

*Recruitment in RFCL → Recruitment of Non – Executives (Production) at W-3 level.* No other mode of application including manual/paper shall be accepted / entertained.

- 1.2. **Only one application per candidate is allowed. The details in online application form can be edited / modified before submission of application fee or final submission of online form and details once finally submitted cannot be changed under any circumstances. Hence, candidates are strictly advised to ensure that they have filled in the correct particulars & details in online application form. It should be noted that false declaration shall render the candidate ineligible from this recruitment process.**
- 1.3. Before applying, candidates should ensure that they fulfill all the eligibility norms.
- 1.4. **Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to Ramagundam Unit of RFCL against this advertisement, are advised to apply Online, failing which their candidature will not be considered.**
- 1.5. Incomplete online applications shall be summarily rejected.
- 1.6. Before registering their applications on the website, the candidates should possess the following and keep it handy:
  - a) Valid E-Mail ID, which should remain valid for at least one & a half year.
  - b) Candidates should have latest passport size photograph (jpg or jpeg file only upto 50 Kb) as well as photograph of signatures in digital format (jpg or jpeg file only upto 20 kb) for uploading with the application form.
  - c) Supporting documents for age, qualification, caste/PwBD certificate and identity proof for uploading (pdf/jpeg/jpg file upto 01MB each).
  - d) Provision to pay examination fee of ₹200/- for General and OBC Candidates.
- 1.6. Online registration involves following steps:
  - a) Step 1: Filling up of Application - Go to NFL's Website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in RFCL → Recruitment of Non – Executives (Production) at W-3 level
    - Read the Advertisement carefully to be sure about your eligibility
    - Click on the link "Apply Online"
    - Fill up all the required fields
    - Ensure the information provided is correct and then submit.
  - b) Step 2: Making Payment
    - Click on "Make payment" which will take you to Payment Gateway, which has been authorized to collect the application fee /processing charges on behalf of RFCL.
  - c) Step 3: Final Registration & Printing of Online Application Form finally submitted.
- 1.7. Once the payment is made, candidates should download and retain a photocopy of their e-receipt and Online Application Form finally submitted as they would be asked to produce them for reference at the document verification or at any stage of selection process.
- 1.8. Fee once paid will not be refunded under any circumstances. Failed Transaction amount will be automatically refunded to same A/c from which payment was originally made, within 15 working days.
- 1.9. Candidates should strictly ensure timely payment of application fee and/or submission of their online applications well before the stipulated last date of submission i.e. **14.03.2019** upto 5:30 PM to avoid last minute rush.
- 1.10. All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate. All information regarding examination schedule/admit card etc. shall be provided through email and / or by uploading on NFL website.
- 1.11. NFL/ RFCL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/website in time.
- 1.12. Candidates are not required to send any document to NFL/RFCL.

## **2. ONLINE EXAMINATION**

- 2.1. It should be noted that candidature of all the applicants would be provisional and would be allowed to appear in online examination on the presumption that they meet the eligibility criteria for the post which they have applied for. Their candidature would, however, be

subject to meeting of advertised eligibility criteria and verification of certificates & testimonials etc. at the time of document verification, as & when called for.

- 2.2. Candidates will be required to appear for **computer based online objective type test**, on the day, date, time & venue as mentioned in the **Admit card**, which shall be issued well in time before the date of online examination. The candidates will be allowed to appear in Online Test only if they possess the valid Photo Admit Card indicating roll number, name & address of the allocated test centre and guidelines for the online test. Photo Admit Card in respect of such eligible & provisionally shortlisted candidates will be made available on the *www.nationalfertilizers.com* → *Careers* → *Recruitment in RFCL* → *Recruitment of Non – Executives (Production) at W-3 level* for RFCL and such candidates will also be intimated for the same through SMS on their mobile number & through email on their E-Mail ID as mentioned in their online application form. Candidates have to download their Admit Card from the website for appearing in online test. Admit Cards will not be sent by post. NFL/RFCL will not be responsible for any delay or non-delivery of intimation sent electronically through SMS or e-mail, as the case may be or inactiveness of e-mail account submitted by the candidate during online registration. No other communication will be sent to such candidates for this purpose. Hence, candidates are advised to regularly checking their e-mail account (including junk mailbox) for any communication from NFL/RFCL. Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.
- 2.3. **The online test will be conducted at any one of the centres at Jammu/Kashmir, Bhopal, Delhi & NCR, Lucknow, Hyderabad, Patna, Bhubneswar, Kochi, Pune, Amrawati, Ramagundam, Chennai, Bangaluru, Kolkata, Karimnagar, Pedapalli, Mancherial** . Candidates would be required to select two preferences of above-mentioned cities for giving their online examination. However, NFL/RFCL will not be bounded to allocate centre in the preferred city(ies) as indicated by the candidates in their online application form. No request for change of examination centre will be entertained after final submission of online application form. NFL/RFCL reserves the right to cancel or add any centre depending upon the response of candidates in that area/centre.
- 2.4. Candidates have to make their own arrangement for travelling, lodging and boarding for appearing in online test and no TA/DA will be paid in this regard.
- 2.5. 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 mis-happening or delay or rescheduling the online test at any or all of the test centres, 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 centre due to unforeseen or technical reasons, candidates would have to make their own arrangement to attend the online test and NFL/RFCL shall not be held liable for such delay/rescheduling of online test and no TA/DA will be paid for appearing in the online test on this account also.
- 2.6. The online test will have two parts, Discipline related and Aptitude related. Medium of Test will be in Rajbhasha (Hindi) and English. Duration of test will be 02 hours (120 minutes). The total number of questions will be 150, of one mark each, out of which 100 questions would be from mix of course curriculum of qualifying Diploma/Course, as applicable for each post & discipline, and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge / Awareness. There will be no negative marking for wrong answer. The examination level of the domain subject will be of minimum prescribed educational qualification, as applicable for each post.
- 2.7. The date of online test shall be communicated to the candidates through admit card to be downloaded from NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com). No request for change in examination date would be entertained.
- 2.8. Mere issuance of Admit card shall not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.

### **3. FINAL SELECTION**

- 3.1. Junior Engineering Assistant Grade II being Group 'C' Non - Executive (Worker) level posts, there will be no interview and selection of the candidates for appointment shall be made purely on the basis of marks obtained in online test and subject to verification of certificates/testimonials etc. Candidates selected as Junior Engineering Assistant Grade II shall be reporting to Shift Engineers / Engineers.