

RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED

Corporate Office - 4th Floor, Wing – A, Kribhco Bhawan, Sector – 1, Noida – 201301 (U.P), Phone: +91-120-2553643, 2553618

Advertisement No: Rectt/06/2024

Date: 27.03.2024

RECRUITMENT OF EXPERIENCED COMPANY SECRETARY

Ramagundam Fertilizers and Chemicals Limited (RFCL) is a Joint Venture Company formed by National Fertilizers Limited (NFL), Engineers India Limited (EIL) and Fertilizer Corporation of India Limited (FCIL) having a 2200 MT per day natural gas-based Ammonia and 3850 MT per day Neem Coated Urea Plant at Ramagundam in Peddapalli District in Telangana.

RFCL invites applications for the post of Company Secretary either on Chief Manager (E-6) level or Senior Manager (E-5) level for its Corporate Office (Noida), as detailed below:

	1. POSITIONS & VACANCIES								
SN	POST & LEVEL		VACANCIES					Reserve d for	POSTS IDENTIFIED FOR PWBD CATEGORIES
514		UR	SC	ST	OBC (NCL)	EWS	TOTAL	PwBD	CALCOMES
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)
1	Chief Manager (E-6)								c) OA, OL, BL, LC, Dw,
									AAV
		01	-	-	-	-	01	-	d) SLD
2	2 Senior Manager (E-5)								e) MD involving
									(c) to (d) above
	TOTAL	01	-	-	-	-	01	-	

Abbreviations:

-		
UR	Unreserved	
SC	Scheduled Caste	
ST	Scheduled Tribe	
OBC	Other Backward Classes (Non-Creamy	
(NCL)	Layer)	
EWS	Economically Weaker Section	
ExSM	Ex Serviceman	
PwBD	Persons with Benchmark Disabilities	
В	Blind	
LV	Low Vision	
D	Deaf	

нн	Hard of Hearing
OA	One Arm
OL	One Leg
BA	Both Arms
BL	Both Legs
OAL	One Arm and One Leg
BLOA	Both Legs & One Arm
BLA	Both Legs Arms
СР	Cerebral Palsy
LC	Leprosy Cured

Dw	Dwarfism
AAV	Acid Attack Victims
MDy	Muscular Dystrophy
ASD	Autism Spectrum Disorder (M
	- Mild, MoD – Moderate)
ID	Intellectual Disability
SLD	Specific Learning Disability
MI	Mental Illness
MD	Multiple Disabilities

Note :

i. The number of vacancies are tentative and may increase or decrease at the discretion of RFCL and in compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, RFCL reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arises, without any further notice or assigning any reason thereof. RFCL also reserves the right to raise/ relax the minimum eligibility



standards and to fill/ not to fill all or any of the above positions. Posts shall be filled according to reservation position. Accordingly, SC/ST/OBC(NCL)/EWS/PwBD category candidates are encouraged to apply.

ii. In addition to the notified vacancies, a panel of candidates shall also be created for vacancies caused by cessation of service of selected candidates/employees and additional vacancies arising within one year from date of empanelment.

2. PAY & PERKS

RFCL offers one of the best pay packages in the Fertilizers Industry. Pay Scales along with approximate CTC being offered by RFCL is as under:

S N	Pay Scale Code	Pay Scale (2017 IDA based)	CTC Per Annum (₹ in Lakhs)	Designation	
1.	E-6	₹ 90,000 - 2,40,000	₹ 29.24	Chief Manager	
2.	E-5	₹ 80,000 - 2,20,000	₹ 25.99	Senior Manager	

Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance, Company Accommodation / House Rent Allowance (not payable while posted at the Unit where Company accommodation is available). Selected candidates will also be entitled for other perquisites & allowances / benefits such as Leaves, Earned Leave Encashment, Medical Facilities, Contributory Provident Fund, Gratuity, Group Personal Accident Insurance & other welfare schemes etc. as per Company rules in force from time to time. Benefit of Performance Related Pay (PRP) & Contributory Superannuation Benefit Fund Scheme shall also be extended as and when applicable as per rules of the Company.

3. ESSENTIAL/MANDATORY ELIGIBILITY CRITERIA AS ON CUT OFF DATE

S NO	POST NAME	MAX. AGE	ESSENTIAL/ MANDATORY EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK – EXPERIENCE			
		LIMIT (in years)	DEGREE WITH SPECIALIZATION	DOMAIN OF EXPERIENCE	MINIMUM YEARS OF WORK EXP. REQUIRED		
(i)	(ii)	(iii)	(iv)	(v)	(vi)		
01	Chief Manager	50	CS qualified and should be an Associate/ Fellow member of ICSI.		20		
02	Senior Manager	45	Graduates.	-	16		



- (a) Candidate must possess the above mentioned essential/ mandatory Educational Qualification (Col. iv). No claim of possession of equivalent educational qualification(s) other than advertised educational qualification for a post would be entertained and decision of RFCL in this regard would be final and binding. In case of any dispute arising about admissibility of any particular qualification, the decision of RFCL Management shall be final and binding on the applicants.
- (b) The prescribed essential/ mandatory Educational Qualification should be completed on full time regular basis from University/ Institute recognized by UGC/ AICTE/ State Technical Board/ appropriate Indian Statutory Authorities. These qualifications acquired through Part-Time/ Correspondence/ Distance Learning/ Online/ Evening Classes mode shall render the candidate ineligible.
- (c) Maximum age mentioned on the above table is for 'UR' category. Relaxations to SC/ ST/ OBC(NCL)/ PwBD/ ExSM in age criteria are mentioned in Section No. 6 of this advertisement.
- (d) Candidates possessing higher technical/ professional qualifications in the relevant field or discipline, will also be considered eligible provided they possess essential/mandatory qualification as mentioned in above table.
- (e) 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.
- (f) Computer Literacy is desirable for all candidates.
- (g) Work Experience for all posts should be after acquiring relevant educational qualification. Work experience for all the posts should be in-line executive experience.
- (h) Candidate's work experience as Management Trainee / Graduate Engineer Trainee would be counted only in case he/she has been regularized in the same Company.
- (i) Apprenticeship training under Apprentices Act, 1961, would not be counted as post qualification executive work experience.
- (j) Candidates employed in Central / State Government / Quasi-Government / Public Sector Undertakings / Autonomous Bodies shall have to produce No Objection Certificate (NOC) from their present employer at the time of interview failing which his / her candidature will not be considered and he / she will not be allowed to appear in interview and no TA (Travelling Allowance) shall be paid to such candidates.
- (k) Experience of candidates working on contract basis through empaneled agencies / contractors (i.e., those who have been deployed on contract basis by some other agency / organization for working on project / construction / O&M or any other activity) other than in RFCL and Promoter Organizations will not be considered. Only direct work experience including fixed term basis employment in an organization will be taken into consideration, in such cases.



(I) Preference will be given to candidates having in line executive experience in Chemical and Fertilizer Industry.

4. PAY SCALES / EQUIVALENT CTC

In addition to possessing minimum numbers of years of post-qualification work experience as on cut-off date of reckoning eligibility criteria, candidates should also satisfy the following conditions:

- a) Candidates working in Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings having Pay Scales matching with RFCL Pay Scales should be presently working in one level below pay scale for a period of two years immediately preceding the cutoff date or should be presently working in same pay scale or higher pay scale on the cut-off date.
- b) Candidates working in Private Sectors or any such Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings whose Pay Scales do not match with RFCL's given Pay Scales, shall be required to provide a proof/certificate from their employer for having minimum CTC as on cutoff date. Minimum CTC required for the posts is placed below:

Level	Post for which candidate is applying	Minimum required CTC as on cutoff date (₹ in Lakhs per Annum)
E-6	Chief Manager	₹ 20.79
E-5	Senior Manager	₹18.19

5. CUT OFF DATE

The cut-off date for determining eligibility criteria in respect of age, minimum educational qualification etc. shall be **31.03.2024**. The cut-off date for determining experience shall be **30.06.2024**. The cut-off dates will remain unchanged irrespective of any reason whatsoever.

6. RESERVATION / CONCESSIONS / RELAXATIONS

- (a) Reservation of Posts for SC/ST/OBC(NCL)/EWS/PwBD category candidates and relaxation thereof will be in terms of number indicated against each category as Table 01.
- (b) Category {UR /SC/ST/OBC(NCL)/EWS/PwBD} once submitted in Application Form will not be changed and no benefit of other category will be admissible later on.
- (c) SC/ST/OBC(NCL)/EWS/PwBD candidates may 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.
- (d) For claiming relaxation against reserved vacancies, the reserved category candidates should submit copy of Caste/PwBD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority, along with Application Form. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should



upload a self- certified bonafide translated copy of the same either in English or Rajbhasha (Hindi).

- (e) Only those communities that are mentioned in the common list of OBC notified by Government of India shall be treated as OBC for the purpose of reservation for employment. Relevant list can be viewed at http://www.ncbc.nic.in. Accordingly, for claiming the benefit of OBC (NCL) category on the cutoff date, the candidate shall submit & subsequently produce his/her latest caste certificate in the proforma prescribed by Government of India, as contained in DoPT Memo No.36036/2/2013-Estt/(Res.) dated 30.05.2014 or any other further notification from a Competent Authority. Such certificate should specifically state that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 and modifications issued vide OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017. Further the OBC (NCL) candidates will have to give a self-declaration, at the time of interview indicating that they belong to OBC (NCL).
- (f) Candidates belonging to OBC category and falling in creamy layer are not entitled to OBC reservation benefits. Such OBC candidates shall be treated as Un-reserved candidates.
- (g) Prescribed reservations for PwBD 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.
- (h) 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:
 - i. not less than 40% of a specified disability where specified disability has not been defined in measurable terms and;
 - ii. a disability where specified disability has been defined in measurable terms.

The candidates are required to submit a Disability Certificate issued by Competent Authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Amended Rules, 2009, failing which their candidature as PwBD candidates will not be considered.

Thus, in line with The Rights of Persons with Disabilities Act 2016 with regard to reservation for Persons with Benchmark Disabilities (PwBD) in the posts/services under Central Government, only "person with benchmark disability" would be eligible for reservation in posts/services with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability. A candidate who wants to avail of benefit of reservation will have to submit a Disability Certificate in the Proforma prescribed by Government of India, issued by the Competent Authority, along with application form, 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 bonafide translated copy of the same either in English or Rajbhasha (Hindi).

(i) SC/ST/ PwBD/ ExSM/ Departmental candidates are exempted from payment of application fee.



- (j) 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.
- (k) Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.
- (I) UR- PwBD candidates will be allowed age-relaxation upto 10 years, upto 15 years for PwBD-SC/ST and upto 13 years for PwBD-OBC(NCL) candidates, if considered against reserved vacancies.
- (m) Upper age 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.
- (n) The maximum age of the applicant, after giving relaxations under Clause No. 5 (j) to 5 (m) (standalone or in combination thereof), should not exceed 56 years as on cutoff date.

7. APPLICATION FEE

Non - Refundable Application Fee of Rs.1000/- (Rupees One Thousand only) plus Bank Charges as applicable are required to be paid by UR, OBC and EWS category candidates. Candidates are required to make 'Application Fee Payment' through Demand Draft/NEFT Transfer.

Demand Drafts should be drawn in favour of "Ramagundam Fertilizers and Chemicals Limited" payable at NEW DELHI. The name of candidate, post applied for, advertisement no. and date of birth should be clearly written on the back side of demand draft.

For NEFT/RTGS, details are as follows: Name: Ramagundam Fertilizers and Chemicals Limited Bank Name: State Bank of India Current Account no.: 40306767010 NEFT/RTGS IFS Code: SBIN0004298

Application Fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of Application Fee. SC/ST/PwBD/ExSM/Departmental candidates are not required to pay any Application Fee.

8. STEPS FOR APPLYING

- (a) Eligible and interested candidates are required to fill the application form as per prescribed format available on RFCL website.
- (b) After filling the application form, candidates are required to send it along with Demand Draft/Proof of NEFT Transfer (if applicable) and self-attested copies of all requisite supporting documents in fulfillment of eligibility viz educational qualifications, experience, caste certificate, PWBD certificate etc., in a sealed envelope cover super-scribed "APPLICATION FOR THE POST OF IN RFCL – 2024" at the following address within the due date:



"Deputy General Manager (HR)-I/c, Ramagundam Fertilizers and Chemicals Limited, Corporate Office, 4th Floor, Wing – A, Kribhco Bhawan, Sector-1, Noida, Uttar Pradesh – 201301"

- (c) The last date for receipt of application along with relevant documents is 25.04.2024. However, last date for receipt of application for candidates presently residing in far-flung area i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union territory of Ladakh, Lahul & Spiti District & Pangi Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman & Nicobar Islands & Lakshadweep is 02.05.2024. Candidates applying from far-flung areas should super-scribe on envelope "FAR-FLUNG AREA". In case of false declaration of "Far-Flung Area" on envelope vis-à-vis correspondence address mentioned above in the Application Form, the same shall be summarily 'Rejected'.
- (d) Incomplete Application Forms OR not supported by self-attested copies of relevant documents OR not fulfilling the eligibility criteria OR received at any other address of RFCL OR received after due date shall be summarily 'Rejected'.
- (e) Candidates should note that scrutiny and shortlisting of Applications would be done on the basis of documents enclosed with the prescribed application form. Candidates may be asked at any stage of recruitment to produce any additional documents which are considered necessary to establish the eligibility of the candidate w.r.t. the eligibility criteria prescribed in the advertisement. No interim correspondence by the candidates regarding availability/non - availability of documents would be entertained.
- (f) Only one application per candidate per post is allowed.
- (g) Before filling the application form, candidates should ensure that they fulfill all the eligibility norms.
- (h) Fee once paid will not be refunded under any circumstances.
- (i) All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate. All information shall be provided through e-mail and / or SMS and/or by uploading on RFCL website.
- (j) RFCL shall not be responsible for any loss/delay in receipt of application sent by post.

9. SELECTION PROCESS

(a) Based on the information in Application Form and documents submitted by the candidates along with copy of their Application Form, scrutiny of applications would be done and candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview. List of candidates shortlisted for interview shall be placed on RFCL website <u>https://www.rfcl.co.in</u> under the "Careers" section at an appropriate time.



- (b) Candidates are required to qualify in the Personal Interview with minimum average of 50% marks in interview.
- (c) 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.
- (d) It may be noted that candidates will be called for personal interview provisionally on the basis of information submitted by them in the 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.
- (e) The candidates called for personal interview shall be reimbursed single return air fare (economy class)/ rail fare for AC I / Executive class chair car / road mileage at prescribed rates for the journey by road/ by one's own conveyance.

Appointment and Placement

Candidature of the applicant would be provisional and subject to subsequent verification of Degree certificates/testimonials, Caste/ PwBD etc. Candidature of the candidate is liable to be rejected if it is found that he/she does not meet the advertised eligibility criteria for the post he/she has applied for, irrespective of his/her merit position on the basis of marks secured in selection process.

SN	Post	Corporate Office, Noida
1	Chief Manager 01	
2 Senior Manager		01
	Total	01

Selected candidates shall initially be posted as per details below:

However, they may be posted in any Unit/Office of RFCL at any point of time at the discretion of the Management. Only candidates willing to serve anywhere in India need to apply.

No candidate shall be appointed to a post in the Company unless he/she has been medically examined, certified and declared as fit for employment by the Medical Officer of the Company or Medical Officer not below the rank of a Civil Surgeon/ Chief Medical Officer/ Medical Superintendent of State/ Government Hospitals.

The appointment will be provisional and subject to verification of Character & Antecedents and Caste / PwBD Certificate from the concerned District Authorities/Competent Authorities.

10. GENERAL INSTRUCTIONS

(a) Only Indian Nationals are eligible to apply.



- (b) Candidates are advised to carefully read the full advertisement and ascertain their eligibility before submitting their applications.
- (c) 10th/Matriculation is the authentic document required for the verification of the date of birth.
- (d) Details once submitted in the application form will be final and any request for any change including change in correspondence address/ e-mail address/ mobile number/ category shall not be entertained. Candidates are, therefore, advised to carefully fill up their application carefully.
- (e) The essential/mandatory educational qualification is the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. RFCL's decision on all the matters relating to eligibility, acceptance or rejection of the application, mode of shortlisting or selection, cancellation of the selection process etc. shall be final & binding. No queries or correspondence shall be entertained in this regard.
- (f) Mere admission to the selection process does not imply that RFCL is satisfied about candidates' 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.
- (g) The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials, Caste/PwBD/ExSM etc. Candidates, if shortlisted, would be required to bring in original all certificates at the time of interview, failing which they may not be allowed to appear in interview and no TA (Travelling Allowance) shall be paid to such candidates.
- (h) In case it is detected at any stage (even during employment) that a candidate does not fulfill any of the advertised eligibility criteria or has furnished false or incorrect or incomplete information or given false declaration or suppressed any material fact or information having any bearing on his candidature or has resorted to unfair means during selection process or is found guilty of impersonation, he/she shall render himself/herself ineligible and the candidature / appointment of the candidate will be liable to be cancelled or terminated forthwith, if recruited, without making any reference.
- (i) Further, RFCL reserves the right to cancel/ restrict/ enlarge/ modify the recruitment/ selection process of advertised posts without any further notice or assigning any reasons whatsoever, if need so arises. Filling up of vacancies is solely at the discretion of the Management based on suitability of candidates and no claim will arise for appointment, if some of the vacancies are not filled due to unsuitability/ insufficient number of candidates.
- (j) Candidates should possess a valid e-mail ID. 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. 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 data. Responsibility of receiving and downloading of information/ communications etc. will be of the candidate. RFCL will not be responsible for any delay in communication/ inactiveness of the E-mail ID, loss of e-mail sent due to invalid/



wrong E-mail ID submitted by the candidate in application form and no correspondence in this regard shall be entertained.

- (k) Candidates should retain their copy of Application Form and Fee receipt (if applicable) for future reference as they may be asked to produce the same at subsequent stages.
- (I) Candidates are advised to regularly visit "Careers" section on our website <u>https://www.rfcl.co.in</u> for updated information on the selection process.
- (m) Any corrigendum / addendum / errata in respect of this advertisement shall be displayed only on RFCL website <u>https://www.rfcl.co.in</u> under the section "Careers". No further press advertisement will be issued. Hence prospective applicants are advised to visit RFCL website regularly for latest update with regard to this advertisement.
- (n) Issues related to form fill up & payment of application fee, if any, may be sent to the email id <u>recruitment@rfcl.co.in</u>.
- (o) In case of any ambiguity / dispute on account of interpretation in versions other than English language advertised in Newspaper / Website, English version given in the website https://www.rfcl.co.in shall prevail.
- (p) Canvassing in any form shall be considered a disqualification for employment in the Company.
- (q) Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at New Delhi only to the exclusion of all other Courts.

11. IMPORTANT DATES

DETAILED ADVERTISEMENT & APPLICATION FORMAT HAS BEEN HOSTED ON RFCL WEBSITE : <u>https://www.rfcl.co.in</u> → Careers					
CUT – OFF DATE FOR RECKONING ELIGIBILITY FOR AGE AND MINIMUM EDUCATIONAL QUALIFICATION	31.03.2024				
CUT – OFF DATE FOR RECKONING ELIGIBILITY FOR EXPERIENCE	30.06.2024				
LAST DATE FOR RECEIVING OF HARD COPY OF APPLICATION	25.04.2024				
LAST DATE FOR RECEIVING OF HARD COPY OF APPLICATION FOR CANDIDATES RESIDING IN FAR-FLUNG AREAS	02.05.2024				

Deputy General Manager (HR)-I/c.



Annexure - A

Candidates are advised to refer to the following table showing the IDA (Revised and Pre-Revised) Pay Scales and equivalent CDA Pay Scales in which post qualification work experience is required to ascertain their eligibility.

POST/ LEVEL FOR WHICH CANDIDATE IS	CORRESPONDING PAY SCALE BEING OFFERED FOR THE POST BEING APPLIED		ION INLINE PATE FOR PATTERN				
APPLYING	2017 BASED	1997 BASED	2007 BASED	2017 BASED	SCALE WITH GRADE PAY (7TH PC)		SCALE AFTER 01.01.2016
Chief Manager (E-6)	₹90000-240000	₹ 16000- 400- 20800	₹ 32900- 58000	₹80000- 220000	₹15600- 39100	₹7600	₹ 78800- 209200
Senior Manager (E-5)	₹80000-220000	₹ 14500- 350- 18700	₹ 29100- 54500	₹ 70000- 200000	₹ 15600- 39100	₹ 6600	₹ 67700- 208700