



**NATIONAL FERTILIZERS LIMITED**  
(A Government of India Undertaking)  
(CIN : L74899DLI974GOI007417)  
A-11, Sector-24, Noida,  
District Gautam Budh Nagar, Uttar Pradesh - 201301.  
Phone Nos.: 0120-2412294, 2412445 Fax 0120-2412397

**Advertisement No.: 02/2020**

**Dated: 25.02.2020**

**REQUIREMENT OF SENIOR MANAGER (FINANCE & ACCOUNTS)**

National Fertilizers Limited (NFL) is a Mini-Ratna, premier profit-making Central Public Sector Undertaking engaged in manufacturing and marketing of fertilizers and other agricultural inputs with a vision of being a leading Indian company in fertilizers and beyond, with commitment to all stakeholders. NFL is looking for qualified, dynamic and result oriented experienced F&A professionals with initiative for manning the following positions on regular basis for its various Offices / Units / Joint Ventures:

**A. VACANCY POSITION (Table 01)**

POST CODE	POST NAME	2017 IDA BASED PAY SCALE / CTC OFFERED PER ANNUM		VACANCY POSITION #	UR	RESERVATION					POSTS IDENTIFIED FOR PwBD CATEGORIES @
						SC	ST	OBC (NCL)	EWS	PwBD \$	
(i)	(ii)	(iii)		(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)
01	SENIOR MANAGER (F&A)	E-5	₹ 22.00 Lakhs	04	02	01 (Backlog)	-	01	-	-	OH: OA, OL, BL, OAL, BLOA; HH

**Abbreviations:**

'F&A' - Finance & Accounts; 'UR' - Unreserved; 'SC' - Scheduled Caste; „ST" - Scheduled Tribe; „OBC (NCL)" - Other Backward Classes (Non-Creamy Layer); „EWS" - Economically Weaker Section; „ExSM" - Ex Serviceman; „PwBD" - Divyangjan or Persons with Benchmark Disabilities; „OH" - Orthopedically Impaired; „OA" - One Arm affected; „OL" - One Leg affected; „OAL" - One Arm One Leg affected; „BL" - Both Legs affected; „BLOA" - Both Legs one Arm affected; „HH" - Hearing Impaired; 'IDA' - Industrial Dearness Allowance;

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

\$ 2. PwBD/ExSM reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC(NCL)/EWS vacancies. Refer to Clause No. F.7 of this Advertisement.

@3. The PwBD categories identified for above posts are as per the latest list of "Group A 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.ccdisabilities.nic.in> as on the date of this advertisement.

**A. PAY/ PERKS & PLACEMENT**

**1. PAY & PERKS**

NFL offers one of the best pay packages in the Fertilizer industry. Selected candidates will be placed at the minimum Basic Pay in Pay Scale of ₹80000 - 3% - 220000. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance, House Rent Allowance / Company Accommodation and will also be entitled for other perquisites & allowances / benefits such as Leave, Medical Facilities, Contributory Provident Fund, Gratuity, Contributory Superannuation Benefit Fund Scheme, Group Personal Accident Insurance etc., as per NFL rules in force from time to time during training / after regularization.

## 2. APPOINTMENT AND PLACEMENT

The candidate should have sound health. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon of any Central/State Government Hospitals. The appointment will be provisional and subject to verification of Character & Antecedents and Caste /PwBD Certificate from the concerned District Authorities/Competent Authorities. **Selected candidates shall be posted in any of the Units / Offices of the company. They may also be posted in any Joint Ventures of NFL on secondment basis at any point of time at the discretion of Management.**

## C. MINIMUM ELIGIBILITY CRITERIA AS ON 31.01.2020

The columns (i - iv) mentioned in the table under this clause be read with Clause Nos.C.1 - C.3 mentioned subsequently. (Table 02)

POST NAME	MAX. AGE LIMIT	MINIMUM EDUCATIONAL QUALIFICATION	Post Qualification Inline Executive Work - Experience in dealing with financial & accounting matters																								
(i)	(ii)	(iii)	(iv)																								
SENIOR MANAGER (F&A)	45 years	Chartered Accountant from The Institute of Chartered Accountants of India  Or  Cost & Management Accountant from The Institute of Cost Accountants of India  Or  Two years full time / regular MBA/PGDM with major specialization in Finance / Financial Management with minimum 60% marks	<p><b>1. Minimum post-qualification inline executive work experience should be 13 years as on 31.01.2020</b></p> <p><b>2. For candidates employed in Govt./PSU/Autonomous Body/Statutory Body:</b></p> <p>a. As on 31.01.2020, should be working &amp; having minimum 02 years post qualification inline executive work experience in either of the following pay scales (IDA or CDA, as applicable)</p> <table border="1"> <thead> <tr> <th>IDA pattern:</th> <th>CDA pattern</th> </tr> </thead> <tbody> <tr> <td>`14500-350-18700 (IDA 1997)</td> <td>`15600 – 39100 with `6600 GP</td> </tr> <tr> <td><b>or</b></td> <td><b>or</b></td> </tr> <tr> <td>`29100 - 54500 (IDA 2007)</td> <td>`67700 – 208700</td> </tr> <tr> <td><b>or</b></td> <td>(Level 11 in Pay Matrix of 7<sup>th</sup> CPC)</td> </tr> <tr> <td>`70000 – 200000 (IDA 2017)</td> <td></td> </tr> </tbody> </table> <p><b>OR</b></p> <p>b. As on 31.01.2020, should be working in the following or higher pay scales &amp; possessing minimum no. of years of post-qualification inline executive work experience, as applicable:</p> <table border="1"> <thead> <tr> <th>IDA pattern:</th> <th>CDA pattern</th> </tr> </thead> <tbody> <tr> <td>`16000-400-20800 (IDA 1997)</td> <td>`15600 – 39100 with `7600 GP</td> </tr> <tr> <td><b>or</b></td> <td><b>or</b></td> </tr> <tr> <td>`32900 - 58000 (IDA 2007)</td> <td>78800 – 209200</td> </tr> <tr> <td><b>or</b></td> <td>(Level 12 in Pay Matrix of 7<sup>th</sup> CPC)</td> </tr> <tr> <td>`80000 – 220000 (IDA 2017)</td> <td></td> </tr> </tbody> </table> <p>c. It should be noted that no claim of possession of equivalent pay scale other than advertised pay scale for a post would be entertained.</p> <p><b>3. FOR CANDIDATES WORKING IN PRIVATE SECTOR OR IN GOVERNMENT (CENTRAL/STATE),PUBLIC SECTOR UNDERTAKINGS (CENTRAL/STATE), AUTONOMOUS OR STATUTORY BODIES AND THEIR PAY SCALES DO NOT MATCH WITH THE GIVEN SCALES IN THE ADVERTISEMENT, SHOULD PROVIDE A PROOF/CERTIFICATE FROM THEIR EMPLOYER OF DRAWING ANNUAL CTC OF RS. 14.10 Lakhs AND ABOVE AS ON 31.01.2020</b></p>	IDA pattern:	CDA pattern	`14500-350-18700 (IDA 1997)	`15600 – 39100 with `6600 GP	<b>or</b>	<b>or</b>	`29100 - 54500 (IDA 2007)	`67700 – 208700	<b>or</b>	(Level 11 in Pay Matrix of 7 <sup>th</sup> CPC)	`70000 – 200000 (IDA 2017)		IDA pattern:	CDA pattern	`16000-400-20800 (IDA 1997)	`15600 – 39100 with `7600 GP	<b>or</b>	<b>or</b>	`32900 - 58000 (IDA 2007)	78800 – 209200	<b>or</b>	(Level 12 in Pay Matrix of 7 <sup>th</sup> CPC)	`80000 – 220000 (IDA 2017)	
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### 1. AGE LIMIT (Column ii)

Maximum age mentioned on the above table is for 'UR' category. Relaxation to SC/OBC/PwBD in age criteria are mentioned in Clause Nos.F.10 - F.13 of this advertisement.

### 2. EDUCATIONAL QUALIFICATION (Columns iii)

Specifications of minimum educational qualifications for all the posts be read with Clause Nos.I.3 - I.7 of this advertisement. **No claim of possession of equivalent qualification other than advertised educational qualification would be entertained.** The prescribed minimum educational qualification should be from The Institute of Chartered Accountants of India (for CA) or The Institute of Cost Accountants of India (for CMA) or University/Institute recognized by UGC/AICTE (for MBA/PGDM).

### 3. WORK EXPERIENCE (Columns iv)

Work Experience should be after acquiring relevant educational qualification and should be in-line executive experience. Candidate's work experience as Management Trainee would be counted only in case he/she has been regularized in the same Company. Also see Clause No. I.8 before proceeding. **Candidates must be working as on 31.01.2020.**

## D. CUT OFF DATE

The cut-off date for determining eligibility criteria in respect of age, minimum educational qualification, post-qualification inline executive work experience in the relevant Pay Scale/CTC shall be **31.01.2020** and will remain unchanged irrespective of any reason whatsoever.

## **E. APPLICATION FEE**

**UR / EWS / OBC candidates are required to send Non-refundable application fee of ₹1000/- (Rupees One Thousand Only)** through Demand Draft in favour of **NATIONAL FERTILIZERS LIMITED** payable at **NEW DELHI**. The application fee is not applicable for SC, ST and PwBD candidates.

## **F. RESERVATION/CONCESSIONS/RELAXATIONS.**

1. **Category {General/EWS/SC/ST/OBC/PwBD}** once declared in the Application Form will not be changed and no benefit of other category will be admissible later on. Blank proforma of certificates for **EWS/SC/ST/OBC/PwBD** is available under the head “Careers” on [www.nationalfertilizers.com](http://www.nationalfertilizers.com) for convenience of the candidates.
2. **EWS/SC/ST/OBC** 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, if applicable.
3. 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, alongwith Application Form. 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).
4. Candidates belonging to OBC 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”. NFL 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 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 in the year 2019 / 2020. 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.(SCT) dated 08.09.1993 and modifications issued vide OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017. Further the OBC (NCL) candidates will have to give a self-declaration, at the time of documents verification indicating that they belong to OBC (NCL).
6. 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 disabilities. It may be noted that definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.
7. 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. 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. If the Disability Certificate issued by Competent Authority is 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).
8. SC/ST/PwBD/ExSM/Departmental candidates are exempted from payment of application fee.
9. In case adequate numbers of SC candidates who satisfy the minimum standard are not available to fill up the reserved vacancies, then SC candidates may be shortlisted to the extent of shortfall in vacancies by relaxing

the minimum standard of securing 60% marks to 55% marks in educational qualification criterion, provided that they are not considered unfit to hold the post and satisfy all the other eligibility criteria. Accordingly, SC category candidates are encouraged to apply

10. Relaxation in maximum age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC(NCL) candidates considered against reserved positions.
11. Upper age limit for PwBD candidates shall be relaxable by 5 years for "General" PwBD candidates, 10 years for "SC/ST" PwBD and by 08 years for "OBC (NCL)" PwBD candidates. Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.
12. Upper age limit is relaxed by 05 (five) years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.1980 to 31.12.1989.
13. The maximum age of the applicant, after giving relaxations under Clause No. F.10 to F.12 (standalone or in combination thereof), should not exceed 56 years on 31.01.2020.

#### G. HOW TO APPLY

1. Before applying, candidates are advised to peruse the advertisement carefully and should ensure that they fulfill all the eligibility criteria. Their eligibility will be provisional and will be verified only in case they are shortlisted for selection.
2. Candidates fulfilling the prescribed eligibility criteria should download and print the prescribed Application Form available on NFL website [www.nationalfertilizers.com](http://www.nationalfertilizers.com)--> Careers--> Recruitment in NFL-->. Recruitment OF SENIOR MANAGER (FINANCE & ACCOUNTS) - 2020. The Application Form duly filled in and signed, alongwith self-attested copies of the documents / certificates, as mentioned at Sl. No. G.6, should reach in a sealed envelope cover super-scribed with "**APPLICATION FOR THE POST OF SENIOR MANAGER(F&A) - 2020**" at the following address:

**"General Manager (HR), National Fertilizers Limited,  
A-11, Sector-24, Noida, District Gautam Budh Nagar, Uttar Pradesh - 201301"**

**No other means/mode of application shall be accepted.**

3. Candidature of a candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate in the application is found to be false or not in conformity with the eligibility criteria at any stage.
4. Candidates are required to provide their details in Application Form regarding age, date of birth, qualification, division and percentage of marks obtained, year of passing and respective School/College/University, work experience including positions held, name of employers with address, nature of duties, period of service, scale of pay, salary/CTC (Cost to Company)/ salary drawn, demand draft for application fee (if applicable) and other requisite information/declaration
5. The candidates should ensure that the details entered in Application Form are correct. Candidates are required to send the duly filled-in Application Form alongwith self-attested copies of the documents / certificates, as detailed at Sl. No. G.6 below so as to reach NFL by 24.03.2020 / 31.03.2020 (Refer Clause G.7 below) failing which their candidature will not be considered and no queries shall be entertained in this regard.
6. Self-attested photocopy of following documents is required to be enclosed alongwith Application Form:

1.	Date of Birth	10 <sup>th</sup> / Matriculation Certificate
2.	For Educational Qualification	Mark sheets and Degree Certificates (Matric onwards upto highest level for all semesters/years). For MBA qualified candidates, specialization certificate and CGPA Conversion formula (if applicable).
3.	For Pay Scale (for PSU/Govt.) or CTC** (for Private Sector)	Employer's Certificate or Appointment letter along with all promotion/increment letters/pay slip for the month of January, 2020 indicating pay/CTC for requisite period.
4.	Experience Certificate with date of joining and relieving and Present Employment Proof	Certificate issued by Employer(s), if any, for past or present employment / Offer of appointment and pay slip for the month of January, 2020 as proof of working as on cut-off date i.e. 31.01.2020.
5.	For Caste Certificate	Caste Certificate in the prescribed format
6.	For Differently abled/PwBD candidates	Medical Certificate in the prescribed format
7.	No Objection Certificate (NOC) / Application through proper channel	From present employer, in case of candidates working in Govt./Quasi-Govt./PSU/Autonomous/Statutory Body.
8.	Application fee	Demand Draft of ₹1000/- as applicable.
9.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with certified photograph.

7. The last date of receipt of duly complete Application Form alongwith all requisite certificates is 24.03.2020, unless extended and notified on NFL's website. However, closing date for receipt of applications of candidates presently residing in far-flung area i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union territory of Ladakh, Lahaul & Spiti District & Pangi Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman & Nicobar Islands & Lakshadweep is 31.03.2020. Candidates applying from far-flung area should superscribe on envelope "FAR-FLUNG AREA". In case of false declaration of 'Far-Flung Area' on envelope vis-à-vis correspondence address mentioned in Application Form enclosed therein, the same shall be summarily 'Rejected'.
8. Incomplete Application Forms OR not in prescribed proforma OR not supported by self-attested copies of relevant documents OR not fulfilling the eligibility criteria OR received at any other address of NFL other than that as mentioned in Clause No. G.2 above OR received after due date shall be summarily 'Rejected'.
9. It may be noted that applications received without self-attested copies of relevant documents or received after due date i.e. 24.03.2020 (or 31.03.2020 if applicable) shall be summarily rejected and no queries shall be entertained in this regard.
10. Candidates should note that scrutiny and shortlisting of applications would be done on the basis of documents enclosed with the prescribed Application Form. The list of required documents at Clause No. G.6 is indicative and not exhaustive. No interim correspondence by the candidates regarding availability/non - availability of documents would be entertained. Accordingly, candidates are advised to enclose & send self-attested copies of all the relevant documents alongwith the duly signed Application Form in support of their candidature.

#### **H. SHORTLISTING & SELECTION PROCESS**

1. Based on the information furnished in the Application Form and self-attested documents submitted by the candidates' along with duly signed Application Form, scrutiny of applications would be done and candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
2. In case of receipt of large number of applications, NFL reserves a right to conduct an online test in Delhi - NCR region and/or any other city(ies) of India for the purpose of short listing candidates for interview. Neither TA will be paid nor Boarding & Lodging facilities would be arranged/reimbursed for appearing in the online test.
3. Modalities of Online Test, in the event it is decided to conduct the same, shall be placed on NFL website [www.nationalfertilizers.com--> Careers--> Recruitment in NFL--> Recruitment OF SENIOR MANAGER \(FINANCE & ACCOUNTS\) - 2020, at an appropriate time.](http://www.nationalfertilizers.com--> Careers--> Recruitment in NFL--> Recruitment OF SENIOR MANAGER (FINANCE & ACCOUNTS) - 2020, at an appropriate time.)
4. Candidates are required to qualify in the Personal Interview separately with minimum average of 50% marks in interview.
5. In case, total marks (upto two decimals) of two or more candidates after personal interview are same, percentage of marks in the qualifying examination would be considered for drawing up merit list. In case percentage of marks (upto two decimals) are also equal in the qualifying examination, the date of birth of the candidates will be considered for preparing merit list i.e. the candidate born earlier will be considered as senior in the merit list.
6. It may be noted that candidates will be called for personal interview provisionally on the basis of information submitted by them in Application Form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the advertisement. Candidates not meeting the eligibility criteria or not in possession of complete requisite documents will not be allowed to attend the personal interview and no TA will be paid to them. Further, no queries shall be entertained in this regard.
7. The candidates called for personal interview for the post shall be reimbursed single return air fare (economy class)/ 1st class AC rail fare/ road mileage at prescribed rates for the journey by road/ by one's own conveyance. The TA reimbursement, however, is subject to candidate meeting the advertised specifications for the post applied for.

8. The selected candidates before joining will be required to get Medical Fitness Certificate from Civil Surgeon/NFL's Hospital/NFL's common panel of hospitals and their appointment will also be subject to verification of character & antecedents and Caste certificate from the concerned District Authorities.
9. Selected candidates can be posted in any of the Units/Offices/Joint Ventures of the NFL at the discretion of Management.

**I. GENERAL INSTRUCTIONS:**

1. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their Application Forms.
2. While applying the candidates should mention their full name as it appears on the matriculation school certificate. Certificate issued by a Board of Secondary Education for passing Matriculation shall be the only acceptable document in support of proof of age.
3. The prescribed minimum educational qualification should be from University/Institute recognized by UGC/AICTE.
4. No claim of possession of a qualification equivalent to a prescribed qualification would be entertained and decision of NFL in this regard would be final and binding. For Candidates possessing dual degree MBA/PGDM, the qualification should be with major specialization in Finance/Financial Management and the candidate will have to provide a certificate indicating from the concerned Institute/ University indicating therein clearly major specialization in Finance/Financial Management.
5. The date of declaration of result/issuance of final marks-sheet or passing Certificate, whichever is earlier, shall be deemed to be the date of acquiring minimum educational qualification and there shall be no relaxation on this account.
6. Minimum percentage of marks in the minimum educational qualification as indicated in Table 2 of this advertisement, shall be aggregate of all semesters/years to be calculated taking average of all semesters/years. Weightage given to any particular semester/year by the Institute/University shall not be considered.
7. Wherever CGPA/OGPA/DGPA 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. Proof/ Document of Conversion formula is required to be submitted mandatorily alongwith Application Form. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale.
8. Candidate's post qualification work experience as Management Trainee would be counted only in case he/she is regularized in the same Company.
9. Candidates employed in Central/State Government/Quasi-Government/Central or State Public Sector Undertaking/Autonomous Body/Statutory Body, either in permanent or contractual or ad-hoc or temporary or in any manner, shall either forward their application through Proper Channel or shall produce No Objection Certificate (NOC) from their present employer the time of interview failing which they will not be allowed to appear in the interview and no TA would be paid to them.
10. The term departmental candidates means those candidates who are currently working with NFL as permanent & regular employees and not wards of NFL employees.
11. The minimum educational qualification and inline experience are the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. NFL's decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
12. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.
13. Candidates in their Application Forms have to necessarily declare and provide details in case he/she has been arrested, prosecuted, kept under detention or fined, FIR filed in any Police Station, convicted by the Court of Law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination or if proceedings are pending against him in any Court of Law.

14. Mere admission to the selection process does not imply that Company (NFL) 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 fulfill 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.
15. Further, NFL 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.
16. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on NFL's website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) under the head "Careers". No further press advertisement will be issued. Hence prospective applicants are advised to regularly visit NFL website for latest updates with regard to this advertisement, atleast upto 24.03.2020 unless otherwise extended.
17. Only shortlisted candidates who are found eligible based on the particulars furnished in the Application Form submitted will be called for participating in the Selection Process. 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 "Careers" head on our website - [www.nationalfertilizers.com](http://www.nationalfertilizers.com) for updated information on the selection process. Only shortlisted candidates will be intimated through post or e-mail for the proposed written or online test/group discussion/personal interview. However, NFL will not be responsible for any delay or non-delivery of intimation sent through post or e-mail, as the case may be.
18. Candidates should possess a valid email ID as the same is mandatorily required for mentioning in Application Form. Candidates are also advised to keep the E-mail ID as well as Mobile Number, as filled-in in their Application Form, active for at least one & a half year from cut-off date i.e. 31.01.2020. No change in the E-mail ID will be allowed once submitted. All future information/communication regarding participating in the selection process shall be provided through e-mail/SMS to the candidates, found prima-facie eligible, based on the information submitted by them in their Application Form. Responsibility of receiving and downloading of information/communications, etc. will be of the candidate. NFL will not be responsible for any delay in communication/inactiveness of the E-mail ID, loss of email sent due to invalid/wrong E-mail ID submitted by the candidate in Application Form and no correspondence in this regard shall be entertained.
19. The candidature of only identified categories of PwBD candidates will considered against advertised vacancies. However, no post is reserved for PwBD candidate.
20. Details once submitted in the Application Form will be final and any request for any change including change in correspondence address/email address/mobile number/category shall not be entertained. Candidates are, therefore, advised to fill up their application form carefully.
21. Court of jurisdiction for any dispute pertaining to any issue arising out of this recruitment process will be at Delhi only to the exclusion of all other Courts.
22. Canvassing in any form at any stage (including before or after selection / joining) shall be considered a disqualification for employment in the Company.
23. It is clarified that the post advertised are for National Fertilizers limited and the selected candidates can be posted in any offices/ units of NFL across India. They may also be posted in any Joint Ventures of NFL on secondment basis at the discretion of management.

**IMPORTANT**

Sl. No.	Details
i)	<b>Cut-off date of reckoning eligibility for all purposes shall remain 31.01.2020</b>
ii)	<b>APPLICATION PROFORMA is available on the website <a href="http://www.nationalfertilizers.com">www.nationalfertilizers.com</a> Careers → Recruitment in NFL → Recruitment OF SENIOR MANAGER (FINANCE &amp; ACCOUNTS) – 2020 w.e.f. 25.02.2020</b>
iii)	<b>Last date of receipt of duly filled-in Application Form alongwith requisite self-attested copies of the documents / certificates, application fees at Noida office is 24.03.2020 / 31.03.2020 (for far-flung areas as mentioned in advertisement), unless extended and notified on NFL's website.</b>

**GENERAL MANAGER (HR)**