



सामानुषडड डरुललडडरुस एणुड डेमलकलस ललडरुडुड

RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED
Corporate Office: 4th Floor, Wing - A, Kribhco Bhawan, Sector – 1,
Noida – 201301 (U.P), Phone: +91-120-2553643, 2553618

(Application form for the post of Company Secretary: Advt. No. Rectt/06/2024)

Chief Manager (E-6) <input type="checkbox"/>	Senior Manager (E-5) <input type="checkbox"/>	Both <input type="checkbox"/>
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Post applied for (Please tick) the appropriate option

1. Name in full (In Block letters) : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Nationality : _____
5. State Domicile : _____
6. Date of Birth (DD/MM/YYYY) : _____
Age as on Cut-off Date
7. Gender (Male/Female/Others) : _____
8. Marital Status : _____
(Married / Unmarried / Widow/
Widower / Divorced)
9. Present Address for Communication : _____

10. Permanent Address : _____

11. Nearest Railway Station : _____
12. Contact No. : _____

Please affix self-attested
passport size photo here.

E-mail ID : _____

Alternative E-mail ID : _____
(if any)

13. Category : _____
(UR /SC/ ST/OBC(NCL)/ EWS)

14. Are You a person with Disability (PwD candidate) : Yes / No
(If yes please enclose PwD certificate)

15. Domicile of J&K (during 01.01.1980 to 31.12.1989): Yes / No

16. Whether Ex-Serviceman/ dependent of those killed or disabled in action: Yes / No
(If yes please enclose certificate)

17. Are you an employee of RFCL? Yes / No
If Yes, please mention your Employee No.: _____

18. Whether any close relative of yours is a regular employee of RFCL or part-time/ Full time Director of RFCL? - Yes/No (If yes, please provide following details):

Name: _____ Employee No.: _____

Designation: _____ Relationship: _____

19. Educational / Professional Qualification (attach self-attested copies of Marksheets & Degree certificate alongwith application form in support of educational qualifications. Relevant original certificates will have to be produced at the time of verification prior to interview):

Qualification (as per degree/certificate issued by institution/ University)	Period [From- To] (MM/YY)	Name of the Institute/University	Max. marks	Marks obtained	% of marks

20. **Present Employment Relevant Experience details (relevant original certificates will have to be produced at the time of verification prior to interview**

Name of Present Organization: _____

Nature of Employment: Please select the appropriate option	
<p>a) Candidates working in Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings having Pay Scales matching with RFCL Pay Scales on regular basis or Fixed Term Employment</p> <p>i) Are you presently working in E-6 (Rs. 90,000- 2,40,000) / E-5 (Rs. 80,000- 2,20,000) pay scale or higher? <input style="float: right;" type="checkbox"/></p> <p>ii) Have you worked in E-5 (Rs. 80,000- 2,20,000) / E-4 (Rs. 70,000- 2,00,000) pay scale for a period of Two Years immediately preceding the cutoff date or more? <input style="float: right;" type="checkbox"/></p> <p>iii) Are you presently working on Fixed Term Employment basis? <input style="float: right;" type="checkbox"/></p> <p>Note: Candidates are advised to refer “Annexure-A” of Detailed Advertisement for information on Matching Pay Scales.</p>	
<p>b) Candidates working in Private Sectors or any such Government (Central/State), Public Sector Undertakings (Central/State), Autonomous, Statutory Bodies or Joint Ventures of State/Central Government/Undertakings whose Pay Scales do not match with RFCL’s given Pay Scales</p> <p>i) Are you presently working on regular basis? <input style="float: right;" type="checkbox"/></p> <p>ii) Are you presently working on Fixed Term Employment basis? <input style="float: right;" type="checkbox"/></p>	
<p>c) Candidates working in RFCL or its promoter organizations [National Fertilizers Limited (NFL), Engineers India Limited (EIL) & Fertilizer Corporation of India Limited (FCIL)] on contract basis through empanelled agencies / contractors</p>	<input type="checkbox"/>

21. **Specify Post Qualification Relevant Experience as per advertisement (Total Experience from latest to first):**

Name & address of the Employer	Designation	Pay Scale (CDA/IDA) or CTC	Type of Organization (Central/State Govt. /CPSE/ SPSE/ Public Limited Company)	P E R I O D			Brief detail of workhandled (Attach separate sheet if necessary)
				From DD/MM/YY	To D/MM/YY	Total Duration upto cut-off date (in Yrs. Months & days)	

Name & address of the Employer	Designation	Pay Scale (CDA/IDA) or CTC	Type of Organization (Central/State Govt. /CPSE/ SPSE/ Public Limited Company)	PERIOD			Brief detail of workhandled (Attach separate sheet if necessary)
				From DD/MM/YY	To D/MM/YY	Total Duration upto cut-off date (in Yrs. Months & days)	

My total length of post qualification work experience is ____ years ____ months ____ days and my current pay scale / CTC is _____.

22. Additional Information

(i) If selected specify the minimum required joining time (in days): _____

(ii) Extra - Curricular activities: _____

(iii) Knowledge of languages

Mother Tongue: _____

Language	Can Speak	Can Write	Can Read

(iv) Whether any penalty/ punishment was awarded? If yes, give details:

(v) Whether any civil or criminal action or inquiry is going on against the applicant as far as his/her knowledge goes? If yes, give details:

23. **Application Fee Details**

Mode of Payment	DD / Online Transfer (NEFT/RTGS)
Payment Reference No (DD No. / Transaction No.)	
Payment Date: (DD Date / Transaction Date)	
<ul style="list-style-type: none">• Attach documentary proof in case of Online Transfer through NEFT/RTGS• Mention Name, Position Applied for, Advertisement No. and DOB on backside of DD, in case of payment through DD	

24. **List of Enclosures:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Declaration

I hereby declare that all statements as mentioned in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above being found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualification/experience for the post, my candidature will be rejected ab-initio. If any shortcoming(s) is/are detected even after appointment, my services may be terminated.

Undertaking: I have gone through the detailed advertisement including the qualifying requirements, eligibility conditions, General Conditions and Instructions etc., mentioned therein and fulfill all the eligibility criteria conditions / requirements specified therein. I undertake to produce the original certificates and testimonials as and when required by the management.

I hereby Accept and confirm the Undertaking.

Signature of the Candidate:

Name of the Candidate:

Date: