



MADRAS FERTILIZERS LIMITED
(A Govt. of India Undertaking)
Post Bag No.2, Manali, Chennai 600 068
Phone No.(044) 25945210 / 25945214 / 25945225

RECRUITMENT NOTIFICATION NO. 01/2023 DT. **MAY 13, 2023**
ON "CONTRACT" BASIS

Madras Fertilizers Limited, (MFL), a leading Public Sector Undertaking engaged in manufacturing & marketing of Chemical Fertilizers, Bio Fertilizers and trading of Agrochemicals & Organic Manures is looking for candidates in the following disciplines having **minimum one year experience in the relevant field** for engagement of **OFFICERS** on **CONTRACT** basis for a period of **ONE** year in MFL from the date of engagement and renewable for another one year at the sole discretion of MFL Management.

S.No.	Discipline	Qualification - First Class (Full time course)	SC	ST	OBC	UR	EWS	PWD	TOT
1	Operations	B.E/ B.Tech - Chemical / Petro Chemical Engg	2	1	4	9	1	1 (OA/ OL/ HH)	18
2	Maintenance- Mechanical	B.E/ B.Tech - Mechanical Engg.	0	0	1	4	0	0	5
3	Maintenance- Electrical	B.E / B.Tech - EEE	0	0	0	3	0	0	3
4	Maintenance- Instruments	B.E/ B.Tech - E&I/ Instrumentation & Control Engg.	0	0	0	2	0	0	2
5	Materials Management	Any PG with MBA in Materials Management	0	0	0	3	0	0	3
6	Marketing (Field office ** & Shift)	B.Sc (Agriculture) / PG in Agriculture / MBA -Marketing	1	0	2	5	0	0	8
7	Personnel	PG Degree in Personnel Management/Public Administration/ Social Work / Sociology or MBA-HRM	0	0	0	3	0	0	3
8	Finance	M.Com or CA / ICWA / MBA - Finance	0	0	1	4	0	1	6
TOTAL			3	1	8	33	1	2	48

** For Officers - Marketing (Field Office) proficiency of Tamil / Telugu / Malayalam / Kannada essential



: 2 :

A. AGE

UPPER AGE LIMIT : As on the closing date (**June 3, 2023**) of submission of application thru email career@madrasfert.co.in

Unreserved candidate	Maximum 28 years
SC/ST candidate	Maximum 33 years
OBC candidate	Maximum 31 years
SC/ST PWD candidate	Maximum 38 years
OBC PWD candidate	Maximum 36 years

Reservation for SC/ST/OBC /EWS/PWD will be as per Government of India Directives (15%, 7.5%, 27%, 10% & 4% respectively)

For submission of application and other details thru email career@madrasfert.co.in

Please visit our website www.madrasfert.co.in

Last date for submission of application : **June 3, 2023 (17:00 hrs)**

B. PLACE OF POSTING

- The candidates are liable to serve anywhere in India as per the Company's requirement. The selected candidates may be assigned jobs/functions/assignments as per the business requirements of the Company including shift operations.

C. HOW TO APPLY

Following are the Instructions :

1. Before applying, candidates should ensure that they fulfil all the eligibility norms. and their eligibility will be verified only in case they are shortlisted for selection. Candidature is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.
2. Candidates fulfilling the prescribed eligibility criteria should send their filled in application per prescribed format along with copies of in support of age/ qualification / experience / community certificates from their email ID to MFL email ID career@madrasfert.co.in with subject as "Engagement of Officers on 'Contract' - May 2023" **from May 13, 2023 to June 03, 2023** (17.00 hrs). Candidates sponsored by Employment Exchange also need to apply through email only. No other means/mode of application shall be accepted.



: 3 :

3. Application Processing fees of Rs.500/- to be remitted by General / OBC / EWS candidates to Madras Fertilizers Limited, State Bank of India, Manali Branch Account No.10092383274 IFSC Code:SBIN003511 thru NEFT / IMPS. The Paid reference Number (UTR) to be mentioned by the candidate in their Application
4. Application Form (S.No.12) No application Processing fee for SC/ST / PWD candidates.
5. Applications submitted after due date **June 03, 2023 (17.00 hrs)** through email career@madrasfert.co.in will not be considered.
6. Application fee once remitted will not be refunded.
7. Candidates are required to fill all the details sought and other requisite information/declaration.
8. The candidates should ensure that the details entered in application form are correct.
9. The last date for submission of application along with copies of certificate to MFL Email ID career@madrasfert.co.in is **June 03, 2023** unless extended and notified in MFL website.

D. METHOD OF SELECTION

1. Candidates meeting the eligibility criteria will be provisionally shortlisted in the order of Merit based on the Academic Qualification and called for interview (personal / VC mode) based on the decision of the management. Shortlisted candidates shall be informed well in advance accordingly.
2. Selection shall be made according to the merit drawn on the basis of performance of shortlisted candidates in the interview process.
3. Candidates will be called for 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. Further, no queries shall be entertained in this regard.
4. **Pre-Employment Medical Test**

Final appointment of candidates will be subject to their meeting Medical Fitness norms & standards as per MFL Pre-Employment Medical Examination / Medical standards.



: 4 :

5. Medical Standards

Candidates provisionally selected by MFL will have to undergo medical examination before joining. The health of each candidate will be assessed by the MFL's authorized Company Medical Officer.

The decision on medical fitness by MFL's Company Medical Officer would be final and binding on all candidates. No correspondence or queries in this regard shall be entertained by MFL.

E. REMUNERATION

Selected candidates for engagement of "Officers on Contract" will be paid consolidated amount of **Rs.50,000/- per month.**

F. GENERAL INSTRUCTIONS:

1. Only Indian National should apply.
2. The engagement of officers on Contract basis will be for a term of one year and renewable for another one year at the sole discretion of MFL Management.
3. Engagement of officers on Contract basis is liable to be terminated by Management with 15 days of notice, at its sole discretion without assigning any reason thereof.
4. Candidates are required to carefully read the detailed advertisement and ensure that they meet the prescribed criteria before applying for the above posts. For all purposes, interpretation as per English version of the advertisement shall prevail.
5. Reservation for SC, ST, OBC (Non-creamy layer) PWD, EWS category will be applicable as per Government Directives. SC/ST/OBC (NCL) / EWS candidates shall submit certificates as per the prescribed format attached.
6. PWD candidates are required to submit a certificate issued by a medical board with a minimum of three members constituted by Central/State Government failing which, their candidature as PWD candidates will not be considered.
7. Candidates sponsored by Employment Exchange are required to submit their application to MFL email ID career@madrasfert.co.in only.
8. Educational qualification shall be acquired by **full time regular course** only.
9. The engagement of Officers on 'Contract' basis will be subject to the candidate being fit and continuing to be fit during the period of contract as per the standards prescribed by the Company.



: 5 :

10. Engagement of Officers on 'Contract' basis ' as per this notification is only for fixed term and will not in any way directly or indirectly confer any right for extension of term of engagement or for permanent appointment or preferential treatment in any appointment in the Company.
11. Meeting the eligibility criteria / attending an interview itself will not confer any right on the applicant for selection.
12. The candidature of the applicant shall be provisional and subject to subsequent verification of antecedents/certificates/testimonials. In case it is found / known at any stage of selection/recruitment process or thereafter that a candidate does not fulfil the eligibility norms and / or that he/she has furnished any incorrect/misleading / false information / certificate / documents or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of the information or material particulars as furnished by the candidate to MFL are found to be untrue, inaccurate or incorrect at any stage before or after his selection, then the same shall amount to misrepresentation / fraud and his / her services shall be liable to be terminated unilaterally by MFL, at any time.
13. The decision of MFL will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection and cancellation of the selection process either in part or full etc.,
14. Engagement of Officers on CONTRACT for a period of One year from the date of engagement is subject to the suitability of candidates and MFL's requirements and renewable for another one year period at the sole discretion of MFL Management.
15. Candidates are advised to regularly visit our website www.madrasfert.co.in for updates.
16. Mere selection in the Interview or empanelment after the selection process shall not confer any right of engagement to the applicants.
17. MFL reserves the right to change / modify / cancel / amend the selection/recruitment process or procedure thereof at its sole discretion without assigning any reason. Decision of MFL on any such matters would be final.
18. 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.
19. Please do not send any original certificates along with the Application Form. Original certificates are to be produced at the time of joining.



: 6 :

G. DELCARATION FOR NON-CLAIMING PERMANANCY

The Candidates applying for the above post are required to submit undertaking towards non-claiming of Permanency on Employment in MFL as per prescribed format, **at the time of submitting application thru email career@madrasfert.co.in**

**General Manager - P&A (a/c)
Madras Fertilizers Limited
Manali, Chennai 600 068**

(CANVASSING OR BRINGING INFLUENCE IN ANY FORM WILL BE A DISQUALIFICATION)



TO PASTE LATEST
COLOUR PASSPORT
SIZE PHOTOGRAPH

MADRAS FERTILIZERS LIMITED
(A Government of India Undertaking)
Post Bag No.2, Manali, Chennai 600 068
Telephone (044)25945210 / 214 / 225
E-mail : career@madrasfert.co.in

APPLICATION FOR THE POST OF OFFICER ON CONTRACT

Aadhar No.: _____ (enclose copy)			
1. Name :		2. Father's Name :	
3. Date of birth and age :		4. Place of Birth :	
5. Nationality / Religion:		6. Home town :	
7. Present Address :		8. Permanent Address:	
9. Present Telephone Nos. Office : Res. : Mobile : e-mail :		10. Whether SC / ST / OBC / EWS / Others (Tick appropriate box) SC ST OBC EWS OTHERS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
11. Physically Challenged : YES NO <input type="checkbox"/> <input type="checkbox"/> If yes, please specify			
(Attach certificate copies as proof for Point No. 3, 10 & 11)			
12. Details of online payment (Exempted for SC/ST/PWD per GOI directives) Self Attested copy to be attached.			
Bank Name	Payment mode	Paid Reference Number	Paid date



13. Educational Qualification (starting from SSLC / 10th Standard onwards):
Self Attested copies to be attached.

S.No.	Name of the Institution	Qualification acquired	Duration of Course		Year of Passing	Class / Division (% of marks)	Main field of study
			From	To			

14. Details of Experience - Starting from present position :

Self Attested copy to be enclosed

S.No	Employer's Name & Address	Period of employment (Month & Year)		Post Held	Job Knowledge
		From	To		

I certify that the statements / documents furnished by me are true, complete and correct to the best of my knowledge and belief.

Date:

Signature: _____

(UNDERTAKING BY THE APPLICANT FOR NON-CLAIMING OF PERMANENCY ON EMPLOYMENT)

From

To

Madras Fertilizers Limited
Manali
Chennai 600 068

Sub : Undertaking by the Applicant for non-claiming of permanency on employment (At the time of submission of application through email career@madrasfert.co.in)

I, _____ S/o. _____ Currently residing at _____ hereby declare and acknowledge that I applied for the post of “Officers on Contract” basis for the Discipline _____” in your Madras Fertilizers Limited for a period of one year vide your Advertisement No. _____ dated _____.”

I understand that my engagement is strictly on a contract basis and that I have no right to claim permanency or preferential treatment of any kind towards future recruitment with Madras Fertilizers Limited or any of its affiliates or subsidiaries. I also understand that my contract with Madras Fertilizers Limited may not be renewed automatically after the expiry of the term of the contract.

I further undertake that I will not make any claim or demand, orally or in writing, to Madras Fertilizers Limited or any of its affiliates or subsidiaries for permanency or preferential treatment during or after the term of my contract. I acknowledge that any such claim or demand would be without merit, and I waive my right to bring any claim or action against Madras Fertilizers Limited or any of its affiliates or subsidiaries in relation to the same.

I further acknowledge that my contract does not create any obligation on the part of Madras Fertilizers Limited to offer me any employment opportunities after the expiry of my contract or to provide me with any preferential treatment in any future recruitment process.

I hereby declare that I have read, understood, and agreed to the terms and conditions of my contract, including this undertaking, and that I will abide by them in good faith during the term of my contract and I am giving this sworn undertaking voluntarily.

Signed :

(Name of the candidate)

Date :

(Date of Signing)

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size
attested photograph of
the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

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

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town/* in District/Division + _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____
The Constitution (Scheduled Tribes) order, 1950 _____
The Constitution (Scheduled Castes) Union Territories order, 1951* _____
The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(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 Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & 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
The Scheduled Caste and Scheduled Tribe Orders(Amendment) Act 2002.
The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.
The Constitution(Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.
The Constitution (Scheduled Caste) Order (Amendment) Act 2007.

%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 _____ 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 ordinarily 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 Tehsildar.
- (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.

OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri / Smt. / Kum^{rs} _____ Son / Daughter* of Shri /
Smt.* _____ of Village/Town* _____ District/Division*
_____ in the _____ State belongs to the _____

community which is recognized as a backward class under:

- (i) Resolution No. 1201166/93-BCC(C) dated 10/06/93 published in the Gazette of India Extraordinary Part I Section I No. 185 dated 13/06/93.
- (j) Resolution No. 1201169/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (k) Resolution No. 120111/95-4LJ: 0885 2405/95 published in the Gazette of India Extraordinary Part I Section I No. 60 dated 26/05/95.
- (l) Resolution No. 1201156/94-BCC dated 24/03/95.
- (m) Resolution No. 1201154/95-BCC dated 6/12/95 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/95.
- (n) Resolution No. 1201113/97-BCC dated 09/12/97.
- (o) Resolution No. 12011799/94-BCC dated 11/12/97.
- (p) Resolution No. 12011709/96-BCC dated 27/10/99.
- (q) Resolution No. 12011888/95-BCC dated 01/2/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (r) Resolution No. 1201135/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (s) Resolution No. 1201144/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 219 dated 21/09/2000.
- (t) Resolution No. 120156/2000-BCC dated 09/09/2001.
- (u) Resolution No. 1201171/2001-000 dated 19/09/2003.
- (v) Resolution No. 1201149/2002-BCC dated 13/01/2004.
- (w) Resolution No. 1201162/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I section I No. 219 dated 16/01/2006.
- (x) Resolution No. 12011714/2004-BCC dated 12/09/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/09/2007.
- (y) Resolution No. 120150/2007-BCC dated 19/09/2010.
- (z) Resolution No. 120151/20010-BCC dated 09/12/2011.

Shri / Smt. / Kum^{rs} _____ and / or his family ordinarily reside(s) in
the _____ District / Division of _____ 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-Ext.(PCT) dated 09/09/93 which is modified vide OM No. 36033/3/2004
Ext.(Res.) dated 08/03/2004, further modified vide OM No. 36033/3/2004-Ext. (Res.) dated 14/10/2008 or the latest notification of
the Government of India.

Date: _____

District Magistrate /

Deputy Commissioner /
Competent Authority

Seal

* Please delete the word(s) which are not applicable.

NOTE:

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

(b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

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

(iii) Revenue Officer not below the rank of Tehsildar and

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