

Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)



Let us grow together



Advt. No. 082021

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 of around Rs.8413.83 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.

The Company invites applications for the post of:

| Discipline | No. Of Posts & Place of posting | Eligibility Criteria |
|--|---|---|
| Manager (Finance) (E4 Grade) Post Code No : FIN E4/082021 (Pay scale E4: Rs.70000-200000) | 5 (All India basis) (Backlog vacancy only) | Qualification: CA / CMA Or Regular and full time graduation in commerce, accounting/ Finance discipline (B.com, BMS, BAF, BBA) plus MBA/MMS or other equivalent post-graduate degree (regular and fulltime) in Financial Management /having Finance as major Subject from recognized Universities. M. Comm. Qualification will not be considered. Minimum Percentage: No percentage criteria for CA / CMA. "Minimum 60% in Final year of qualifying Post-graduation degree" i.e. final year of MBA/MMS or other equivalent post-graduate degree in Finance Management. 5% relaxation for SC/ST candidates only. Wherever CGPA/OGPA grade is awarded in a Degree, the candidate will have to obtain equivalent percentage of marks from concerned University/ Institute and mention the percentage in the Application. Post Qualification Inline Experience as on 01.08.2021- Minimum 12 years post qualification experience in executive cadre dealing with Accounting and financial matters, including Auditing/ budgeting/taxation. The period of training /internship/article ship will not be counted in the requisite experience period as on 01.08.2021. The experience should be after acquiring minimum prescribed qualification. Knowledge in SAP FICO module desirable. |

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| | | <p>Upper Age Limit as on 01.08.2021- For SC / ST Category – 47 years, For OBC Category – 45 years (No post for General). For PWBD candidates in respective category 10 years relaxation.</p> <p>Additional Concession for Candidates of Children/ family members of the victims of 1984 riots – 5 Years</p> <p>Reservation for backlog- 1 SC, 3 OBC, 1 EWS (1 PwBD Backlog (OA/OL/BL/OAL/BLOA/HH) in any of the above category as horizontal reservation)</p> |
| <p>Chief Manager (Finance) (E6 Grade)</p> <p>Post Code No : FIN E6/082021</p> <p>(Pay scale E6: Rs.90000-240000)</p> | <p>1 (All India basis)</p> <p>(OBC NCL Backlog post only)</p> | <p>Qualification: CA / CMA Or Regular and full time graduation in commerce, accounting/ Finance discipline (B.com, BMS, BAF, BBA) plus MBA/MMS or other equivalent post-graduate degree (regular and fulltime) in Financial Management /having Finance as major Subject from recognized Universities. M. Comm. Qualification will not be considered.</p> <p>Minimum Percentage: No percentage criteria for CA / CMA. “Minimum 60% in Final year of qualifying Post-graduation degree” i.e. final year of MBA/MMS or other equivalent post-graduate degree in Finance Management. Wherever CGPA/OGPA grade is awarded in a Degree, the candidate will have to obtain equivalent percentage of marks from concerned University/ Institute and mention the percentage in the Application.</p> <p>Post Qualification in line Experience as on 01.08.2021 Minimum 20 years post qualification experience in executive cadre dealing with Accounting and financial matters, including Auditing/ budgeting/taxation. The period of training /internship/article ship will not be counted in the requisite experience period as on 01.08.2021. The experience should be after acquiring minimum prescribed qualification. Knowledge in SAP FICO module is desirable.</p> <p>Upper Age Limit as on 01.08.2021- For OBC Category only – 53 years</p> <p>Additional Concession for Candidates of Children / family members of the victims of 1984 riots – 5 Years</p> <p>Reservation - 1 OBC NCL backlog only.</p> |

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| <u>Officer (Finance)</u> <u>(E1 Grade)</u> Post Code No : FIN E1/082021 (Pay scale E4: Rs.40000- 140000) | 12 + 1 ST backlog – Total 13 Posts (All India basis) | Qualification: CA / CMA only Minimum Percentage: No percentage criteria for CA / CMA. <u>Post Qualification Inline Experience as on 01.08.2021-</u> Minimum 2 years post qualification experience in executive cadre dealing with Accounting and financial matters, including Auditing/ budgeting/taxation. The period of training /internship/article ship will not be counted in the requisite experience period as on 01.08.2021. The experience should be after acquiring minimum prescribed qualification. Knowledge in SAP FICO module desirable. <u>Upper Age Limit as on 01.08.2021-</u> 34 years for Unreserved category, For SC / ST Category – 39 years, For OBC Category – 37 years, For PWBD candidates in respective category 10 years relaxation. Additional Concession for Candidates of Children/ family members of the victims of 1984 riots – 5 Years Reservation – 5UR, 2SC, 1ST and 1ST (Backlog) Total posts for ST are 2, 3OBC 1EWS (2 PwBD Backlog ((OA/OL/BL/OAL/BLOA/HH in any of the above category as horizontal reservation)). |

Abbreviations:

“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; “OA” - One Arm affected; “OL” - One Leg affected; “BL” Both Legs affected; “LV” - Low Vision affected; “HH” - Hearing Impaired.

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 therefor. 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/EWS/PwBD/ExSM 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.

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

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.

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 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.

In case of non-availability of suitable persons with any of the benchmark disability then the posts shall be filled up by the persons other than the persons with benchmark disability.

Accordingly, candidates other than PwBD category may also apply against the vacancies reserved for PwBD. However, their candidature will be considered in the event of non-availability of suitable candidates belonging PwBD category.

** EWS vacancies are tentative and subject to further directives of GOI 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 number of vacancies is 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. reserve 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 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

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empanelment. Posts shall be filled according to reservation position. Accordingly, SC/ST/OBC/PwBD category candidates are encouraged to apply.

SALARY AND OTHER BENEFITS:

Total Monthly Gross emoluments at the minimum of the:-

- A) Officer (Finance) (E1 Grade) - Officers will be absorbed in the E1 grade in pay scale of Rs.40000 - 140000, the minimum total Monthly Gross salary works out to Rs.70676/- (Approx) include Basic Pay +VDA (18.69%)+Perks (34%)+HRA (24%) The initial basic pay will be Rs. 40000/- per month.
- B) Manager (E4 Grade) - Officers will be absorbed in the E4 grade in pay scale of Rs.70000-200000, the minimum total Monthly Gross salary works out to Rs. 1,23,000/- (Approx) include Basic Pay +VDA (18.69%)+Perks (34%)+HRA (24%) The initial basic pay will be Rs. 70000/- per month.
- C) Chief Manager (E6 Grade) - Manager E6 Grade - Officers will be absorbed in the E6 grade in pay scale of Rs. Rs.90000-240000, the minimum total Monthly Gross salary works out to Rs. 1,59,030/- (Approx.) include Basic Pay +VDA (18.69%)+Perks (34%)+HRA (24%) The initial basic pay will be Rs. 90000/- per month.

Company accommodation, if desired, will be provided subject to availability in lieu of HRA with standard terms and conditions.

Employee is also entitled to Performance Related Pay (PRP), Free Medical Facility for self and dependents, Gratuity, Contributory Provident Fund, Accident Insurance, and Social Security Schemes as per Company rules.

Reservation and Concession guidelines / directives as applicable to PSU issued by Government will be applicable.

SELECTION:

Based on the information in application form submitted by the candidate, scrutiny of applications will be done and candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview. RCF's decision regarding eligibility and shortlisting of applications shall be final and binding and no queries or correspondence shall be entertained in this regards.

However, in case of receipt of large number of applications in E1 grade (more than 200), RCF reserves the right to conduct an Online test in Mumbai or in any other city of India for the purpose of shortlisting candidates for interview. Neither TA will be paid nor would boarding and lodging facilities be arranged / reimbursed for appearing for Online test. TA shall be paid to only SC/ST and PwBD candidates. Further communication in this regard will be made on website only.

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The mode of selection for all the post will be i) Document Verification and ii) Personal Interviews except in cases where online test is required to be conducted for E1 grade.

The Company reserves the right to call only those candidates who according to its decision, rank high in terms of eligibility criteria from the applications received. Merely meeting the minimum eligibility criteria will not make any candidate automatically entitled for being called for interview. No correspondence will be entertained in this regard. Candidates can exercise the option of appearing in the selection process in Hindi or English language.

The postings of the selected candidates may be at any of the Units / Area offices of the company as decided by the Management. The selected candidate may be assigned jobs/ functions/ assignments as per the business requirements of the Company including shift operations.

How to Apply for the post of Officer (Finance) (E1 Grade), Manager (Finance) (E4 Grade) and Chief Manager (Finance) (E6 Grade):

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. Candidates are required to upload scanned copies of the documents in support of age, date of birth, educational qualification, work experience etc. in online portal of RCF. Candidates also required to upload their 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-Recruitment section for submitting the online application.
3. The below mentioned information should be readily available while filling up the online application form.

Since the online application form requires details of payment of processing fee of **Rs. 1000/-** (only for General, OBC and EWS applicants), caste (in case of SC/ST/OBC 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. There is no application processing fee for SC / ST & PWBD candidates.

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

Following are the specifications for uploading the documents –

- i. Photo - Image should be of size 165 x 125 pixels in jpg/jpeg format and should not exceed 50 KB and not less than 20KB.
- ii. Sign - Image should be of size 80 x 125 pixels in jpg/jpeg format and should not exceed 20 KB and not less than 10KB.
- iii. Scanned copies of documents in support of age, date of birth, educational qualification, experience etc. (Single PDF File).

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- iv. Provision to pay application fee of Rs.1000/- plus bank processing charges for General, OBC and EWS candidates. Candidates can opt to pay through internet banking/ credit/ debit card. For SC/ST no fees are applicable.
 - v. Valid & active Bank details such as Account Number, IFSC code, MICR code & PAN number for Reimbursement of Travelling Allowance.
5. On filling up the Online Application Form, the candidate should check the details that he/she has filled in and if any corrections are required, the same should be done. He/she has then to confirm the details by pressing the "Submit Form" button after which no changes will be possible in the details provided. Then he/she 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. 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.
 7. For claiming relaxation, the reserved category candidates should submit copy of EWS/Caste/PwBD certificate(s), in the Proforma prescribed by Govt. of India, issued by the Competent Authority.
 8. 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 2020 or thereafter**. 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)
 9. No request with respect to the change in any data about category entered by the candidates will be entertained once the application is submitted successfully.
 10. Candidates should retain a photocopy of their Application Form for future reference.
 11. For any queries related to the online form, please email us on hr@rcfltd.com
 12. How to submit Application Fee through payment Gateway: (only for General, OBC & EWS candidates)

There is no application processing fee for SC / ST & PWBD candidates. General, OBC & EWS candidates are required to pay a non-refundable application processing fee of Rs. 1000/-.

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13. Candidates will have to submit the acknowledgement/ receipt of online payment at the time of Interview.
14. No other means / mode of application shall be accepted.

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

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, interview 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. (iii) misbehaving in the examination/ interview 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/ interview 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 RCF Ltd.

SHORTLISTING AND SELECTION PROCESS:

- i. For Officer (Finance), Manager (Finance) and Chief Manager (Finance) all the eligible candidates will be provisionally called for personal interview.
- ii. Membership of respective institutes is waived off for CA & CMA candidates as a special case.
- iii. For appearing for personal interview all outstation candidates will be reimbursed to and from III tier AC Train / Bus fare (restricted to III Tier AC fare). The reimbursement will be done only for correspondence address mentioned by the candidate in the application form. Mode of reimbursement shall be through transfer to bank account.
- iv. It may be noted that candidates will be called for personal interview 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 as mentioned in the advertisement. It may be noted that the scrutiny of documents required to ascertain the eligibility criteria will be done before Personal Interview only. Please note that the individual candidate has to show all documents at the time of Interviews if physical interview or at the time of pre-employment medical test to ascertain the suitability as mentioned in the criteria of advertisement. In case the candidate is unable to furnish the certificates and documents, the candidature will stand cancelled. Incomplete documents will be treated as invalid and candidature may stand cancelled.

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CRITERIA FOR FINAL SELECTION:

For all the posts separate merit list will be drawn for UR/SC/ST/OBC/PwBD/EWS 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 personal interview.

Candidates are required to qualify in the Personal Interview with minimum average of 50% marks in interview.

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.

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 referred for a medical examination, it does not mean final selection. Merit list of combined final scores will be drawn for all the candidates who qualify in all the selection parameters & offer of appointment would be extended as per the vacancies available subject to being declared as Medically Fit by RCF Ltd. designated Physician and subject to fulfillment 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 INSTRUCTIONS:

1. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting the application.
2. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
3. Screening and selection will be based on the details provided by the candidates, hence it is necessary that only accurate, 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 any consequence of furnishing such wrong/ false information.
4. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. **If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information, their candidature will be rejected.** Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

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5. All the details given in the online form will be treated as final and no changes will be entertained. Request for change of Mailing address / email ID / category / posts as declared in the online application will not be entertained.
6. The above qualifications should be acquired from a recognized University/Institute.
7. Mere meeting to the eligibility criteria will not entail a candidate to be called for interview. Management reserves the right to reject the application or raise the standard of specifications in terms of eligibility criteria so as to restrict the number of candidates to be called for the interview.
8. The candidates should specify an active e-mail id and mobile number which should be valid throughout the recruitment / selection process.
9. The eligible candidates will be intimated about the date, time and venue of online test / personal interview through e-mail / by sms (on the e-mail id as provided by them in the application form).
10. For appearing personal interview all outstation eligible candidates will be reimbursed to and fro III tier AC Train / Bus Fare (restricted to III tier AC Fare). 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. The reimbursement will only be done on the basis of actual travel for appearing interview from the place of correspondence address mentioned by the candidate in the Application Form. It will be for shortest route & documentary evidence of travel is must.
11. Candidates have to make their own arrangement for lodging and boarding while appearing for personal interview.
12. Candidates employed in Central / State Government / Quasi Government / Public Sector Undertakings / Autonomous Bodies shall either forwards 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 Personal Interview failing which their candidature will not be considered and they will not be allowed to appear for Personal Interview.
13. **RCF Ltd. will not be responsible for any loss/ non-delivery of documents/email/admit card sent/non- receipt of application fees any other communication sent, due to invalid/wrong email id or any reason.**
14. No communication (written/telephonic) will be entertained after the closing date for the submission of the Online Application Form, as regards the date of interview etc. the candidates should await the intimation from the Company.
15. The names of the candidates called for personal interview will also be displayed only on the website of RCF Ltd. no further press advertisement will be issued. Hence the applicants are advised to visit the website of RCF for latest update with regards to the advertisement.
16. The list of the candidates provisionally qualifying for the personal interview will be displayed on the website under recruitment section. Only shortlisted candidates who are prima facie found eligible based on the information submitted in their application will be called for participating in the selection process and will be intimated through electronic mode for personal interview and RCF will not be responsible for any delay non – delivery of such intimation.
17. Candidate has to send the unconditional acceptance copy of the provisional offer of appointment within 7 days of receipt of offer, failing which, his offer will stand cancelled.

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However, the candidate will be given 100 days to join for completion of notice period of earlier employer and after getting the relieving letter from the earlier employer, the candidate will be allowed to join. The accepted Offer will stand cancelled beyond 100 days unless communicated in special circumstances.

18. Desirous candidates seeking employment with RCF need to be medically fit as per RCF Ltd. pre - employment medical standards. If Candidate is referred for a medical examination does not mean final selection. Their selection will be subject to being declared Medically Fit by RCF Ltd. designated Physician.
19. Final selection of the provisionally shortlisted candidates will be subject to production of requisite Certificates / Documents to fulfill the eligibility criteria and subject to fulfillment of other eligibility criteria w.r.t. Academic Qualification, Age, Valid Caste Certificate (as applicable), Income Certificate, Work Experience, NOC, Relieving letter from previous employer etc. as may be applicable.
20. 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. Candidates are advised to check their Spam/Junk Folder of the email. <http://www.rcfltd.com/index.php/en/hr/recruitment>
21. RCF Ltd. reserves the right to cancel / restrict / modify / alter the recruitment process at any stage, if need so arises, without issuing any further notice or assigning any reasons thereof.
22. The Court of jurisdiction for any dispute will be at Mumbai.
23. **IMPORTANT DATES**

| Activity | Date & Time |
|--|------------------------|
| Commencement of On-Line registration of application by candidates. | 18.08.2021 at 10:00 am |
| Last date for on-line registration of application by candidates. | 04.09.2021 at 5:00 pm |

24. 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.

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