



MADRAS FERTILIZERS LIMITED
(A Govt. of India Undertaking)
Post Bag No. 2, Manali, Chennai 600 068

Madras Fertilizers Limited, (MFL), a leading Public Sector Undertaking engaged in manufacturing & Marketing of Chemical Fertilizers, Bio Fertilizers, Agrochemicals & Organic Manures is looking for energetic and result-oriented talented persons for the following post:

A. DISCIPLINE, NAME OF THE POST, NO. OF POSTS, EDUCATIONAL QUALIFICATION, EXPERIENCE, JOB REQUIREMENT

Sl. No.	Post / Level/ Pre-revised scale	Grade	No. of Posts	Educational Qualifications (Full Time)	Post qualification Experience
1	Welfare Officer Age: 35-45 years Pay Scale: 20600 - 46500	E-2	01 (UR)	First Class degree in Master of Labour Management or Post Graduate degree in Social Work or Social Welfare recognized by Govt. of India / approved by Government Regulatory Bodies.	Minimum of 5 years experience as Welfare Officer in any reputed factory.

B. PLACE OF POSTING

It will be at Chennai, but they will be required to work anywhere in India.

C. METHOD OF SELECTION

Based on eligibility norms interview will be conducted.

D. GENERAL CONDITIONS

1. Reservation and relaxation will be followed as per Government directives.
2. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General / UR. The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in the format prescribed by Government of India and from a Competent Authority issued in the current year. Further, OBC (Non-Creamy Layer) Candidates will have to give a self-undertaking that they belong to OBC (Non-Creamy Layer) category also at the time of interview.
3. Persons with Disabilities are required to furnish Medical Certificate in relation to their disability from Medical Board of an approved Government Hospital.
4. Category (SC / ST / OBC / EWS / PWD) once filled in the application form will not be changed and no benefit of other category will be admissible later on. The reserved category candidates are required to submit requisite certificate in the attached format prescribed by Government of India / State Government and issued by the Competent Authority.
5. If the SC / ST / OBC / EWS / Disability Certificate have been issued in a language other than English / Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
6. Only Indian Nationals should apply.
7. All qualifications should be recognized by Indian University / Institute recognized by AICTE / UGC appropriate statutory authority of Government of India.
8. Candidates from PSE / Government / Quasi Government should forward their Application through Proper Channel or should produce No Objection Certificate at the time of Interview.
9. Depending on response and requirement, the Management reserves the right to raise/ relax the eligibility conditions.
10. Candidates are informed that mere submission of application shall not give them any right to be called for Interview / Selection and MFL reserves the right not to fill up any or all the posts notified at its discretion and vacancies may also be increased / decreased purely depending upon organisational requirements.

11. Outstations Candidates called for attending the Personal Interview are eligible for reimbursement of return rail fare (II AC) limiting to their travel from the Communication address to the Interview venue by the shortest route, subject to production of original ticket / copy of e-Tickets and NOC for those candidates working in PSE / Govt. / Quasi Govt. organisations.
12. The appointment of selected candidates will be subject to being found Medically Fit, as per the prescribed health standards of the Company and they will be required to undergo medical examination by the Industrial Medical Officer of the Company, prior to being appointed after due selection.
13. The candidates will be called for interview based on Self-Certified information along with copies of testimonials furnished by them. They should produce the original documents, in support of their meeting eligibility conditions, at the time of interview failing which such candidates will not be permitted to appear for the interview and Travelling Allowance will not be reimbursed.
14. Candidature of an applicant is liable to be rejected and the candidate's employment will be terminated at any stage of recruitment process or after recruitment or on 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 applications may also be liable to be rejected if the same is found to be not in the prescribed format or received without application fee (as applicable) / copy of necessary documents / proof to clearly establish his / her eligibility or Community Certificate or received after the due date.
16. The decision of MFL about the mode of selection, number of Posts, eligibility condition, shortlisting of candidates for interview, shall be final and binding. No correspondence will be entertained in this regard. Any canvassing directly or indirectly by the applicant will disqualify his / her candidature.
17. Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the interview. MFL reserves the right to shortlist the candidates based on the nature of past relevant experience acquired post prescribed qualification.
18. Qualification prescribed for the advertised posts should have been obtained by passing the required qualification in the order of studies i.e., 10 + 2 or 11 + 1 pattern.

E. HOW TO APPLY

- Apply through **online** and follow the Instructions.
[CLICK HERE](#) [FOR ONLINE APPLICATION]
- Remit Application fee (once remitted will not be refunded). Application processing fee of Rs. 500) except from SC/ST applicants and persons with disability and Ex-serviceman as per DOPT norms.
- Application is to be submitted online from 13.11.2019 to 04.12.2019 (upto17.00 hrs.)
- Printed copy of the application along with self-attested copies of following documents / certificates should be sent on or before 10.12.2019 by Speed Post / Registered Post / Courier, clearly writing on the top Left Corner of the Envelope, "Application for the post of _____ Post Code _____" addressed to

**General Manager (Personnel & Administration),
Madras Fertilizers Limited,
Manali,
Chennai 600 068**

F. ATTACHMENTS

1. Self-attested photocopies of the following Documents / Certificates are to be uploaded:
 - a. Age proof
 - b. Qualification (Provisional / Degree Certificates and Consolidated / Semester-wise mark Statements, in support of Qualification)
 - c. Experience Certificates, from the present / previous employer(s)
 - d. Disability Certificate
 - e. Discharge Certificate for Ex-Servicemen, if applicable.
 - f. Latest Pay Slip Copy
 - g. Self-certified translated copy of the SC / ST / OBC / EWS /Disability Certificate

Note:

1. Please do not send any original certificates along with the Printed copy of Application Form. Original certificates are to be produced at the time of interview.
2. All correspondences with candidates shall be done through the registered e-mail only. All information regarding Selection Schedule, Interview Call Letters etc., shall be provided through e-mail, apart from uploading the same on MFL Website. Responsibility of receiving, downloading and printing of call letters / any other information shall be of the candidate. MFL will not be responsible for any loss of email sent, due to invalid / wrong email ID provided by the candidate or delivery of e-mail to spam / bulk mail folder or for delay / non-receipt of information if the candidate fails to access his / her mail / website in time.

**FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES' APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that _____, son of _____, of village _____ District / Division _____ in the _____ State _____ belongs to the _____ community, which is recognized as Backward Class under:

* (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC(C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993.

* (ii) Government of India, Ministry of Welfare, Resolution No. 12011/7/95-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 163, dated the 20th October, 1994.

* (iii) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

* (iv) Government of India, Ministry of Welfare, Resolution No. 12011/44/93-BCC, dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 210, dated the 11th December, 1993.

Shri _____ and/or his family ordinarily reside(s) in the _____ District / Division of the _____ State. This is also to certify that he / she does not belong to the persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training, O.M. No. 36012/22/93-Estt.(SCT), dated 8-9-1993.

District Magistrate
Deputy Commissioner, etc.

Dated :

SEAL

N.B.

a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

b) The authorities competent to issue caste certificates are indicated below :-

(i) District Magistrate/Additional Magistrate/Collector/Dy Commissioner / Additional Dy Commissioner / Dy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tahsildar; and

(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Annexure-2

The format of the certificate to be produced by Scheduled Castes or Scheduled Tribes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri /Shrimati/Kumari*

son/daughter* of of Village / Town*

.....in

District/Division* of State / Union Territory*

.....belongs to

the.....Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* under:-

The Constitution (Scheduled Castes) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

The Constitution (Scheduled Castes) (Union Territories) Order, 1950

The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Re-organisation

Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, 1970 and the North Eastern Area (Reorganisation)

Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders,(Amendment) Act, 1976)

The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 @ as amended by the Scheduled Castes

and Scheduled Tribes Order (Amendment)Act, 1976.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962@

The Constitution (Pondicherry) Scheduled Castes Orders, 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967@

The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968@

The Constitution (Nagaland) Scheduled Tribes Order, 1970@

The Constitution (Sikkim) Scheduled Castes Order, 1978@

The Constitution (Sikkim) Scheduled Tribes Order, 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes order 1989@

The Constitution (SC) orders (Amendment)Act,1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996.

% 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled tribes certificate issued to Shri/Shrimati _____

_____ Father/mother of Shri/Srimati/Kumari* _____ of village/town* _____

in District/ Division* _____ of the State/Union Territory* _____ who belong to the

_____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari * _____ and / or his / her* family, reside(s) in village/town* _____ of* _____ District/Division* of the State / Union Territory* of _____.

Signature

**Designation

(with seal of Office)

Place.....

Date

* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term, ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Caste/Tribe Certificates:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tahsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.