

**Rashtriya Chemicals and Fertilizers Limited**

(A Government of India Undertaking)

Administrative Building, Chembur,

Mumbai 400 074

RCF Ltd is a leading profit making and progressive public sector undertaking in the business of manufacturing and marketing of 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 4200 and sales turnover (for the financial year 2010-2011) is about Rs. 5574 crores. Company provides excellent career growth.

The Company requires **Management Trainee (24 Nos) in the Marketing Discipline.**

**Qualification:** B.Sc (Agri.) + MBA (Marketing)– 22 Nos

B.Sc (Biotechnology) + MBA (Marketing)– 2 Nos

With minimum 55% marks in B.Sc or equivalent with specialization in Agriculture or Biotechnology qualification final year exam (50% for SC/ST category) and additional qualification of MBA/MMS/equivalent qualification (2 years regular full time) with specialization in Marketing with minimum 55% (50% for SC/ST category) in the final year / last two semesters of Post Graduation.

Wherever CGPA/OGPA or letter grade is awarded in a degree, the candidate will have to indicate the equivalent percentage of marks.

Functional knowledge of computers is essential for the post.

Candidates who have appeared / are appearing for the final year examination of Post Graduation Qualification may also apply. However, they will be called for Personal Interview, (if declared successful in the Online Test) only if their results are declared before the date of Personal Interview. If the result is not available on the date of interview, their candidature shall be cancelled.

**RESERVATION:-**

Reservations for SC (Scheduled Caste) / ST (Scheduled Tribe) /OBC (Other Backward Class) will be:

SC - 3 nos, ST – 2 nos, OBC – 6 nos.

The reservation for PWD (Persons with Disabilities) is as per Govt. guidelines.

**AGE AS ON 1.12.2011:-**

Not exceeding 27 years

Company's employees are eligible for relaxation in age by five years.

The age limit is relaxable by 5 years in case of SC/ST, 3 years in the case of OBC (Non Creamy Layer), 10 years in the case of Persons with Disability candidates, 5 years for candidates domiciled in Jammu and Kashmir between 1.1.1980 to 31.12.1989, 5 years for Ex-servicemen, 5 years for Children/family members of the victims of 1984 riots.

The no. of posts are indicative and Management reserves the right to increase / decrease the same at its discretion.

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

**Selection, Training and Placement:-**

The selection methodology will comprise – Online Test – (consisting of General Aptitude and Academic knowledge) and Personal Interview for assessment of different facets of Knowledge, Skills, Attitude and Aptitude. Candidates will have to pass through each stage successfully before being adjudged as suitable for selection.

Candidates can exercise the option of appearing in the selection process in Hindi or English.

Selected candidates will be undergoing training for one year and will be offered a lumpsum stipend of Rs.23, 000/- per month. Free lodging and boarding facility will also be provided at Company's Hostel if posted in Trombay / Thal unit. Candidates not availing this facility shall be paid Rs.1000/- p.m. as Transportation Allowance.

Management Trainees posted in locations other than Trombay and Thal (Marketing Area Offices) shall be entitled for a fixed allowance @ Rs 2500/- pm towards boarding, lodging and local traveling expenses. They will also be entitled for TA/DA while on tour as per the existing TA/DA policy of the company.

After successful completion of training they will be absorbed in the scale of pay of Rs.16400-40500 (revised). Total monthly gross emoluments at the minimum of the Basic Pay, DA and other allowances works out to around Rs. 33,000/-. Other benefits as per company rules which includes HRA (if not availing Company's Accommodation) Medical Facilities, Gratuity, Contributory Provident Fund, Employees Pension Scheme,

Group Savings Linked Scheme, Accident Insurance, Leave Encashment, House Building Loan Interest Subsidy, etc. shall also be applicable.

**SERVICE BOND:-**

Selected candidates will have to execute a bond of Rs.75, 000/- to complete the training and to serve the Company for a minimum period of three years after completion of training. The amount of Rs.75, 000/- shall be recovered from the candidates as Deposit from their monthly stipend (Rs.7500/- each in the initial two months and Rs.6000/- for rest of the training period). Any trainee leaving in between, his recovered deposit amount will be forfeited in addition to other dues, if any. Candidates completing the 3 years service under the Bond will be refunded an amount of Rs. 85, 000/- .

**HOW TO APPLY:-**

1. Company employees should submit their application through Proper Channel to Corporate Human Resource Department.
2. All other candidates have to log on to website [www.rcfltd.com](http://www.rcfltd.com) for submitting the online application.
3. Since the online application form requires details of Demand Draft (only for General and OBC applicants), caste/disability (in case of SC/ST/OBC/PWD applicants) and the percentage of marks obtained in the qualifying examination, the candidates must have the relevant documents / details readily available with them at the time of filling the online application form.
4. Click on the [“Online Application Form”](#)
5. Read the instructions carefully and fill up the online application form giving accurate information.
6. While there is no application processing fee for SC / ST / PWD / Departmental candidates / Children/family members of the victims of 1984 riots : General & OBC candidates are required to pay a non-refundable application processing fee of Rs.500/- by a Crossed Demand Draft from any nationalised bank (Non refundable) drawn in favour of “Rashtriya Chemicals and Fertilizers Ltd.,” payable at Mumbai, towards the application fees.

Applicant submitting Money Order / Postal Order or any other mode of payment will be rejected.

7. On submitting the application, on line, if the same is accepted, the system will generate a Unique Application Number which will get printed on the Application Form.

It may be noted that mere acceptance of the online form by the system does not mean that the candidature is accepted. This is subject to the candidate meeting the eligibility criteria exhaustively.

8. On filling up the Online Application Form, the candidate should view the details that he has filled in and if any corrections are required, the same should be done. He has then to confirm the details by pressing the "Submit Form" button after which no changes will be possible in the details provided. Then he will be required to print the Application form. The candidate will have to affix photograph on the printed application form, attach the Demand Draft (in case of General and OBC candidates only), attested copy of caste/disability certificate in case of SC/ST/OBC/PWD, sign and send it by ordinary post to the General Manager (HR) C., Rashtriya Chemicals & Fertilizers Limited, 1<sup>st</sup> Floor, Room No. 108, Administrative Bldg, Chembur, Mumbai - 400074 by **12<sup>th</sup> January 2012**. The Name and Application number should be written on the back of Demand Draft.
9. Candidates should retain a photocopy of their Demand Draft and Application Form for future reference.
10. Photocopies of Application Form/ Demand Draft will not be accepted.
11. The online registration of applications commences at 10:00 am on 20<sup>th</sup> December 2011 and closes at 5:00 pm on 5<sup>th</sup> January 2012.
12. No other mode of application shall be considered.

### **GENERAL INSTRUCTIONS:-**

- (1) The candidates should have an active e-mail id.
- (2) The eligible candidates will be intimated about the date, time and venue of Online test through post and or e-mail on the e-mail id provided by them in the online application form.
- (3) RCF will not be responsible for any loss of email sent, due to invalid / wrong email ID provided by the candidate.
- (4) Wherever CGPA/OGPA or Letter Grade in a Degree is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University / Institute.
- (5) Candidates who have appeared/are appearing in final qualifying examination are eligible to apply. They will be required to select "Result Awaited" option from the drop down menu of online application form. In the event of their being shortlisted for interview, they will have to submit documentary proof of having passed the qualifying examination with minimum prescribed percentage of marks at the time of Personal Interview.
- (6) Candidates belonging to OBC but coming in 'creamy layer' will not be entitled to reservation and should apply as OBC (Creamy layer) category. No relaxation in age is applicable for this category.
- (7) For appearing for the Online Test outstation candidates belonging to SC/ST/PWD category will be reimbursed to and fro II class sleeper Rail / Bus fare by the shortest route on production of the ticket. Candidates will have to submit the bill alongwith the ticket at the test centre.

The amounts will be reimbursed subject to checking / verifying the original tickets and attested copy of Caste / PWD Certificate.

For appearing for the Personal Interview, all the outstation candidates will be reimbursed, to and fro II class sleeper Rail / Bus fare by the shortest route on production of the ticket.

For reimbursement the correspondence address given in Application Form will only be considered.

- (8) Pre-recruitment Training will be organized for the SC/ST candidates one day prior to the Online Test.

- (9) Candidates presently employed in Govt. Deptt. / PSUs / Autonomous Bodies should first apply through Online Application Form. Such candidates will also be required to submit NOC at the time of personal interview (if called), failing which they will not be allowed to appear for the interview.
- (10) In case the candidate has any difficulty in filling the online application form he may communicate the same to us through our email id [mt2011@rcfltd.com](mailto:mt2011@rcfltd.com) . It may be noted that the candidates have to apply through online only and no other form of application will be accepted.
- (11) Candidates have the option of appearing in the Online Test in Hindi. The candidates must specify this option in the column provided in the application form.
- (12) Candidates should not attach certificates / mark sheets etc. (except Demand Draft and attested photocopy of caste / disability certificate, where applicable) along with the post copy of Application Form. Since, the details will be screened without documentary proof, candidates should ensure that they fulfill the eligibility criteria of the post applied for.
- (13) The printed Application Form (post copy) along with enclosure(s) must reach at the given address by 12<sup>th</sup> January 2012.**
- (14) Post copy of Application Form of General and OBC candidates received without applicable Demand Draft will be rejected.
- (15) Post copy of Application Form of SC/ST/PWD candidates without a copy of the prescribed certificate will be rejected. Application of OBC candidates without certificate will be subject to clause 6 above.
- (16) The post applied is to be written at the top left-hand corner of the envelope, while sending the post copy (print out) of the Application Form along with DD/Caste or disability certificate.
- (17) No communication (written/telephonic) will be entertained after the closing date of the submission of the Application Form, as regards the date of Online Test, Interview etc and the candidates should await the intimation from the Company.
- (18) At the time of appearing for personal interview (if short listed on clearing the Online test) the candidates will have to produce the original certificates and submit the attested copies of qualification (passing certificate of SSC, HSC, Graduation Degree and Post Graduation Degree (Semester wise) and other

qualification), caste certificate (in case of SC,ST,OBC candidates), PWD certificate (in case of PWD candidates).

OBC (Non creamy layer) Candidates submitting certificates in the prescribed format and which are issued after 1.4.2010 (as given in Annexure I) 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 and the candidature will be processed accordingly.

Applications of SC/ST candidates not submitting certificates in the prescribed format (as given in Annexure II) will not be considered.

Application of PWD candidates not submitting certificates in the prescribed format (as given in Annexure III) will not be considered.

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

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

Only such candidates whose documents are in order and are meeting the prescribed criteria will be allowed to appear for the personal interview.

It may be noted that furnishing of wrong / false information / incomplete documents will lead to disqualification and RCF will not be responsible for any of the consequences of furnishing such wrong /false information / incomplete documents by the candidate.

- (19) The Court of jurisdiction for any dispute will be at Mumbai.

Encl :- Annexure I, II & III.

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