



रामागुण्डम फर्टिलाइजर्स एण्ड केमिकल्स लिमिटेड

RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED

A Joint Venture Company of NFL, EIL and FCIL

ADVERTISEMENT NO.: Rectt/02/2025

FREQUENTLY ASKED QUESTIONS		
S. No.	QUERY	CLARIFICATION
1.	Is the application / registration form available offline?	<p>No. Interested and eligible candidates can apply only through the ONLINE mode available at Ramagundam Fertilizers and Chemicals Ltd. (RFCL) website: https://www.rfcl.co.in/</p> <p>No other means / mode / format of application will be accepted</p>
2.	What are the categories of the candidates?	<p>The categories are:</p> <ol style="list-style-type: none">1. UR - Un-Reserved2. OBC (NCL) - Other Backward Classes (Non-Creamy Layer)3. SC - Scheduled Caste4. ST - Scheduled Tribe5. PwBD – Persons with Benchmark Disabilities6. ExSM – Ex-Servicemen
3.	What are the age relaxations for various categories?	<p>Permissible relaxation in upper age limit for the above specified posts to the eligible categories will be as below:</p> <p>(a) Relaxation in age will be allowed upto 05 (five) years for SC/ST and 03 (three) years for OBC (NCL) candidates considered against reserved positions.</p> <p>(b) Relaxation to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.</p> <p>(c) UR- PwBD candidates will be allowed age-relaxation upto 10 years, upto 15 years for PwBD- SC/ST and upto 13 years for PwBD- OBC(NCL) candidates, if considered against reserved vacancies.</p> <p>(d) Upper age is relaxed by 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.</p> <ul style="list-style-type: none">• The cut-off date for determining eligibility criteria in respect of age, minimum educational qualification etc. shall be 15.01.2026• The maximum age of the applicant, after giving relaxations as mentioned above (standalone or in combination thereof), should not exceed 56 years as on cutoff date.
4.	What is the cut-off date for determining eligibility criteria in respect of age, minimum educational qualification & terms of experience etc.?	<p>The cut-off date for determining experience shall be 15.01.2026</p>

5.	What is the application fee?	<p>UR, OBC, EWS Candidate is required to pay a non-refundable fee as mentioned below –</p> <table border="1" data-bbox="657 149 1536 254"> <thead> <tr> <th>S. No.</th> <th>Pay Scale</th> <th colspan="2">Non-refundable application fee</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>E-5 to E-8</td> <td>INR 1000/-</td> <td rowspan="2">Plus additional bank processing charges, if any</td> </tr> <tr> <td>2.</td> <td>E-1 to E-4</td> <td>INR 700/-</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • SC/ST/PwBD/ExSM/Departmental candidates are not required to pay any Application Fee. 	S. No.	Pay Scale	Non-refundable application fee		1.	E-5 to E-8	INR 1000/-	Plus additional bank processing charges, if any	2.	E-1 to E-4	INR 700/-
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2.	E-1 to E-4	INR 700/-											
6.	What are the documents or information should be kept ready by a candidate before applying?	<p>Candidate should have:</p> <ol style="list-style-type: none"> Valid e-mail ID, and mobile no. Latest passport size photograph in digital format (jpeg file only of 20KB-50KB size). Scanned image of his/her Signature in digital format (jpeg file only of 10KB-20KB size). Details of Qualification and Experience. Documentary proof of Date of Birth (Matriculation /10th Certificate) Final/Provisional Degree/Certificate and Marksheet for Graduation/ Post Graduation, as applicable Final/Provisional Degree/Certificate and Marksheet for Professional Qualification, as applicable Caste Certificate in respect of reserved categories PWBD Certificate in case of Persons with Disability candidates in prescribed format Experience Certificate for Private Sector Candidates, as applicable Proof of CTC for Private Sector Candidates, as applicable NOC for Govt./PSU/Autonomous candidates, as applicable. Scribe Certificate, in case opting for PwBD. 											
7.	Can I apply for more than one post?	Only one application per candidate per post is allowed											
8.	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 made through e-mail.											
9.	How do I register for the online application?	<p>You have to register for the online application process with your name, a valid e- mail id, mobile no, date of birth, post applied and a password. The name, mobile no, date of birth 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.</p>											
10.	What if I forget my log-in Id and password or want to change them in future?	<p>The name and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process. If you provide a valid and active e-mail id, the log-in id which is same as the e-mail id given at the time of registration will be mailed to that e-mail address after you register for the online application system. Your password is also sent in this mail, which you can refer if you forget the password. An auto generated mail will be sent to your registered email id with details of your registration made.</p>											
11.	Which are the documents to be sent?	<p>After successful submission of online application form, candidates are required to take printout of the online application form and send it along with self-attested copies of all requisite supporting documents in fulfillment of eligibility viz. educational qualifications, experience, caste certificate, PwBD certificate etc., in a sealed envelope cover super-scribed “APPLICATION FOR THE POST OF IN RFCL – 02/2025” at the following address within the due date:</p>											

		<p>“Chief General Manager (HR)” Ramagundam Fertilizers and Chemicals Limited, Corporate Office, 4 th Floor, Wing – A, Kribhco Bhawan, Sector-1, Noida, Uttar Pradesh – 201301”</p>
12.	<p>What is the last date for receipt of a hard copy of online application along with the supported documents?</p>	<p>The last date for receipt of hard copy of online application along with relevant documents is 22.01.2026. However, last date for receipt of hard copy of online application for candidates presently residing in far-flung area i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union territory of Ladakh, Lahul & Spiti District & Pangi Rectt/01/2025 Page 13 of 18 Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman & Nicobar Islands & Lakshadweep is 29.01.2026. Candidates applying from far-flung areas should superscribe on envelope “FAR-FLUNG AREA”. In case of false declaration of “Far-Flung Area” on envelope vis-à-vis correspondence address mentioned above in the online Application Form, the same shall be summarily ‘Rejected’.</p>
13.	<p>What is an auto generated Application Number?</p>	<p>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.</p>
14.	<p>When is the registration process completed?</p>	<p>After making the payment, if you have got the auto generated Application Number, along with the online application form then only your registration process will be treated as completed and you will be considered as a provisionally registered candidate.</p>
15.	<p>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?</p>	<p>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.</p>
16.	<p>I have entered some incorrect details in the Online Application Form. How can I correct the same?</p>	<p>Candidates are requested to take utmost care while filling in the details in online application form. There is no provision for correcting the details entered in the online application form once the same is submitted. No such request will be entertained by email.</p>
17.	<p>I did not receive the email intimation for registration of my application?</p>	<p>"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.</p>
18.	<p>To which address should I send the print out of Online Application Form?</p>	<p>After successful submission of online application form, candidates are required to take printout of the online application form and send it along with self-attested copies of all requisite supporting documents in fulfillment of eligibility viz. educational qualifications, experience, caste certificate, PwBD certificate etc., in a sealed envelope cover superscribed “APPLICATION FOR THE POST OF IN RFCL – 02/2025” at the following address within the due date: “Chief General Manager (HR), Ramagundam Fertilizers and Chemicals Limited, Corporate Office,</p>

		4 th Floor, Wing – A, Kribhco Bhawan, Sector-1, Noida, Uttar Pradesh – 201301”
19.	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
20.	What details should I provide while writing for the problem?	Please do not forget to provide 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.
21.	What is the Email ID for clarification?	In case of any problems faced by the candidates for submitting the Application through ONLINE, they may send email to company's email id: rfcl04@jobapply.in

Registration Process will be completed only on receipt of duly completed Print Version (hardcopy) along with documents as mentioned above.

After successful submission of online application form, candidates are required to take printout of the online application form and send it along with self-attested copies of all requisite supporting documents in fulfillment of eligibility viz educational qualifications, experience, caste certificate, PWBD certificate etc., in a sealed envelope cover super-scribed “**APPLICATION FOR THE POST OF IN RFCL – 02/2025**” at the following address within the due date:

**“Chief General Manager (HR)”
Ramagundam Fertilizers and Chemicals Limited,
Corporate Office,
4th Floor, Wing – A, Kribhco Bhawan,
Sector-1, Noida, Uttar Pradesh – 201301”**

All communications with candidates can be done through e-mail only. Email-ID should be valid for at least one year. All information regarding schedule, Interview Call Letter etc. shall be uploaded on RFCL website/provided through email. Responsibility of receiving, downloading and printing of Interview Call Letter or 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.