Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Administrative Building, Chembur, Mumbai- 400 074

Advertisement No.: 01072026





Rashtriya Chemicals and Fertilizers Limited (RCF Ltd) is a leading profit making "Navratna" company in the business of manufacturing and marketing of Fertilizers and Industrial Chemicals having revenues from operation of around Rs.18690.90 crores. The Manufacturing units are in Maharashtra(at Thal - Dist. Raigad and at Trombay - Chembur, Mumbai) with National Level Marketing Network. Company provides excellent career growth opportunities.

I) The Company invites applications for the post of **Assistant Officer (Secretarial) E0 Grade**. This advertisement includes:

(Abbreviation details given after the table)

I	II	III	IV	V	VI	VII	VIII	IX	X
POST CODE	NAME OF THE POST & DISCIPLINE	NO. OF VACANCIES #	RESERVATION						EDUCATIONAL QUALIFICATION, AGE AS ON 01.07.2026
			UR	SC	ST	OBC (NCL)	EWS **	PwBD $	
EOASSTSEC/072026	Assistant Officer (Secretarial) E0 Grade	10	6	1	-	2	1	1 (OL)	**Qualification:-** A. Three years Regular and Full time Graduate in any Discipline from a university recognized by UGC/AICTE. **AND** Two Years Regular and Full time Post Graduate in any Discipline from a university recognized by UGC/AICTE.

"RCF strives to have a workforce which reflects gender balance and women candidates are encouraged to apply."

									AND 01 year Government Recognized Diploma in Executive Assistant/Executive Personal Assistant / Office Management and Secretarial Practice/Modern Office Management/ Stenography course or equivalent. **Minimum Percentage**: The candidate should have secured minimum 55% marks in last year of Graduation. (50% for SC candidates) **Maximum Age:** The Upper Age Limit as on 01.07.2026 for UR/EWS category is 32 years, For SC category is 37 years, For OBC (NCL) category is 35 years, For PwBD Category (UR/EWS) – 42 years, For PwBD Category SC– 47 years, For PwBD Category OBC(NCL)– 45 years. Additional Concession for Children/ family members of the victims of 1984 riots – 5 Years. **Post Qualification Inline Experience (After Graduation) as on 01.07.2026**:

									Minimum 04 years of relevant work experience as Secretarial Assistant / Secretary, or similar roles. Training period, Apprentice training period, Internship will not be counted in the requisite experience period. **OR** **<u>Qualification:</u>** **A.** Three years Regular and Full Time Bachelor's degree in Office Management and Secretarial Practice/ Three years Regular and Full Time B. Voc degree in Office Management and Secretarial Practices / Three years Regular and Full Time BA (VS) degree in Office Management and Secretarial Practice / Three years Regular and Full Time B (Voc) degree in Office Administration and Secretarial Practices Three years Regular and Full Time B (Voc) degree in Management & Secretarial Practices **AND** Regular and Full time Post Graduate in Any Discipline from a university recognized by UGC/AICTE.

									All above qualifications are to be from UGC/AICTE recognized University / Institution. **Minimum Percentage:** The candidate should have secured minimum 55% marks in last year of Graduation. (50% for SC candidates) **Maximum Age:** The Upper Age Limit as on 01.07.2026 for UR/EWS category is 32 years, For SC category is 37 years, For OBC (NCL) category is 35 years, For PwBD Category (UR/EWS) – 42 years, For PwBD Category SC– 47 years, For PwBD Category OBC(NCL)– 45 years. Additional Concession for Children/ family members of the victims of 1984 riots – 5 Years. **Post Qualification Inline Experience (After Graduation) as on 01.07.2026**: Minimum 04 years of relevant work experience as Secretarial Assistant / Secretary, or similar roles. Training period, Apprentice training period, Internship will not be counted in the requisite experience period.

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									All Applicants will be required to upload a comprehensive experience summary, officially issued on the letter head of their organization as a mandatory pre-requisite to be considered eligible for the position. **Desired skills (All Applicants):** 1. Knowledge of Shorthand. 2. Excellent communication and drafting skills. 3. Ability to handle confidential documents and correspondence. 4. Scheduling meetings, maintaining records, and coordinating official communications. 5. Knowledge of office procedures and etiquette. 6. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint & Outlook) and shorthand skills preferable with good speed and accuracy with computer typing. **Key Responsibilities (All Applicants):** 1. Managing appointments, meetings, and correspondence. 2. Drafting letters, notes, and official communications. 3. Maintaining confidential records and files.

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									4. Coordinating with various departments and external agencies. 5. To be proactive and detail-oriented and high levels of professional excellence 6. To maintain confidentiality and exercise information with discretion. 7. Strong problem-solving skills and ability to adapt to changing priorities. 8. To maintain a dynamic daily tracker of emails, pending responses and tasks at hand, meeting prep documents. 9. To prepare and organize documents, reports, and presentations for meetings. 10. Effectively communicate with internal & external stakeholders. 11. Exceptional organizational and time management skills. 12. Coordinating travel and accommodation arrangements, both international and domestic. Arranging detailed travel plans, itineraries, and agendas; and compiling documents for travel related meetings. 13. To maintain filing system and ensure that important documents (soft copies) are organized and accessible. 14. Maintain MIS and provide support in documentation and records.

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Abbreviations:

OH - OL	*Orthopedically Handicap - One Lower limb affected*

 # The number of vacancies are tentative and may increase or decrease at the sole discretion of RCF Ltd and in Compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, RCF Ltd reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arises, without any further notice or assigning any reason. In addition to the notified vacancies a panel of candidates shall also be proposed 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(NCL) *category candidates are encouraged to apply. Further, RCF Ltd also reserves the right to raise/relax the minimum eligibility standards and to fill/ not to fill all or any of the above positions.*

$ PwBD reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC (NCL)/EWS vacancies.

The PwBD categories identified for above posts are as per the latest list of " 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.ccpd.nic.in as on the date of advertisement.
In case suitable persons with prescribed benchmark disability are not available, it may be filled by interchange among the other categories of benchmark disabilities identified for reservation.

*** EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment against the reserved vacancies for EWS will be provisional and is subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false*

certificate. The Income and Asset Certificate issued by any one of the authorities mentioned in the prescribed format as given on our website shall only be accepted as proof of candidate's claim as belonging to EWS.

The postings of the selected candidates may be at any of the Units (Trombay / Thal) / Area offices of the company throughout India or at any project site as decided by the Management. The selected candidate will be assigned jobs/functions/assignments as per the business requirements of the Company including shift operations.

II) RESERVATION / CONCESSIONS / RELAXATIONS.

a. Reservation of Posts for SC/ST/OBC (NCL) categories candidates and relaxation thereof categories will be as per DPE guidelines.

b. Category {SC/ST/ OBC (NCL)} once submitted will not be changed and no benefit of other category will be admissible later on.

c. SC/ST/OBC (NCL)/EWS 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, wherever applicable.

d. 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, along with application form at the time of appearing for online test and skill test. 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).

e. Candidates belonging to OBC (NCL) 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". RCF Ltd 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/her 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 on or after 1st April 2025. 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. (SC/ST) dated 08.09.1993 and modifications issued vide OM No. 36033/1/2013Estt.(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).

f. Candidates applying under EWS category has to submit Income and Assets certificate issued by the competent authority in the prescribed format (as given in advertisement). The income and the asset certificate issued on after 1st April 2025 shall only be accepted as proof of candidates claim as belonging to EWS.

g. Candidates belonging to PwBD category shall be considered only against the identified posts.
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 disability. It may be noted that definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".

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:

a. not less than 40% of a specified disability where specified disability has not been defined in measurable terms and;
b. a 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).

i. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.

j. Prescribed reservations for PwBD and/ 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 posts.

k. SC/ST/ExSM/PwBD/Female/Departmental Candidates are exempted from payment of application fee at the time of online registration.

l. Relaxation in age will be allowed upto 05 (five) years for SC and 03 (three) years for OBC (NCL) candidates considered against reserved posts.

m. "UR/EWS" PwBD candidates will be allowed age-relaxation upto 10 years, upto 15 years for SC and upto 13 years for OBC (NCL) candidates, if considered against reserved posts.

n. Departmental Candidates will be allowed age relaxation upto 5 years.

o. Accordingly, maximum age limit is specified for each category and each post in the table mentioned above.

p. Caste Validity certificate (wherever applicable) in original, from the appropriate Authorities/District Scrutiny Committees, as applicable of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of skill test.

III) DATE OF RECKONING ELIGIBILITY CRITERIA.

The cut-off date for determining eligibility criteria in respect of minimum educational qualification and age shall be **01.07.2026** and will remain unchanged irrespective of any reason whatsoever.

IV) APPLICATION FEES.

Non - refundable application fee of ₹1000/- (Rupees One Thousand only) plus Bank Charges and applicable taxes (GST) are required to be paid by General, OBC(NCL) and EWS candidates at the time of submission of online application form. Candidates can opt to pay either through internet banking account or credit/ debit card. No other mode of payment of application fee would be accepted. 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/Female/Departmental candidates/Ex-Servicemen are not required to pay any application fee.

V) NATURE OF JOB:

The company has two units in operations at Thal – Alibag & Trombay- Mumbai and a nationwide Marketing Network. The posting of the selected candidate (male / female) may be at any of units (Trombay, Thal)/Area Office/All India Marketing Offices of the company throughout India or at any project site as decided by the Management. The selected candidate will be assigned jobs/functions/assignments as per the business requirements of the Company.

The Officer's (male / female) may be posted in any plant/location subject to exigencies of work. The candidates if selected / provisionally selected would be required to meet the medical and physical fitness standards for post, failing which they shall be considered ineligible and not qualifying the criteria.

VI) SALARY AND OTHER BENEFITS

Candidates will be selected in the E0 grade in pay scale of Rs.30000 – 120000, the minimum total monthly Gross salary works out to Rs. 65,000/- per month approximately. Includes Basic pay + VDA (53.4%) + Perks (34%) + HRA (30% for class A cities / applicable rates for other cities). HRA will be as per the rules of the company.

The employee is entitled to company accommodation (Accommodation in the Company's township will be provided in Thal Unit and is subject to availability in Trombay Unit). Performance Related Pay (PRP), Free Medical Facility for self and dependents, Gratuity, Contributory Provident Fund, Accident Insurance, Pension Scheme and Social Security Schemes as per Company rules.

VII) SELECTION PROCESS

The selection process for the position of Assistant Officer (Secretarial) E0 Grade comprises of Online Test and Skill Test.

VIII) ONLINE TEST

i. Eligible candidates will be required to appear for computer based online objective type test, information for which will be provided in the Admit card.

ii. The online test will be conducted at the centre's in the cities of Bhopal, Delhi/Delhi NCR, Lucknow, Hyderabad, Bengaluru, Chennai, Guwahati, Kolkata, Mumbai/Navi Mumbai/Thane/MMR region, Nagpur. Medium of Test will be in Rajbhasha (Hindi) and English.

iii. No request for change of examination Centre/venue/date/session will be entertained after final submission of online application form. However, RCF Ltd reserves the right to cancel or add any Centre depending upon the response of candidates in that area/Centre, administrative feasibility etc.

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iv. The outstation candidates belonging to SC/ST/PwBD Reserved Category called for Online Test will be reimbursed to and fro Rail/ Bus fare (restricted to III Tier AC rail fare) from the nearest railway station of the correspondence address mentioned in the Online application to the place of Online Test by the shortest route on production of necessary receipts/confirmed tickets. The reimbursement as applicable will be limited to the fares of Trains except Premium Trains.

v. The examination will be conducted online in venues given in the respective call letters.

vi. Candidate will appear for the examination at an Examination Centre at candidate's own risks and RCF will not be responsible for any injury or losses etc. of any nature.

vii. RCF reserves the right to allot the candidate to any centre other than the one they have opted for.

viii. If sufficient number of candidates does not opt for a particular Centre for "Online" examination, RCF reserves the right to allot any other adjacent Centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a Centre, RCF reserves the right to allot any other Centre to the candidate.

ix. Choice of Centre once exercised by the candidate will be final.

x. The online test for the above mentioned posts will be held on the same day unless it is not possible to conduct the same due to any unforeseen or technical reasons. In case of any mishappening or delay or rescheduling the online test for either or all the post(s) at any or all of the test centers, candidates would be communicated fresh date of online test and no queries will be entertained in this regard. In the event of rescheduling of test or change of any test Center due to unforeseen or technical reasons, candidates would have to make their own arrangement to attend the online test and RCF Ltd shall not be held liable for such a delay/rescheduling of online test.

xi. The online test will have two parts, Discipline related and Aptitude related. Duration of test will be ninety (90) minutes. The total number

of questions will be 100, out of which 50 questions would be from mix of course curriculum of qualifying degree /relevant qualification of relevant discipline of two marks each and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge / Awareness of one mark each. There will be negative marking for wrong answer. The level of the domain subject will be as applicable for each post.

xii. The exact date of online test shall be communicated to the candidates through admit card to be downloaded from RCF Ltd website www.rcfltd.com

xiii. Candidates will have to visit the RCF website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, candidate can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination Centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xvi) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

xiv. RCF Ltd will not be responsible for any delay or non-delivery of intimation sent electronically through SMS or e-mail, as the case may be. No other communication will be sent to such candidates for this purpose.

xv. CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 90 Minutes, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

xvi. IDENTITY VERIFICATION: In the examination hall as well as at the time of skill test, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer

on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to details of the candidate on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are not valid id proof.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Skill Test Call Letter while attending the examination/ Skill Test respectively, without which they will not be allowed to take up the examination/ Skill Test. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

IX) DOCUMENT VERIFICATION

a. The documents of the candidates will be thoroughly verified in the process. The candidate will have to upload all relevant documents at the time of online registration only. **No further opportunity shall be provided for uploading / changing / correcting the uploaded documents**. The candidates are required to check their eligibility as per the advertisement.

b. **Non-Compliance**:
Applications of candidates who fail to upload the required documents at the time of online registration will be rejected and their application will not be processed further.

Applications of candidates who do not meet the eligibility criteria's as mentioned in this advertisement will be rejected and their application will not be processed further.

c. Pre-Employment Medical Test Verification:
Candidates may be required to present original documents during the pre-employment medical test for final verification. Document such as convocation certificate etc. will be allowed to submit till the time of joining on selection.

d. Fake or False documents:
If any of the document submitted by candidates is found to be fake /false at any stage of the recruitment process, their candidature will be cancelled. Waiting list will be operated in case if any of the selected candidates is unable to produce requisite documents during document verification at the time of pre-employment medical examination / within the specified stipulated period.

X) SKILL TEST (E0 Grade):

i. All eligible candidates will be provisionally called for skill test. Call letters for Skill Test in respect of such eligible & provisionally shortlisted candidates will be intimated for the same through SMS on their mobile number and/or through email on their e-mail address as mentioned in their online application form. However, RCF Ltd will not be responsible for any delay or non-delivery of intimation sent electronically through SMS or e-mail, as the case may be. No other communication will be sent to such candidates for this purpose.

ii. The selected candidates not furnishing documents for verification up to pre-employment medical check-up, their candidature will be rejected and their application will not be processed. Waiting list will be operated in case, if any of the selected candidate is unable to produce requisite document during document verification at the time of pre- employment medical examination or gives intimation in writing through email/physically that candidate is unable to join or non-acceptance of Offer of appointment.

iii. For appearing for Skill Test, all outstation candidates will be reimbursed to and fro III tier AC Train/ Bus fare (restricted to III tier AC Rail fare) from the nearest railway station of the correspondence address to the place of Skill Test by the shortest route on production of necessary receipts/confirmed tickets. The reimbursement will be done only for correspondence address mentioned by the candidate in the application form. Mode of reimbursement shall be transfer to bank account.

iv. It may be noted that candidates will be called for Skill Test provisionally on the basis of information submitted by them in online application form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for (E0 Grade) as mentioned in the advertisement. Candidates not meeting the eligibility criteria or not in possession of complete requisite original documents will be declared as ineligible and will not be allowed to attend the Skill Test and no TA will be paid to them. Further, no queries shall be entertained in this regard.

v. Description of the Skill Test:

The Skill Test will consist of following attributes:

Practical Job Knowledge and Handling of role as per the desired skills	Safety awareness and Computer knowledge	Communication Skills	Total
70 Marks	**20 Marks**	**10 Marks**	**100 Marks**

The total allocation of marks for Skill Test will be 100 marks. The candidate has to secure minimum 60 marks (SC candidates 55 marks) out of total 100 marks for qualifying in the Skill Test.

XI) FINAL SELECTION:

i. Separate merit list will be drawn for UR/SC/OBC (NCL) candidates with reference to the number of available vacancies for each category. Merit list of suitable candidates shall be prepared on the basis of performance in the online test. Skill Test will be of qualifying nature which will be conducted after online test on a suitable earliest date.

S. No.	Parameter	Weightage of marks obtained in each parameter
1	Online Test	100% (rounded off to 02 decimal places)
2	Skill Test	It will be of Qualifying nature (Suitable for the post / Unsuitable for the post)
Total		**100%**

Based on the result of online test, separate discipline wise merit list will be drawn for UR/SC/OBC(NCL)/EWS candidates with referenceto the number of available vacancies for each category subject to successful clearing of Document Verification. Candidates with **Nil marks or Negative marks** in the online test will be ineligible for skill test.

ii. In case of similar marks obtained by candidate in the online test, the below mentioned criteria will be applicable to decide the final merit list of the candidates:
a) Percentage of marks in the qualifying examination would be considered for drawing up merit list.
b) Highest percentage in SSC examination
c) 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.

iii. The documents of the candidates will be verified. If any candidate fails to meet the eligibility criteria and/or is not able to provide required supporting documents of eligibility criteria before the Skill Test, the candidate will not be allowed to appear for the Skill Test.

iv. **PRE-EMPLOYMENT MEDICAL EXAM**

Desirous candidates seeking employment with RCF Ltd. need to be medically fit as per RCF Ltd pre-employment medical standards. If candidate is referred for a medical examination, it does not mean final selection and selection will be subject to being declared as Medically Fit by RCF Ltd. designated Physician and subject to fulfilment of other eligibility criteria w.r.t Academic Qualification, Age, Valid Caste Certificate (as applicable), Income Certificate, Disability Certificate, Work experience, NOC, relieving letter from previous employer etc. as may be applicable.

General Medical Examination Comprises 1) Physical examination 2) Audiometry 3) Electrocardiogram 4) Vision tests, Eye test 5) Pathology investigation (Blood and Urine) 6) X-Ray Chest P.A. View 7) Lung Function Test 8) Height and Weight 9) Body Mass index, etc 10) And any other further medical examination recommended by RCF Medical Officer as per circumstance.

XII) HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

A. **APPLICATION REGISTRATION**
B. **PAYMENT OF FEES**
C. **DOCUMENT SCAN AND UPLOAD**

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i) **scan their :**

- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below)

ensuring that the all these scanned documents adhere to the required specifications as given in this Advertisement.

(ii) Signature in **CAPITAL LETTERS** will **NOT** be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she mayuse his/ her right thumb for applying.)

(iv) The text for the hand written declaration is as follows –

"I, _____(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written anduploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bankmay send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate doesnot have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE :

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

1. Candidates to go to the www.rcfltd.com click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility toverify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in theCertificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload ofPhotograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph,signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. PAYMENT OF FEES

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following theinstructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, CashCards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER.DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again usingtheir Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details . **Please note that ifthe same cannot be generated, online transaction may not have been successful**.
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your localcurrency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb

impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

1. Photograph must be a recent passport style colour picture.
2. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
3. Look straight at the camera with a relaxed face
4. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squintingand there are no harsh shadows
5. If you have to use flash, ensure there's no "red-eye"
6. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
7. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
8. Dimensions 200 x 230 pixels (preferred)
9. Size of file should be between 20kb–50 kb
10. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

11. <u>Photograph Capture</u>
    1. In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
    2. On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
    3. On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

12. Do's and Don'ts of Photo Capture

Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don'ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

13. Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb

- The applicant has to put his left thumb impression on a white paper with black or blue ink.

- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB

- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match thesignature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
2. Set Colour to True Colour
3. File Size as specified above
4. Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
5. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
6. Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the

File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

1. While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph,signature, left thumb impression and hand written declaration
2. Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
3. Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand writtendeclaration file has been saved.
4. Select the file by clicking on it
5. Click the 'Open/Upload'
6. If the file size and format are not as prescribed, an error message will be displayed.
7. Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

- **Candidates will have to upload other documents in the application link as per the list given in the advertisement:**
  Following are the guidelines for uploading the documents :

  - Documents are to be uploaded in PDF and no other format will be accepted
  - Maximum file size should not exceed the limit of 500 kb.
  - Kindly make one single file for all the documents in one tab and one single file should be uploaded for the all the documents in one tab combined together.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand writtendeclaration as specified.

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
(2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herselfwill be responsible for the same.
(6) Candidates should ensure that the signature uploaded is clearly visible
(7) After registering online candidates are advised to take a printout of their system generated online application forms.

XIII) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, skill test or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

(i) using unfair means or
(ii) impersonating or procuring impersonation by any person or
(iii) misbehaving in the examination/ skill test hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
(iv) resorting to any irregular or improper means in connection with his/ her candidature or
(v) obtaining support for his/ her candidature by unfair means, or
(vi) carrying mobile phones or similar electronic devices of communication in the examination / skill test hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
    (a) to be disqualified from the examination for which he/ she is a candidate
    (b) to be debarred either permanently or for a specified period from any examination conducted by Company
    (c) for termination of service, if he/ she has already joined RCF.

XIV) GENERAL INSTRUCTIONS:

a. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications.
b. Only Indian Citizens are eligible to apply.
c. While applying the candidates should mention their full name as it appears on the matriculation (X Std) school certificate. Certificate issuedby a Board of Secondary Education for passing Matriculation shall be the only acceptable document in support of proof of age.
d. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained. Candidates possessing qualification as prescribed in the advertisement only should apply.
e. Minimum percentage of marks in the minimum educational qualification as indicated above shall be minimum **55% in Final year of Graduation Degree. (50% for SC category candidates, wherever vacancies are advertised for reserved category)** irrespective of the weightage given to any particular semester/year by the Institute/University.
f. Wherever CGPA/OGPA/SGPA 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. Where no norms have been specified, the CGPA/OGPA/SGPA will be presumed to have been provided on a 10 points scale. **Candidates having CGPA/OGPA/SGPA or letter grade in a degree, however, will invariably have to produce a copy of these conversion norms/no norms with respect to candidates University/Institute at the time of Skill Test.**

g. Candidates in the final year of Graduation / Post – Graduation are not eligible to apply for the post.

h. Candidates possessing higher qualification than the prescribed qualification in the advertisement will not be given any consequential benefits for their higher qualification in later stage of service period. In case candidate is pursuing higher qualification at the time of joining, no NOC will be provided.

i. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall either forward their application through Proper Channel (printout of duly filled-in online application) or shall produce No Objection Certificate (NOC) from their present employer at the time of Skill Test failing which his/her/their candidature will not be considered and he/she/they will not be allowed to appear in the Skill Test .

j. The age limit and minimum educational qualification are the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. RCF's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.

k. Details once submitted in the online application form will be final and request for any change including change in correspondence address/email address/mobile number/ category/ post applied for/city for online test Centre will not be entertained.

l. **Candidates should possess a valid email ID**. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year. No change in the email ID will be allowed once submitted. All information/communication regarding participating in the selection process shall be provided through email to the candidates, found apparently eligible, based on the online application data. Responsibilities of receiving and downloading of information/communications, etc. will be of the candidate. **RCF Ltd will not be responsible for any loss of email sent, due to invalid/wrong email ID/spelling mistake in email ID provided by the candidate and no correspondence in this regard will be entertained.**

m. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.

n. The Registration No./ Roll No. of candidates called for online test/ skill test will be displayed on www.rcfltd.com under head "HR→RECRUITMENT". Candidates are advised to visit the website regularly for the latest information in this regard. Only short listed candidates who are prima facie found eligible based on the information submitted in their online application will be called for participating in the selection process and will be intimated through electronic mode for the online test/skill test and RCF will not be responsible for any delay or non-delivery of such intimation.

o. 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 "HR→RECRUITMENT" head on our website - www.rcfltd.com for the updated information on the selection process.

p. Mere admission to the selection process does not imply that Company (RCF Ltd) 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 fulfil 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.

q. Further, RCF Ltd 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. RCF reserves the right to increase or decrease the number of vacancies, or to cancel the advertisement altogether, without assigning any reason, in the event of unforeseen or exceptional circumstances.

r. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on RCF Ltd's website www.rcfltd.com under the head "HR→RECRUITMENT". No further press advertisement will be issued. Hence prospective applicants are advised to visit RCF Ltd website regularly for latest update with regard to this advertisement.

s. In case of any dispute arising about admissibility of any particular qualification the decision of RCF Management shall be final and binding on the applicants.

t. Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at Mumbai only to the exclusion of all other Courts.

u. In case of any ambiguity/dispute arises on account of interpretation in versions other than English language advertised in Newspaper/Employment News/Website, English version available on the website www.rcfltd.com will prevail.

v. Candidates should retain their copy of Pay in e-receipt and Registration Slip as they can be asked to produce it for future reference.

w. Candidates may visit the Frequently Asked Questions (FAQs) section at online application website for any queries to be raised on IBPS Portal.

x. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

y. Candidates from reserved category will have to submit caste certificate, in the Prescribed Proforma meant for "Appointment to posts under the Government of India" from the designated authority indicating clearly the candidates caste, the Act/Order under which the caste is recognized as SC/ST/OBC (NCL) and the Village/Town the candidates is ordinarily a resident of (Caste/Tribe covered in notified list of Central Government).

z. If the SC/ST/OBC (NCL)/PwBD/EWS certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.

aa. Candidates should submit the Caste Validity (as applicable) at the time of documents scrutiny stage, otherwise, receipt of application of caste validity may be submitted within one month of joining. Further, the candidate's employment will be considered provisional until the submission of actual Caste Validity Certificate within six months. The submission of Caste validity is on the onus of the candidate.

bb. Candidates from reserved category fulfilling eligibility criteria may also apply for the posts earmarked for UR as per Govt. Rules. Such candidates applying for a post where there are no vacancies in their respective reserved categories will be treated as General

candidates and no relaxation in any criteria will be applicable to these candidates. However, still the Caste status of the reserved category candidates appointed in General category needs to be verified from concerned Authorities/ Scrutiny Committee.

cc. In case of cancellation of Recruitment Advertisement due to administrative reasons, the application fee paid by the candidates will be refunded subsequently.

dd. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any RCF recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

ee. Canvassing in any form at any stage shall be considered a disqualification for employment in the Company.

ff. Decision of RCF in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by RCF in this behalf.

gg. The schedule of activities is as follows:

Activity	Date and Time
Commencement of On-Line registration of application by candidates.	10/09/2026 at 8:00 am
Last date for on-line registration of application by candidates	26/09/2026 at 5:00 pm

hh. Only online Payments will be accepted. Cash payment will not be accepted.

ii. Only ON-LINE applications will be accepted. Physical form of application will not be accepted.

jj. Mere qualifying the Online Test/Skill Test will not infer selection of the candidate, since the number of candidates empaneled would be limited to the number of vacancies and waitlist.

XV) IMPORTANT INSTRUCTIONS

1. The Online Application shall be deemed to be submitted only upon receipt of Application Fee (wherever applicable) and upload of Photograph and Signature within prescribed time limit.
2. Candidates are advised in their own interest to complete the registration process, pay application fee online (wherever applicable) and final submission of online application sufficiently in advance before the last date so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.
3. We hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Don't believe any advertisement/job announcement of RCF Ltd. circulated through e-mail, social media etc. Please rely on information hosted on our website www.rcfltd.com for any job/career related information pertaining to RCF Ltd.

Enclosed: -

Annexure I - OBC NCL Certificate Format for Central Government Job

Annexure II - SC/ST Certificate Format

Annexure III - List of Documents to be uploaded by the Candidates

Annexure IV – Undertaking by Candidate for experience

Annexure V - PwBD Certificate

Annexure VI – Income & Asset Certificate Format for Central Government Job

Appendix – I – **Certificate for Persons with Specified Disabilities**

Appendix – II – **Letter of Undertaking for Persons with Specified Disabilities**

In case, if the applicant needs any assistance, the same can be raised through '**Grievance Link**'.

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