

Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)



Rashtriya Chemicals and Fertilizers Ltd (RCF Ltd) is a leading profit making company in the business of manufacturing and marketing of Fertilizers and Industrial Chemicals having sales turnover around Rs.7300 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.

1. The Company invites applications for the post of:

Discipline	No. Of Posts	Eligibility Criteria
Operator Trainee Post code no: OPTTR/022019	50 no's for Thal Unit	Qualification : As on 01.02.2019 Full time & regular B.Sc.(Chemistry) Degree with Physics as one of the subjects during any of the 3 years course of B.Sc. Degree and NCVT in the AO (CP) trade. The candidates should have secured minimum 55% marks in last year (or Average/Aggregate of last two semesters) of B.Sc.(Chemistry) Degree Course (50% for SC/ST category candidates). The NCVT in AO(CP) Trade is necessarily be completed after passing of B.Sc.(Chemistry) Degree. OR Full time & regular Three Year Diploma in Chemical Engineering/Technology with 55% marks in last year (or Average/Aggregate of last two semesters) of the Diploma Course (50% for SC/ST category candidates) having completed one-year training (BOAT) under the Apprentices Act-1961 (Amendment 1973). OR 04 years' full time & regular Diploma in Chemical Engineering/Technology with 55% marks in last year (or Average/Aggregate of last two semesters) of the Diploma Course (50% for SC/ST category candidates) under Sandwich Pattern (04 year course including one year industrial training).

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Instructions related to Qualification:

- A) Wherever CGPA/OGPA or other grades in qualifying examination is awarded, equivalent % (up to two decimal points) of marks should be indicated in the on line application as per norms adopted by concerned University / Institute. The candidate shall be required to submit a certificate to this effect from the University/Institute at the time of reporting, in case of final selection. If no formula has prescribed by the university/Institute, the equivalence in percentage of the marks will be established by multiplying the CGPA/OGPA/Grade by factor of 10 subject to the condition that the candidate has to submit the documentary proof that the university/Institute do not have any formula for conversion of CGPA/OGPA/Grade to percentage.
- B) The number of vacancies are tentative and may increase or decrease at the 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/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 prepared 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.
- C) Candidates with Diploma qualification as prescribed above only will be considered. Allied branches of Engineering like Petrochemical Engineering etc. will not be considered OR, any other specialized Diploma connected with Chemical Engineering/Technology will not be considered as qualification. Specialization / Stream, Nomenclature should be as per the advertisement. No other stream / combination streams or specialization will be considered.
- D) The prescribed qualification shall be from a recognized University/Institute as a regular & full time course. Candidates who have obtained their qualification through distance learning / Part time are not eligible to apply. The Diploma in Chemical Engineering/Technology from Government Polytechnic or equivalent Government Recognized Institutes approved by AICTE will only be considered.



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- E) The candidate who are not having required eligibility criteria will not be eligible to apply.
- F) The Candidates appearing in Final Examination of prescribed qualification for the post are not Eligible to apply. Candidates who are appearing at the qualifying exam/awaiting result of qualifying exam /who do not have proof of passing of qualifying exam are not eligible for applying.

Reservation

Total posts	SC	ST	OBC (NCL)	UR	EWS
50	5	5	14	21	5

Abbreviations used : UR – Unreserved, OBC – Other Backward Class (Non Creamy Layer), SC – Scheduled Caste, ST – Scheduled Tribe, EWS: Economically weaker section

Age Criteria:

Upper Age Limit as on (01.02.2019):

General – Maximum 27 years,

For SC/ST Category – Maximum 32 years.

For OBC (Non-Creamy Layer) Category – Maximum 30 years

Nature of Job:

The job requires working in rotating shifts including night shift and the trainees may be posted in any plant subject to exigencies of work. Also, this job requires high level of physical fitness and candidates selected 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.

Stipend/Salary and Other Benefits:

- 1) Selected candidates will be undergoing training for ONE year and will be paid consolidated stipend of Rs. 9000/- p.m.
- 2) The Hostel Accommodation free of cost will be provided to them during the training period.
- 3) Medical facility for self will be provided at RCF Hospital.
- 4) After successful completion of ONE year of training the Operator Trainees will be absorbed in the 'A6 Grade' as 'Operator Grade – II' in the pay scale of Rs. 22000-60000/-.



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- 5) Besides, on absorption, the employee is entitled to company accommodation, Performance Related Pay (PRP), Free Medical Facility for self and dependents, Gratuity, Contributory Provident Fund, Accident Insurance, LIC Pension Scheme and Social Security Schemes as per Company rules.
- 6) Available Sports Complex facility will be provided by RCF Ltd.

Place of posting :

The postings of the selected candidates may be at any of the Units of the company as decided by the Management.

RCF reserves the right to offer initial posting /subsequent transfer post appointment at any other location of RCF based on business requirement from time to time.

Career Growth:

After successful completion of training, on regularisation as Operator Grade II, the selected candidate will have an opportunity for promotion up to Senior grade in unionised category and thereafter to Officer category on the basis of performance and fulfilling the eligibility criteria applicable from time to time.

Selection Methodology:

The selection will be through the below mentioned steps:

1. Written / Online Test
2. Trade Test
3. Pre-Employment Medical Test

1) Written / Online Test

- a) The candidates meeting the eligibility criteria as per application form will be called for the written / online test at Centre in Mumbai / Navi Mumbai. No request of change in date of test or centre of test will be entertained for any reason whatsoever.

The written / online test will assess the candidates on:

- (i) Technical Knowledge
- (ii) Quantitative Aptitude
- (iii) Reasoning
- (iv) General Awareness
- (v) Knowledge of English



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The Written / Online Test will consist of objective type question with 80% weightage for Technical knowledge and 20% for Quantitative Aptitude, Reasoning, General Awareness & Knowledge of English.

- c) The company reserves the right to define the cut off marks for the Written / Online Test. No queries will be entertained in this regard.
- d) Candidates can exercise the option of appearing in the Written / Online Test in Marathi, Hindi or English.
- e) There will be no negative marking system in the written / online test.
- f) The company reserves the right to define the cut off marks for the written / online test. No queries will be entertained in this regard.

2) Trade Test :

Candidates qualifying in the written / online test conducted by the company will be called for the Trade test which will be held in Mumbai / Navi Mumbai. The Nature of the trade test will be decided by the company. The Trade test will be of qualifying nature only. The candidates qualifying in the trade test will only be called for further process. The selected candidates should meet the eligibility criteria and final selection will be subject to clearing document verification.

The wait list of candidates will be prepared and will be operated as and when required.

3) Pre – Employment medical test :

Final Appointment of the candidates will be subject to medical fitness. The candidates qualified in the Trade test will be called for medical test. If any candidate is medically fit and not meeting the eligibility criteria at the time of document verification, his candidature shall be cancelled. Documents will be verified at every stage of recruitment. Candidate meeting the eligibility criteria will only be processed further.

How to Apply:

1. Candidates are required to apply online providing details regarding age, date of birth, qualification, division and percentage of marks obtained, year of passing, respective School/College/University, work experience if any. Candidates are also required to upload their scanned copy of recent photograph and signature without which their application will not be accepted.
2. Candidates fulfilling the prescribed eligibility criteria should apply online through RCFL website. Candidates have to log on to website www.rcfltd.com and go to 'HR' section and thereafter 'Recruitment' section for submitting the online application. Candidates sponsored by Employment Exchange also need to apply online through this mode only. No other means / mode of application will be accepted.
3. The below mentioned information should be readily available while filling up the online application form.



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Since the online application form requires details of payment of processing fee (only for General and OBC (NCL) applicants), caste (in case of SC/ST/OBC (NCL) applicants), EWS category applicants and the percentage of marks obtained in the qualifying examination, the candidates must have the relevant documents/ details readily available with them at the time of filling the online application form.

4. Before registering their application on the website, the candidates should possess the following:

Following are the specifications for uploading the documents –

1. Photo - Image should not exceed 50 KB and not less than 20KB.
2. Sign - Image should be in jpg/jpeg format and should not exceed 20 KB and not less than 10KB.
3. Provision to pay application fee of Rs.500/- plus bank processing charges for “UR” and OBC candidates. Candidates can opt to pay through internet banking/ credit/ debit card.

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

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

On filling up the Online Application Form, the candidate should check the details that the candidate has filled in and if any corrections are required, the same should be done. The candidate has then to confirm the details by pressing the “Submit Form” button after which no changes will be possible in the details provided. Then the candidate is required to take a print of the application form. The candidates can also take the print out of application form later by submitting the application number in the link on the website under recruitment section. The candidates are required to note the application number for future reference.

6. Candidates should retain a photocopy of their Application Form for future reference.
7. For any queries related to the online form, please email us on operatortrainee2019@rcfltd.com
8. **How to submit Application Fee through payment Gateway : (only for General and OBC candidates)**

There is no application processing fee for SC / ST /PWBD candidates. General & OBC candidates are required to pay a non-refundable application processing fee of Rs. 500/- .



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The Application Fee is NOT REFUNDABLE in any case. Candidates are therefore requested to verify their eligibility before paying the registration fee.

9. Screening and selection will be based on the details provided in the on-line application form, hence it is necessary that only full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and RCF LTD will NOT be responsible for disqualification as a consequence of furnishing of such wrong/false information.

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

GENERAL INSTRUCTIONS

1. 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. RCFL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate and no correspondence in this regard shall be entertained. The eligible candidates will be intimated about the date, time and venue of written / online test / trade test / pre-employment medical test through e-mail (on the e-mail id provided by them) in the application form. Candidates submitting more than one application will be disqualified.
2. The candidates should specify an active mobile phone number which will be valid throughout the recruitment / selection process.
3. Candidates have to make their own arrangement for lodging and boarding while appearing for written / online test / Trade test if applicable.
4. For appearing for the written / online test, the outstation SC/ST candidates and for all candidates shortlisted on basis of written/ online test for appearing for the trade test, travelling expenses will be reimbursed to and fro II sleeper class/bus (restricted to second sleeper class Rail Fare) fare by the shortest route on production of the ticket (on the basis of correspondence address provided in the application form only) (beyond local train limit).

The reimbursement will be made through electronic mode only and candidate must have valid & active Bank details such as Account Number, IFSC code, MICR code & PAN number.

If any Candidate is found not eligible to appear Written/Online Test /Trade Test, then, he will not be eligible for reimbursement of Travelling expenses.

5. If any candidate is found ineligible to appear for written / online test, then he will not be paid any Travelling allowance.



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6. Merely meeting the minimum eligibility criteria will not make any candidate automatically entitled for being called for written/ online Test. No correspondence will be entertained in this regard. Management reserves the right to reject the application or raise the standard of specifications so as to restrict the number of candidates.
7. Candidates presently employed in Govt. Dept. / PSUs / Semi Govt. Departments will be required to submit NOC at the time of written / online test.
8. Candidates domiciled in the state of Maharashtra will only be considered for the post of Operator Trainee. The domicile certificate issued by the competent authority will be accepted as valid proof in this regard.
9. Knowledge of Computers is desirable.
10. Candidates belonging to OBC but coming in 'creamy layer' will not be entitled to reservation benefits and should apply as General category. No relaxation in age is applicable for this category.

Candidates belonging to OBC (Non creamy layer), submitting certificate in the prescribed format and which is issued after 1st April, 2018 (as given in Annexure A) will only be considered in the OBC category.

11. Candidates applying under SC/ST category, but not submitting the application along with caste certificate (as given in Annexure B) in the prescribed format will not be considered in SC/ST category.

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

12. Candidates applying under EWS category, has to submit Income and Asset certificate issued by the competent authority in the prescribed format (as given in Annexure C). The Income and Asset Certificate issued after 01.02.2019 shall only be accepted as proof of candidates claim as belonging to EWS.

13. The candidates shall be required to bring the following original certificates along with self-attested photocopies as documentary proof at the time of reporting (as applicable):

- (i) Proof of Age (SSC certificate/Birth Certificate/School leaving certificate)
- (ii) Educational Qualifications of prescribed qualification given in the advertisement (All the Mark sheets & Certificates).
- (iii) Certificate issued from BOAT (Board of Apprenticeship Training)/ NCVT (National Council of Vocational Training)/Marksheet of NCVT examination / Letter from the organization where the NCVT / BOAT training is completed.
- (iv) Certificate from the University/Institution regarding equivalent % of marks, wherever CGPA/OGPA other grades in qualifying examination is awarded.
- (v) Self-Attested copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class (Non - Creamy)/ PWBD / EWS / ExSM (as applicable). OBC certificate



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produced by candidates should clearly indicate that they do not belong to creamy layer and certificate and should be issued on or after 01.04.2018

- (vi) Domicile Certificate of Maharashtra issued by competent authority.
 - (vii) Prescribed Formats of Caste certificates is available on web portal.
 - (viii) In the absence of any of the above documents, the candidate will not be considered for training.
14. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
15. The candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in this advertisement. The candidates should meet the eligibility criteria subject to clearing the document verification at any stage of recruitment process. The candidates who do not meet eligibility criteria not to apply.
16. Corrigendum/addendum etc. with regard to this advertisement, if any, will be made available on following link. Candidates are advised to refer to the below website periodically for updates.
- <http://www.rcfltd.com/index.php/en/hr/recruitment>
17. Any change in the advertisement shall be reflected on RCF LTD website.
18. No communication (written/telephonic) will be entertained after the closing date of the submission of the Application Form, as regards the date of written / online test etc. The candidate should await the intimation from the Company.
19. Canvassing in any form will be disqualification.
20. The decision of Management will be final and binding on all candidates on all matters related to eligibility, acceptance or rejection of the applications, mode of selection, and cancellation of selection process either in part or full, etc. No correspondence will be entertained in this regard.
21. RCF LTD reserves the right to cancel the advertisement and/or the selection process there under without assigning any reason.
22. Suppression/false information shall render a candidate ineligible for consideration at any stage of selection & will be terminated at any time during engagement, if engaged.
23. Candidates may kindly note that, the candidates possessing higher qualification than the prescribed qualification in the advertisement will not be given any consequential benefit for their higher qualification in later stage or at any stage of service period if selected. The candidate cannot claim for such benefit on account of higher qualification.
24. The applicant is not required to send any document offline at this stage.
25. You are requested to check your Email regularly after submission of on-line form.
26. Meeting the minimum eligibility criteria will not entitle any candidate for being



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selected as Operator Trainee.

27. The candidates are advised not to respond to unscrupulous advertisement appearing anywhere.

28. For authenticity of an advertisement, the candidates should check RCF website – www.rcfltd.com, only.

29. The Court of Jurisdiction for any dispute will be at Mumbai.

30. IMPORTANT DATES

ACTIVITY DATE	DATE
Commencement of On-Line registration of Application by candidates	25.03.2019 at 8:00 am
Last Date of On-Line registration of Application by candidates	10.04.2019 at 5:00 pm*

*Complete filing of application & payment fees (wherever applicable) must be completed by this end date and time.

IMPORTANT INSTRUCTIONS

1. The Online Application shall be deemed to be submitted only upon receipt of Application Fee (as applicable) and upload of recent Photograph / Signature.
2. Candidates are advised in their own interest to complete the registration process, pay application fee online (as 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 A – Format of OBC (NON Creamy Layer Certificate)

Annexure B – Format of SC/ST Caste Certificate

Annexure C – Format of Certificate of Income and Asset.

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