रामागुण्डम फर्टिलाइज़र्स एण्ड केमिकल्स लिमिटेड
RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED
A Joint Venture Company of NFL, EIL and FCIL

रामागुण्डम फर्टिलाइज़र्स एण्ड केमिकल्स लिमिटेड

(ADVT. NO. Rectt./03/2024)

SI. No.	QUERY	CLARIFICATION
	FREQUENTLY ASKED QUESTIONS	
1.	**Where is the application/registration form available?**	Interested and eligible candidates can apply only through the ONLINE mode available at RFCL website: https://www.rfcl.co.in/ under Careers Section. No other means/mode/format of application will be accepted.
2.	**What is the age limit to apply?**	The age limit to apply for the posts advertised in RFCL is – Min. 18 years and max. 25 years for Engineering Graduates. For MBAs/ Postgraduates max. is 29 years for UR/EWS as on the cut-off date i.e., 29.02.2024.
3.	**What are the age relaxations for various categories?**	

Category	Age-Relaxation permissible beyond the Upper age limit
SC/ST	5 years
OBC	3 years
PwD	10 years
PwD+ SC/ST	15 years
PwD + OBC	13 years
EX-SERVICEMEN / Dependent of those killed or disabled in action	Actual period of service rendered in defence services + 3 years
Domicile of J&K	05 (five) years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.1980 to 31.12.1989

The relaxation in age is applicable only for those posts where reservation exists.

The maximum age of the applicant, after giving relaxations under Clause No. 5 (j) to 5 (m) of the advt. (standalone or in combination thereof), should not exceed 56 years as on cutoff date.

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4.	**What all documents or information should be kept ready by a candidate before applying?**	Candidate should have:
		a. Valid Email ID (This email id shall be used to communicate with the candidate in near future, if required.)
		b. Valid Mobile number (This mobile number shall be used to communicate with the candidate in near future, if required.)
		c. Personal details
		d. Educational qualification details
		e. Image of recent scanned photograph in jpg / jpeg format and size should be between 20-50 KB
		f. Image of scanned signature in jpg / jpeg format and size should be between 10-20 KB
		g. Debit Card/ Credit Card / UPI / Internet Banking / SBI Bank Challan details for online payment.
		h. Scanned Copies of following documents (in pdf format):
		   i) Documentary proof of Date of Birth (Matriculation/10th Certificate).
		   ii) Certificate and Marks Sheet of the qualifying qualification.

		iii) Experience Certificates / documents in support of experience, if any.
		iv) PWD Certificates in case of Persons with Disability candidates in prescribed format.
		v) Service Certificate in case of Ex-servicemen.
		vi) Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
		vii) Income and asset certificate in respect of EWS in prescribed format.
		viii) Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
		ix) Scribe certificate, if applicable.
5.	**What if I do not have an email Id?**	It is mandatory to have a valid e-mail id since all the future communication with the candidate shall be through e-mail. Candidates are also advised to keep the E-mail ID as well as Mobile Number, as filled-in in their online application form, active for at least one & a half year from cut-off date.
6.	**How do I register for the online application?**	You must register for the online application process with your name, date of birth, a valid e-mail id, mobile number, and a password. **The name, date of birth, mobile number and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process.** Please ensure to fill your name and other details correctly as per your educational certificates.
7.	**What if I forget my log-in Id and password or want to change them in future?**	An auto generated mail will be sent to your registered email id with details of your registration made, i.e., Log-in and Password which you can refer to if you have forgotten the same. Log-in once created cannot be changed.
8.	**What is the application fee?**	Application fee is INR 700/- plus applicable bank charges (if any) are required to be paid by General, OBC and EWS category candidates which can be remitted through online mode (SBI Collect Payment Gateway). Applicants belonging to SC/ST/PWD/ExSM/Departmental Candidates are exempted from payment of Application Fee.
9.	**What are the methods to pay Application Fee?**	Candidate is required to make payment through SBI Collect Payment Gateway by using any one of the following: 1. Debit Card 2. Credit Card 3. Net Banking 4. UPI 5. SBI Bank Challan
10.	**After making the payment through SBI Collect Payment Gateway, what next step I must do to complete the registration?**	After making the payment, follow the steps as mentioned below to complete your registration process- 1. Download the e-Pay-in-slip/Challan generated on the SBI Collect payment gateway. 2. Visit / Log-in to the RFCL website where you are filling in your application form to complete your registration process. 3. Click on Step 3.2 Enter Details of Payment Made through SBI Collect. 4. Upload the e-Pay-in-slip / challan in jpg format of less than 250KB, enter SBI Payment Reference No. and Payment date. 5. Click 'Submit' to complete the payment process.

		Once you follow all the steps mentioned above, then your application number will be generated, and now you can take the printout of your final application form for future correspondence.
11.	**I have made the payment, but the registration process is showing as incomplete. What shall I do in this case?**	After making the payment, follow the steps as mentioned below to complete your registration process- 6. Download the e-Pay-in-slip/Challan generated on the SBI Collect payment gateway. 7. Visit / Log-in to the RFCL website where you are filling in your application form to complete your registration process. 8. Click on Step 3.2 Enter Details of Payment Made through SBI Collect. 9. Upload the e-Pay-in-slip / challan in jpg format of less than 250KB, enter SBI Payment Reference No. and Payment date. 10. Click 'Submit' to complete the payment process. Once you follow all the steps mentioned above, then your application number will be generated, and now you can take the printout of your final application form for future correspondence.
12.	**What is the procedure to make the payment on SBI Collect Payment Gateway for RFCL?**	1. Make Payment by Clicking On "Proceed to SBI Collect Payment". 2. Click on the link which will direct the candidate to the SBI Collect payment page. 3. Select Category – Other Institutions. 4. Select Ramagundam Fertilizers and Chemicals Limited (RFCL) 5. Select Payment Category –Management Trainees Advt No 03/2024. 6. Fill in all the details and click on the NEXT button. *(fields with* mark is to be filled compulsorily)* 7. Check the details and press the confirm button. 8. Select any one of the modes of payments, i.e. "net banking" or "card payments" or "other payment modes" as applicable and then proceed to make the fee payment. **Download the receipt after successful completion of the payment and keep the same for your records and for uploading on RFCL website.** 9. In case, candidate selects "SBI branch" as payment mode, he/she is required to download the pre-printed challan and deposit the fee amount (including applicable bank commission) in any of the **SBI Branches** and obtain seal and signature of the bank official on the challan (depositor copy) before leaving the bank counter and retain the same for your records and for uploading on RFCL website. 10. After making the payment, the candidate is required to upload the SBI Challan/e-Pay-in-Slip (E-Receipt) in jpg. Format of less than 250 KB, fill the SBI collect reference no. along with payment date on the RFCL website to complete the registration process to get the application number and to take the printout of the application. (Note: SBI Collect Reference Number generated after success completion of payment must be entered by the candidate in onl application form in *SBI Collect Reference No.* field).
13.	**How to claim a refund for the fee?**	The fee once paid will NOT be refunded on any account nor would this fee be held in reserve for future examination/selection. Candidates are advised to ensure their eligibility for the post before applying.
14.	**Which are the documents to be sent?**	Candidates are not required to send any of the documents to RFCL. The candidates are advised to go through the requirements of educational qualification, age, reservation, relaxation, examination fee, etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought at the time of document verification/joining only from those candidates who will be

		shortlisted. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature of such candidates shall stand cancelled without any notice or further reference and RFCL's decision in this regard shall be final and no further correspondence shall be entertained.
15.	**When is the registration process completed for candidates who are exempted from payment of application fee?**	*SC/ST/PWD/ExSM/Departmental Candidates* are exempted from making the payment. Hence, all these candidates are required to SUBMIT the application to complete the online registration process. On submitting online application number will be issued and candidate to take the printout of the Application Form having the Online Application Number.
16.	**When is the registration process completed for candidates who are required to make the payment of application fee?**	*All other category candidates (Gen/ OBC/EWS)* are required to make the payment through SBI Collect Payment Gateway only. After making the payment on SBI Collect portal, you will get the SBI Collect Payment Reference No along with a copy of e-Pay-in Slip / SBI Challan. Download the e-Pay-in Slip / SBI Challan, log on to RFCL website once again with your registration details. Fill in the payment details asked for in Step 3.2. Once you complete all the steps after making the payment, click 'Submit'. After the final submission you will get an auto generated Application Number, along with the online application form. After completing the above procedure, then only your registration process will be treated as completed and you will be considered as a provisionally registered candidate.
17.	**What is an auto generated Application Number?**	An auto generated Application Number is a unique number allotted to you on successful submission of online application form and will appear on print version of the application form. This Number will be required for accessing, downloading, and printing the written examination call letter.
18.	**I have created the initial registration and filled half of my application form. Can I complete my form on the last date of application process?**	It is advised to candidates to complete their registration process at the earliest, to avoid any last-minute rush. As the number of candidates applying on the last date of application is quite high in comparison to the start of the application, it is more favorable to the candidate if they complete their process right on time, i.e., before the last date to avoid slow network processing due to heavy rush on server.
19.	**I have entered some incorrect details in the Online Application Form. How can I correct the same?**	Candidates are requested to take utmost care while filling in the details in an online application form. There is a provision of editing the information before final submission. Hence, you can edit the incorrect details before making the payment/final submission. There is no provision for correcting the details entered in the online application form once the application is submitted payment is made. No such request will be entertained by email.
20.	**I did not receive the email intimation for registration of my application.**	"Email-ID / User ID", "Date of Birth", "Post Applied" and "Password" are also sent by auto-response Confirmation emails. Delivery of these emails purely depends upon the correctness of E-Mail ID provided, Policy of your E-Mail Service Provider to accept and divert such emails under Bulk or Spam Mails or bounce back of such mails without accepting it due to heavy number of emails generated by our Applications. Therefore, please do not expect replies from us, if you do not receive such confirmation / auto-response Emails.
21.	**I did not receive the acknowledgement / reply to my email communication?**	"Reply to" Email Id for the Application is created for the convenience of the Candidates for genuine communications. Please do not use this address to send back the emails for "Acknowledgment" etc. Our Email Server is configured to delete such emails automatically.
22.	**What details should I provide while writing for the problem?**	Please do not forget to provide the following details while writing to us: (1) APPLICATION NO. (in case allotted) (2) EMAIL-ID (3) DATE OF BIRTH (4) POST APPLIED FOR & (5) FULL NAME as entered in application. In case of application failure or any error message, we would like to have the screenshot of the error in JPG, GIF format or as MS Word file. Additionally, you may provide the PC Details

		including the Operating System (like Windows XP, Vista, Linux etc.) & Internet Browser & version (like Internet Explorer 6.0, Mozilla 3.0, Firefox 3.5 etc.) used.
23.	**How is a candidate going to receive the admit card for CBT?**	Admit card of the eligible candidate will be uploaded on RFCL website i.e., https://www.rfcl.co.in/ under Careers section. No other communication like post/courier/ newspaper notification will be sent.
24.	**Do I need to take the print-out of the Admit Card for CBT?**	Yes. Candidate should take the print-out of the valid Photo Admit Card for CBT mode of examination using Online Application Number and other details asked and bring the same at the examination centre at the date of examination.
25.	**What is the Email ID for clarification?**	The Email ID for clarification is **rfcl03@jobapply.in**

All correspondence with candidates shall be done through e-mail only. All information regarding examination, admi cards etc. shall be uploaded on the website/ provided through email. Responsibility of receiving, downloading, and printing of examination admit card / any other information shall be of the candidate only. RFCL will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or delivery of e-mails to Spam/Bulk mail folder or for delay / non-receipt of information if a candidate fails to access his / her mail / website in time or DND activated mobile no. etc.