

RASHTRIYA CHEMICALS AND FERTILIZERS LIMITED

Administrative Bldg, Chembur,
Mumbai 400 074

RCF Ltd is a leading profit making and progressive public sector undertaking in the business of manufacturing and marketing Fertilizers and Industrial Chemicals. The Manufacturing units are in Maharashtra (at Thal - Dist. Raigad and at Trombay / Chembur, Mumbai) with National level Marketing network. Employee strength is about 4300 and sales turnover (for the financial year 2009-2010) is about Rs. 5830 crores. Company provides excellent career growth.

The Company requires to fill following positions:

1. Human Resource Officer- 2 nos.- (E1 Grade- Rs. 16400-40500) :

Minimum Qualification- Degree in any discipline plus two years regular and full time Post Graduation Degree with specialization in HR / Personnel / Welfare / Industrial Relations from recognized University / Institution. Additional qualification in Law will be preferred. Proficiency in Marathi is desirable.

Upper Age Limit as on 01.10.2010 - The Upper Age Limit is 28 years.

Minimum Experience- The required post qualification experience including training period, if any is 3 years in HR Department dealing with Labour Administration, Industrial Relations, Grievance Handling, Welfare, Court matters etc.

On selection, the Posting of the Candidate may be in any of the Units / offices of the Company.

Reservation: One post is reserved for OBC and one post is unreserved.

2. Junior Engineer (Civil) - 6 no.- (E1 Grade- Rs. 16400-40500) :

Minimum Qualification- Graduate in Civil Engineering. (Regular & Full time)

Upper Age Limit as on 01.10.2010 - The Upper Age Limit is 28 years.

Minimum Experience-

Three years experience after degree (including training period of maximum one year if any) in a large Chemical/ Petrochemical/ Refinery/ Fertilizer company as under

Experience in execution of large scale projects shall be preferred.

Candidate should have experience with R.C. C. Foundation works, Structural Steel work, construction and maintenance of industrial building and complexes.

On selection, the Posting of the Candidate may be in any of the Units / offices of the Company

Reservation - One post is reserved for SC, one post is reserved for OBC and four posts are unreserved.

Age relaxation for all above posts as per Govt. Guidelines: -

- SC/ST-5 Years
- OBC-3 Years
- PWD(Persons with Disabilities)-10 Years
- Candidates domiciled in Jammu and Kashmir between 1.1.1980 and 31.12.1989-5 years
- Ex-servicemen - 5 years
- Children/Family members of the victims of 1984 riots- 5 years.

Other conditions for above posts:

Total Monthly Gross emoluments at the minimum of the E1 scale (Rs.16400 - 40500/-), Basic Pay inclusive of DA and other allowances works out to Rs. 30,100 approximately. Other benefits as per company rules which includes Performance Related payment, Medical facilities, Gratuity, Contributory Provident Fund, Employees' Pension Scheme, Group Savings Linked Insurance Scheme, Accident Insurance, House Building Loan Interest Subsidy etc., shall also be applicable.

Housing in the Company's township will be provided subject to availability. HRA as per company's rules is payable if candidates do not opt for company accommodation or accommodation is not provided by the Company.

Functional Knowledge of Computer application is essential for all the above posts.

The number of posts are indicative and Management reserves the right to change the same at its discretion.

Selection: Shortlisted Candidates will be called for Personal Interview. The Company reserves the right to call only those candidates who according to its decision, rank high in terms of eligibility criteria from the applications received. Merely meeting the minimum eligibility criteria will not make any candidate automatically entitled for being called for interview. No correspondence will be entertained in this regard.

How to Apply : Interested candidates can download the prescribed Application format provided at Annexure-I. The duly completed application along with attested Xerox copies of all Educational certificates and Mark sheets starting from SSC, HSC, Graduation(all Years semester wise), Post Graduation (all semesters), PWD certificate, Caste certificate if applicable, Proof of Age, Experience Certificates, DD if applicable should reach to the office of Dy General Manager (HR) A. , Rashtriya Chemicals & Fertilizers Limited, Corporate Human Resource Department, 1st Floor, Room No.106, Administrative Bldg, Chembur, Mumbai - 400074 on or before 11th November 2010, accompanied by a Crossed Demand Draft from any nationalised bank (Non refundable) for an amount of Rs.300/- (Rs. Three Hundred Only), drawn in favour of “Rashtriya Chemicals and Fertilizers Ltd.,” payable at Mumbai, towards the application fees (No application fees for SC/ST/PWD candidates and the Children /Family members of the victims of 1984 riots).

The Application Fees is NOT REFUNDABLE in any case.

Please read all the Instructions carefully before filling up the Form.

GENERAL INSTRUCTIONS

1. The candidates **must have an active e-mail id.**
2. The eligible candidates will be intimated about the date, time and venue of Interview through post and or e-mail on the e-mail id provided by them in the application form.
3. Candidates belonging to OBC but coming in ‘creamy layer’ will not be entitled to reservation and should apply as General category. No relaxation in age is applicable for this category.

OBC (Non creamy layer) Candidates submitting certificates in the prescribed format and which are issued after 1st January, 2010 (as given in Annexure 2) will only be considered in the OBC category. If the certificate is not produced or not produced in the prescribed format, the candidates will be considered in General category, without any age relaxation.

Applications of SC / ST candidates not submitted alongwith certificate in the prescribed format (as given in Annexure-III) will not be considered in SC / ST categories.

The candidates have to strictly follow the instructions as regards the Caste Certificate.

There will be no correspondence with the candidates in this regards.

4. Application of PWD candidates not submitted alongwith certificates in the prescribed format (as given in Annexure IV)will not be considered.
5. For appearing for the Interview, all candidates will be reimbursed to and fro III Tier AC Rail / Bus fare by the shortest route on production of the ticket.
6. Candidates presently employed in Govt. Deptt. / PSUs / Semi Govt. Departments will be required to submit their applications through proper channel. However , Advance copy to RCF may be sent , if necessary.
7. The filled up Application Form along with enclosure(s) must reach at the given address latest by **11th November 2010.**
8. Application Form of SC/ST/PWD candidates/ Children/Family members of the victims of 1984 riots without a copy of the prescribed certificate from competent Authority will be rejected. Application of OBC candidates without prescribed certificate will be subject to clause 3 above.
9. The post applied for is to be written at the top left-hand corner of the envelope, while sending the Application Form to RCF along with DD/Caste or disability certificate.
10. No communication (written/telephonic) will be entertained after the closing date of the submission of the Application Form, as regards the date of Interview etc. the candidates should await the intimation from the Company.
11. The Court of jurisdiction for any dispute will be at Mumbai.
Encl :- Annexure I, II & III and IV.

8. ARTICLES , IF ANY, PUBLISHED:

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9. DETAILS OF EXPERIENCE: (Starting from Present Position (including Training))

Sl. No.	Name of the Organisation	Design.	From	To	Employer Whether Private/ Govt/PSU	Total Emoluments (Gross) Per Month	Please mention experience as trainee or regular

Note - Please attach a separate sheet narrating the details of jobs and responsibilities handled.

10. TOTAL EXPERIENCE :

	<u>YEARS</u>	<u>MONTHS</u>
TOTAL EXPERIENCE AFTER ACQUIRING PROFESSIONAL QUALIFICATION (INCLUDING TRAINING, IF ANY)		
PRESENT PAY SCALE/GROSS PAY	Pay Scale: _____ Rs. : _____ Per Month	
PRESENT DESIGNATION		
DATE OF ENTRY IN THE PRESENT PAY SCALE		

11. HAVE YOU EVER BEEN CONVICTED BY ANY COURT OF LAW OR ANY DISCIPLINARY PROCEEDING / ENQUIRY IS PENDING AGAINST YOUR OR ANY PENALTY HAS BEEN IMPOSED UPON YOU? IF YES, GIVE DETAILS.	YES/NO
HAVE YOU EVER FACED ANY EXTRADITION / DEPORTATION PROCEEDINGS? IF YES, GIVE DETAILS	YES/NO

12. JOINING TIME

HOW SOON CAN YOU JOIN IF OFFERED APPOINTMENT	
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13.DD DETAILS

DD DETAILS (applicable for General and OBC candidates)	Name of the Bank DD Number-DD Date – Amounts(Rs.)-
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14. WHETHER APPLIED FOR ANY POST IN RCF EARLIER : YES/NO

IF YES, DATE/MONTH OF APPLICATION	
POST APPLIED FOR	

I state that all the information given above is true and correct. In case any of the details given above turnout to be false I will make myself liable to lose the candidature.

Date:
Place:

Signature of the Candidate

INSTRUCTIONS

1. AFFIX PASSPORT SIZE PHOTO DULY SIGNED.
2. FILL THE FORM IN CAPITAL LETTERS ONLY.
3. GIVE THE TRUE, COMPLETE AND CORRECT INFORMATION IN THE APPLICATION FORM. IN CASE THE INFORMATION IS FOUND TO BE FALSE OR INCORRECT, THE CANDIDATE WILL NOT BE CONSIDERED FOR INTERVIEW.
4. ENCLOSE ATTESTED COPIES OF CERTIFICATES / DOCUMENTS IN SUPPORT OF INFORMATION GIVEN IN THE APPLICATION REGARDING AGE, QUALIFICATIONS, EXPERIENCE, CATEGORY / CASTE (IF APPLICABLE), CERTIFICATE FROM COMPETENT AUTHORITY REGARDING J&K DOMICILED (IF APPLICABLE) AND VICTIM OF RIOTS OF 1984 (IF APPLICABLE) ETC.
5. ENCLOSE DD FOR RS. 300/- (IF APPLICABLE)
6. SEND THE APPLICATION IN AN ENVELOPE SUPER-SCRIBING "NAME OF THE POST APPLIED FOR"
7. IMPORTANT
 - (a) ENSURE IN YOUR OWN INTEREST THAT YOU FULFILL THE ELIGIBILITY CRITERIA.
 - (b) RAIL/ROAD FARE SHALL NOT BE REIMBURSED TO CANDIDATES NOT ELIGIBLE FOR INTERVIEW AND ALSO TO CANDIDATES NOT HAVING PROPER TICKET.
 - (c) IN SUPPORT OF EXPERIENCE YOU ARE REQUIRED TO ATTACH SERVICE CERTIFICATE, APPOINTMENT LETTER, RELIEVING LETTER, ETC.

Annexure II

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENTS TO POSTS UNDER THE GOVERNMENT OF INDIA AND CENTRAL GOVT. PUBLIC SECTOR UNDERTAKINGS

This is to certify that to Shri/Smt./Kumari _____ Son / daughter of _____ of village _____ District _____ /Division _____ in the _____ State _____ belongs to the _____ Community, which is recognized as a backward Class under: -

- (i.) Government of India, Ministry of Welfare Resolution No. 12011/68/93BCC (C), dated 10th September 1993 published in the Gazette of India Extraordinary Part - 1, Section 1. dated the 13th September 1993 and
- (ii.) Government of India, Ministry of Welfare Resolution No.12011/9/94-BCC, dated the 19th October 1994 published in the Gazette of India, Extraordinary, Part - 1, Section 1. No. 163 dated the 20th October 1994.
- (iii.) Government of India, Ministry of Welfare Resolution No.12011/7/95-BCC, dated the 24th May 1995, published in the Gazette of India, Extraordinary, Part - 1, Section 1. No. 88 dated the 25th May 1995.
- (iv.) Government of India, Ministry of Welfare Resolution No.12011/96/94-BCC, dated the 9th March 1996 published in the. Gazette of India, Extraordinary, Part - 1, Section 1. No.60 dated the 11th March 1996.
- (v.) Government of India, Ministry of Welfare Resolution No.12011/44/96-BCC, dated the 6th December 1996 published in the Gazette of India, Extraordinary, Part - 1, Section 1. No.210 dated the 11th December 1996.
- (vi) Resolution No.12011/13/97-BCC, dated the 3rd December 1997
- (vii) Resolution No.12011/99/94-BCC, dated the 11th December 1997
- (viii) Resolution No.12011/68/98-BCC, dated the 27th October 1999
- (ix) Resolution No.12011/88/98-BCC, dated the 6th December 1999
- (x) Resolution No.12011/36/99-BCC, dated the 4th April 2000
- (xi) Resolution No.12011/44/99-BCC, dated the 21st September 2000

Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District / Division _____ of the _____ State. This is also to certify that he / she does not belong to the persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93 - Estt. (SCT) dated 08-09-1993.

District Magistrate, Deputy Commissioner, etc.
Seal

Website advts

Place :
Date :

Strike out whichever is not applicable.

NB
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- a.) The term "Ordinarily " used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- b.) Where the certificates are issue by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificates issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

Annexure III

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS CLAIM

This is to certify that Shri / Shrimati * / Kumari * _____ Son / daughter of * _____ of village / town _____ in District / Division* of the State / Union Territory * belongs to the _____ Caste / Tribe* which is recognized as a Scheduled Caste / Tribe under:

- The Constitution (Scheduled Castes) Order, 1950
- The Constitution (Scheduled Tribes) Order, 1950
- The Constitution (Scheduled Castes) (Union Territories) Order, 1951
- The Constitution (Scheduled Tribes) (Union Territories) Order, 1951 (as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order 1956, the Bombay Reorganisation Act, 1960. The Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the north-eastern Areas (Reorganisation) Act, 1971 and Scheduled Tribes Orders (Amendment) Act, 1976)
- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959
- The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962
- The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962
- The Constitution (Pondicherry) Scheduled Castes Order, 1964
- The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- The Constitution (Nagaland) Scheduled Tribes Order, 1970
- The Constitution (Sikkim) Scheduled Castes Order, 1978
- The Constitution (Sikkim) Scheduled Tribes Order, 1978
- The Constitution (Scheduled Caste) Orders (Amendment) Act, 1990
- The Constitution (Scheduled Tribes) Order, Amendment Act, 1991
- The Constitution (Scheduled Tribes) Order, Second Amendment Act,1991

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State / Union territory:

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri / Shrimati / Kumari _____ father/ mother * of Shri / Shrimati / Kumari _____ of village / town * _____ in District /Division* _____ of the State / Union Territory* _____ who belong to the _____ Caste/Tribe which is recognised as the Scheduled Caste/Scheduled Tribe in the State / Union Territory* _____ issued by the _____ (name of the prescribed authority) vide their no. _____ dated _____

3. Shri / Shrimati / Kumari _____ and / or* his / her * family ordinarily reside (s) in village / town* _____ of District / Division* _____ of the State / Union Territory* of _____

Signature _____

Designation _____
(with Seal of Office)

Place : _____ State /Union Territory

Date : _____

- Please delete the words which are not applicable.
- Please quote specific presidential order
- Delete the paragraph which is not applicable.
- **Note :** The term "Ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the Peoples Act. 1950.

LIST OF AUTHORITIES EMPOWERED TO ISSUE SCHEDULED CASTE /SCHEDULED TRIBE CERTIFICATES:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / 1st Class Stipendary Magistrate / City Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Stipendary Magistrate).
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub Divisional Officer of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer (Lakshdweep Islands)

**FORM OF CERTIFICATE TO BE PRODUCED BY PERSON WITH DISABILITY
IN SUPPORT OF HIS CLAIM. NAME & ADDRESS OF THE
INSTITUTE/HOSPITAL**

Certificate No. _____

Date _____

DISABILITY CERTIFICATE

Recent Photograph of
the Candidate showing the
Disability duly attested by the
Chairperson of the
Medical Board.

This is certified that Shri / Smt /Kum _____
son/wife/daughter of /Shri _____ age _____
sex _____ identification mark(s) _____ is suffering from
permanent disability of following category:

A. Locomotor or cerebral palsy:

- i) BL-Both legs affected but not arms.
- ii) BA-Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected.
- (iv) OL-One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) OA-One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is _____ percent.

4. Sh./Smt./Kum _____ meets the following physical requirements for discharge of his /her duties.

- i) F-can perform work by manipulating with fingers Yes/No
- ii) PP-can perform work by pulling and pushing Yes/No
- iii) L-can perform work by lifting
- iv) KC-can perform work by kneeling and crouching Yes/No
- v) B-can perform work by bending
- vi) S-can perform work by sitting
- vii) ST-can perform work by standing
- viii) W-can perform work by walking.
- ix) SE-can perform work by seeing
- x) H-can perform work by hearing/speaking Yes/No
- xi) RW-can perform work by reading and writing Yes/No

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Chairperson
Medical Board

Countersigned by the
Medical Superintendent.CMO/Head of
Hospital (with seal)

*Strike out which is not applicable.