (IDA 2017)	Pay Scale / Post	IDA pattern:	CDA pattern	Accounts Officer	₹8600-250-14600 (IDA 1997)	₹9300 – 34800 with ₹4600 GP or ₹44900 – 142400 (Level 7 in Pay Matrix of 7 <sup>th</sup> CPC)	₹16400 - 40500 (IDA 2007)	₹40000 – 140000 (IDA 2017)	Senior Manager (F&A)	₹16000-400-20800 (IDA 1997)	₹15600 – 39100 with ₹7600 GP or ₹78800 – 209200 (Level 12 in Pay Matrix of 7 <sup>th</sup> CPC)	₹32900 - 58000 (IDA 2007)	₹80000 – 220000 (IDA 2017)	Name of the Post	Should be working & having minimum Cost to Company (CTC) as on 30.11.2018	Accounts Officer	₹4.61 lakh per annum	Senior Manager (F&A)	₹10.64 lakh per annum
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02	Senior Manager (F&A)	48 years {for 'OBC (NCL)'} & 50 years {for 'SC'}	Chartered Accountant from ICAI or Cost & Management Accountant from ICAI or Two years full time / regular MBA with major specialization in Finance / Financial Management with minimum 60% marks.																																							

**1. AGE LIMIT (Column iii)**

- Indicated maximum age limit for Accounts Officer is for 'General' category. Relaxation to SC/ST/OBC/PwBD/ExSM in age criteria are mentioned in Clause Nos. D.10 - D.15 of this advertisement.
- Indicated maximum age mentioned for Senior Manager (F&A) post, reserved for 'SC' and 'OBC' categories, is inclusive of relaxation by 05 years & 03 years, respectively.

\*\*\* Specifications of minimum educational qualification & post qualification inline work - experience be read with Clause Nos. H.4 - H.7 and H.8 - H.10, respectively, as mentioned in this advertisement.

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**B. DATE OF RECKONING ELIGIBILITY CRITERIA.**

The cut-off date for determining eligibility criteria in respect of age, minimum educational qualification, post qualification inline executive work experience, pay scale, CTC shall be **30.11.2018**.

**C. NON REFUNDABLE APPLICATION FEE.**

1. For Accounts Officer - ₹700/- (Rupees Seven Hundred Only) and ₹1000/- (Rupees One Thousand Only) for Senior Manager (F&A).
2. Application fee is payable vide Demand Draft in favour of National Fertilizers Limited payable at New Delhi.
3. The application fee is not applicable for SC/ST/ExSM/PwBD/Departmental candidates.
4. Applicant should invariably mention his name, correspondence address, post code, name of the post applied for and unique registration number on the reverse of the demand draft.

**D. RESERVATION/CONCESSIONS/RELAXATIONS.**

1. Category {General/SC/ST/OBC/PwBD} once submitted will not be changed and no benefit of other category will be admissible later on. Blank proforma of certificates for SC/ST/OBC/PwBD is available under the head "Careers" on [www.nationalfertilizers.com](http://www.nationalfertilizers.com) for convenience of the candidates.
2. SC/ST/OBC 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.
3. For claiming relaxation, the reserved category candidates should submit copy of Caste Certificate, in the Proforma prescribed by Govt. of India, issued by the Competent Authority, alongwith online 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).
4. 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". NFL 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.ncbc.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-Estt/(Res.) dated 30.05.2014 from a Competent Authority issued in the year 2018. 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).
5. 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.
6. 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".

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7. Section 2(r) of The Rights of Persons with Disabilities Act 2016, defines “person with benchmark disability” as a person duly certified by the certifying authority with:
- not less than 40% of a specified disability where specified disability has not been defined in measurable terms and;
  - disability where specified disability has been defined in measurable terms.

Accordingly, a person with a specified disability listed in the schedule but not covered under Section 34(1), if certified by a certifying officer as a person with disability of 40% or above, in terms of provisions 7 of the Rights of Persons with Disabilities Act, 2016 shall be allowed concessions/relaxations available to PwBDs as mentioned in this advertisement and will be considered against unreserved vacancies. Further, those candidates, who want to avail of benefit of reservation, are required to submit a Disability Certificate issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. 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).

8. SC/ST/PwBD/ExSM/Departmental candidates are exempted from payment of application fee.
9. In case adequate numbers of SC/ST/PwBD candidates who satisfy the minimum standard are not available to fill up the reserved vacancies, then SC/ST/PwBD candidates may be shortlisted to the extent of shortfall in vacancies by relaxing the minimum standard of securing 60% marks to 55% marks in educational qualification criterion, provided that they are not considered unfit to hold the post and satisfy all the other eligibility criteria. Accordingly, SC/ST/PwBD category candidates are encouraged to apply
10. Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.
11. For Accounts Officer, 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..
12. “General” 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.
13. 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.
14. For Departmental candidates applying for the Post Code No. 01, upper age limit will be 40 years for “General”, 45 years for “SC/ST” and 43 years for “OBC” candidates
15. The maximum age of the applicant, after giving relaxations under Clause No. D.11 to D.14 (standalone or in combination thereof), should not exceed 56 years on 30.11.2018.

#### **E. PAY & PERKS**

Pay scales are under revision in terms of Government of India guidelines. 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.

#### **G. HOW TO APPLY**

- Before applying, candidates are advised to peruse the advertisement carefully and should ensure that they fulfill all the eligibility criteria.
- Candidates should apply online through NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com). No other means/

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mode of application shall be accepted. The relevant link for submission of online application will be available from 1000 hours (10:00 AM) on 15.11.2018 under the head “Careers → Recruitment in NFL → Recruitment of Experienced F&A Professionals - 2018 → Apply Online” and submission of application will be allowed on the website upto 1730 hours (5:30 PM) on 14.12.2018, unless changed as per the decision of NFL.

3. 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.
4. Candidates are required to provide their details in online application form regarding age, date of birth, qualification, division and percentage of marks obtained, year of passing and respective School/College/University, work experience including positions held, name of employers with address, nature of duties, period of service, scale of pay, salary/CTC (Cost to Company)/ salary drawn, demand draft for application fee (if applicable) and other requisite information/declaration
5. The candidates should ensure that the details entered in online application are correct. On submission of duly filled-in application online, candidate is required to download the Application Form generated by the system with unique registration number and send print out of the same, duly signed, alongwith self-attested photocopies of the documents / certificates, as detailed at Sl. No. G.6 below so as to reach NFL by 21.12.2018 / 28.12.2018 (Refer Clause G.7 below) failing which their candidature will not be considered and no queries shall be entertained in this regard.
6. Self-attested photocopy of following documents is required to be enclosed alongwith online application form:

1.	For Date of Birth	10 <sup>th</sup> /Matriculation Certificate
2.	For Educational Qualification	All Marksheets and Certificates. In addition, for MBA qualified candidates, specialization certificate and CGPA conversion formula (if applicable).
3.	For Pay Scale (for PSU/Govt.) or CTC** (for Private Sector)	Employer's Certificate <u>or</u> Appointment letter alongwith all promotion/increment letters indicating CTC for requisite period.
4.	Experience Certificate with date of joining and relieving.	Certificate issued by Employer(s), if any, for past or present employment
5.	Membership Certificate	For CA/CMA qualified candidates
6.	Present Employment Proof	Offer of appointment pay slips of October &/or November, 2018.
7.	For Caste Certificate	Caste Certificate in the prescribed format
8.	For Differently abled/PwBD candidates	Medical Certificate in the prescribed format
9.	No Objection Certificate (NOC) / /Application through proper channel	From present employer ,in case of candidates working in Govt./Quasi-Govt./PSU/Autonomous/Statutory Body
10.	Application fee	Demand Draft of ₹700 / ₹1000, if applicable
11	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with certified photograph

7. The copy of online submitted application form, duly signed, alongwith self-attested copies of the documents / certificates, as mentioned at Sl. No. G.6 above, should reach in a sealed envelope cover super-scribed with “**APPLICATION FOR THE POST OF \_\_\_\_\_ (POST NAME) - 2018**” at the following address:

*“Deputy General Manager (HR), National Fertilizers Limited,  
A-11, Sector-24, Noida, District Gautam Budh Nagar, Uttar Pradesh - 201301”*

8. The last date of receipt of complete applications is **21.12.2018**, unless extended and notified on NFL's website. However, closing date for receipt of applications of candidates presently residing in far-flung area i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District & Pangri Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman & Nicobar Islands & Lakshadweep is **28.12.2018**. Candidates applying from far-flung area should superscribe on envelope “**FAR-FLUNG AREA**”. In case of false declaration of ‘Far-Flung Area’ on envelope vis-à-vis correspondence address mentioned in online application form enclosed therein, the same shall be summarily ‘Rejected’.

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9. Hard copy of online application form which would be incomplete **OR** not in prescribed proforma **OR** not supported by self-attested copies of relevant documents **OR** not fulfilling the eligibility criteria **OR** received at any other address of NFL other than that as mentioned in the foregoing in Clause No. G.7 **OR** received after due date shall be summarily '**Rejected**'.
10. It may be noted that those online applications shall be summarily rejected whose hardcopy alongwith self-attested copies of relevant documents in support of their claims made in online application is not received by the due date i.e. 21.12.2018 (or 28.12.2018 if applicable) and no queries shall be entertained in this regard
11. Candidates should note that scrutiny and shortlisting of applications would be done on the basis of documents enclosed with the prescribed application form. The list of required documents at Clause No. G.6 is indicative and not exhaustive. No interim correspondence by the candidates regarding availability/non - availability of documents would be entertained. Accordingly, candidates are advised to enclose & send self-attested copies of all the relevant documents alongwith the duly signed print-out of online application form in support of their candidature.

#### **F. SHORTLISTING & SELECTION PROCESS**

1. Based on the information in online application and documents submitted by the candidates' alongwith duly signed print out of their online application form, scrutiny of applications would be done and candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
2. However, in case of receipt of large number of applications, NFL reserves a right to conduct an online test in Delhi - NCR region and/or any other city(ies) of India for the purpose of short listing candidates for interview. Neither TA will be paid nor Boarding & Lodging facilities would be arranged/reimbursed for appearing in the online test.
3. Modalities of Online Test, in the event it is decided to conduct the same, shall be placed on website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Recruitment of Experienced F&A Professionals - 2018, at an appropriate time.
4. Candidates are required to qualify in the Personal Interview separately with minimum average of 50% marks in interview.
5. In case, total marks (upto two decimals) of two or more candidates after personal interview are same, percentage of marks in the qualifying examination would be considered for drawing up merit list. In case percentage of marks (upto two decimals) are also equal in the qualifying examination, the date of birth of the candidates will be considered for preparing merit list i.e. the candidate born earlier will be considered as senior in the merit list.
6. It may be noted that candidates will be called for personal interview provisionally on the basis of information submitted by them in application form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the advertisement. Candidates not meeting the eligibility criteria or not in possession of complete requisite documents will not be allowed to attend the personal interview and no TA will be paid to them. Further, no queries shall be entertained in this regard.
7. The candidates called for personal interview for the post of Senior Manager (F&A) would be reimbursed single return air fare (economy class)/ 1<sup>st</sup> class AC rail fare/ 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 Accounts Officer will be reimbursed to and fro single 2<sup>nd</sup> AC Class Rail fare (Mail/Express trains, excluding Rajdhani/Duronto/Shatabdi)/ Bus fare from the nearest railway station of the correspondence address indicated by the candidates in their online application to the place of interview by the shortest route on production of necessary receipts. The TA reimbursement, however, is subject to candidate meeting the advertised specifications for the post applied for.
8. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital/NFL's common panel of hospitals and their appointment will also be subject to verification of character & antecedents and Caste certificate from the concerned District Authorities.

9. Selected candidates can be posted in any of the Units/Offices/Joint Ventures of the NFL at the discretion of Management.

**H. GENERAL INSTRUCTIONS:**

1. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications.
2. 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.
3. The prescribed minimum educational qualification should be from The Institute of Chartered Accountants of India (for CA) or The Institute of Cost Accountants of India (for CMA) or University/Institute recognized by UGC/AICTE (for MBA).
4. No claim of possession of a qualification equivalent to a prescribed qualification would be entertained and decision of NFL in this regard would be final and binding.
5. The date of declaration of result/issuance of final marks-sheet or passing Certificate, whichever is earlier, shall be deemed to be the date of acquiring minimum educational qualification and there shall be no relaxation on this account.
6. Minimum percentage of marks in the minimum educational qualification of MBA (Finance/Financial Management), as indicated in Clause A of this advertisement, shall be aggregate of all semesters/years to be calculated taking average of all semesters/years. Weightage given to any particular semester/year by the Institute/University shall not be considered.
7. Wherever CGPA/OGPA/DGPA 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. Conversion formula is required to be sent mandatorily alongwith other documents. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale.
8. Candidate's post qualification work experience as Management Trainee would be counted only in case he/she is regularized in the same Company.
9. Candidates employed in Central/State Government/Quasi-Government/Central or State Public Sector Undertaking/Autonomous Body/Statutory Body, either in permanent or contractual or ad-hoc or temporary or in any manner, shall either forward their application through Proper Channel or shall produce No Objection Certificate (NOC) from their present employer the time of interview failing which they will not be allowed to appear in the interview and no TA would be paid to them.
10. No claim of experience in the pay scale equivalent to advertised pay scales would be entertained and decision of NFL in this regard would be final and binding.
11. The term departmental candidates means those candidates who are currently working with NFL as permanent & regular employees and not wards of NFL employees.
12. The minimum educational qualification and inline experience are 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 regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
13. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.
14. Candidates in their 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.

*Contd...8/-*

15. Mere admission to the selection process does not imply that Company (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. 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.
16. 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.
17. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on NFL's website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) under the head "Careers". No further press advertisement will be issued. Hence prospective applicants are advised to regularly visit NFL website for latest updates with regard to this advertisement, at least upto 14.12.2018.
18. Only shortlisted 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. Accordingly, candidates are advised to regularly visit "Careers" head on our website - [www.nationalfertilizers.com](http://www.nationalfertilizers.com) for updated information on the selection process. Only shortlisted candidates will be intimated through post or e-mail for the proposed written or online test/group discussion/personal interview. However, NFL will not be responsible for any delay or non-delivery of intimation sent through post or e-mail, as the case may be.
19. Candidates should possess a valid email ID as the same is mandatorily required for mentioning in online application form. Candidates are also advised to keep the E-mail ID as well as Mobile Number, as filled-in in their application form, active for at least one & a half year from cut-off date i.e. 30.11.2018. 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 e-mail/SMS to the candidates, found prima-facie eligible, based on the information submitted by them in their application form. 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.
20. Details once submitted in the 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 application form.
21. Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at Delhi only to the exclusion of all other Courts.
22. Canvassing in any form at any stage (including before or after selection / joining) shall be considered a disqualification for employment in the Company.

**IMPORTANT**

Sl.	Details
1.	Cut-off date of reckoning eligibility for all purposes shall remain 30.11.2018.
2.	Link to apply online has been hosted on the website <a href="http://www.nationalfertilizers.com">www.nationalfertilizers.com</a> → Careers → Recruitment in NFL → Recruitment of Experienced F&A Professionals - 2018.
3.	Receipt of online applications commences from 1000 hours (10:00 AM) on 15.11.2018 and closes on 1730 hours (5:30 PM) on 14.12.2018, unless extended and notified on NFL's website.
4.	Last date of receipt of duly filled-in application form alongwith requisite self-attested copies of the documents / certificates, application fees at Noida office is 21.12.2018 / 28.12.2018 (for far-flung areas as mentioned in advertisement), unless extended and notified on NFL's website

**Dy.GM (HR)**