



**National Fertilizers Limited**  
(A Govt. of India Undertaking)

**APPLICATION FORM**  
**ADVT. NO. 01/2021 DATED 13.01.2021**

PLEASE AFFIX YOUR  
RECENT PASSPORT  
SIZE PHOTOGRAPH

1. ALL ENTRIES SHOULD BE IN UPPER CASE/BLOCK LETTERS IN BLUE INK
2. CIRCLE THE APPLICABLE OPTION
3. CUTTING / OVER-WRITING SHOULD BE AVOIDED
4. CANDIDATES ARE ADVISED NOT TO CHANGE THE APPLICATION FORM PROFORMA

NAME OF THE POST APPLIED FOR	
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1.	Name of The Applicant	
2.	Gender	Male / Female / Others
3.	Marital Status	
4.	Father's Name	
5.	Mother's Name	
6.	Spouse's Name	
7.	Date of Birth (as per Matric Certificate)	
8.	Age as on <b>31.12.2020</b>	
9.	Mobile Number	
10.	E- Mail ID	
11.	State Of Domicile And Nationality	
12.	CONTACT / MAILING ADDRESS	PERMANENT ADDRESS
	District : State : Phone No. (with STD Code) :	District : State : Phone No. (with STD Code) :
13.	Nearest Railway Station to Contact/ Mailing Address	
14.	Religion	

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15.	Whether belongs to Minority Community If yes, please state.	Yes / No  .....
16.	Were you domicile of J&K during the period from 01.01.1980 to 31.12.1989? (Copy of Certificate to be produced at the time of Interview).	YES / NO
17.	Circle the Category [copy of Certificate to be produced at the time of Interview in case of SC/ST/OBC (NCL)/EWS]. a) Caste  b) Sub- caste  c) Non- Creamy Layer (for OBC only)	GEN/ SC / ST / OBC / EWS  a) _____  b) _____  c) Yes / No
18.	Person with Benchmark Disability (PwBD) / Divyang? If Yes, circle the category of Disability	YES / NO PwBD Category (OH:OA/ OH:OL/ HH/ Other) Percentage:
19.	a) Are you an Ex- Serviceman? If Yes, mention the last Rank held and the no. of years completed in the Rank.  b) Are you Serving Officer in the Armed forces? If Yes, mention the present Rank and the no. of years completed in the Rank.	Yes / No  .....  Yes / No  .....
20.	Whether dependent of those killed / severely disabled in action	Yes / No
21.	Have you been interviewed by NFL any time earlier?  If Yes: Post for which interviewed for:  Date of Interview:  Venue of Interview:	Yes / No  .....  .....  .....
22.	Are any of your relatives working in NFL? If yes, provide details of Name, Designation, Unit, etc.	Yes / No  .....  .....
23.	Are you a Departmental Candidate? If yes, mention your E. No., Designation and Place of Posting.	Yes / No  .....

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24.	Employment Status as on 31.12.2020.	Employed in Central Govt. / State Govt. / Central PSU/ State PSU / Autonomous Body / Statutory Body / Public Limited Company / Private Limited Company/ JV / Unemployed
25.	I certify that I have not been arrested, prosecuted, kept under detention or fined, FIR filed in any Police Station, convicted by the Court of Law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination or if proceedings are pending against him in any Court of Law	Yes / No  If No, all relevant details to be enclosed in a separate sheet with records.
26.	During your employment, whether any punishment / penalty were awarded to you or any vigilance case pending as on 31.12.2020 or on the date of application?	Yes / No  If yes, all relevant details to be mentioned in a separate sheet & enclosed with records
27.	Identification Document Enclosed and Number	

**28. Educational & Professional Qualification (Graduation & above):**

Qualification	Institute / University	Nature of the course (Full Time/ Part Time/ Correspondence)	Duration of the course (in years)	Class/ Division	Aggregate % of Marks**	Year of Passing

\*\* In case of CGPA, conversion formula from CGPA to percentage to be enclosed mandatorily.

**29. Details of Training Undergone in the last 5 years:**

Name of Program	Institution / Organization	Duration of the Training	
		From (DD/MM/YY)	To (DD/MM/YY)

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**30. Post Qualification inline Professional Experience**

*from First Job onwards to Current Job (Chronological order):*

Sl. No.	Name of the Organization	Type of Organization (Central Govt. / State Govt. / Central PSU/ State PSU / Autonomous Body / Statutory Body / Public Limited Company / Private Limited)	Type of Employment (Regular / Contractual / Ad-hoc / Temporary / Training)	Designation	Date		Pay Scale or CTC as on (whichever is applicable) as on 31.12.2020 (Attach Proof)	Detailed Job Profile
					From (dd/mm/yy)	To (dd/mm/yy)		

*\* Column is mandatory (Applications with incomplete information in the column will be summarily rejected)*

*If required, additional sheets may be used & attached.*

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31.	No. of years of Post Qualification Inline Experience as on 31.12.2020	_____ years.
32.	For candidates employed in Central Govt. / State Govt. / Central PSU/ State PSU / Autonomous Body / Statutory Body as on 31.12.2020: Type of Organization: _____ Scale of Pay: _____ Basic Pay: _____  Scale of Pay as on 31.12.2018 _____ Scale of Pay as on 31.12.2019 _____ Scale of Pay as on 31.12..2020 _____  <b>(Attached documentary proof like Certificate /Letter from Employer etc. in support of the above)</b>	
33.	Date of Seniority (From Date in Present Grade / Post):	
34.	For candidates employed in Private Sector or in such Government (Central/State) Departments, PSUs (Central/State), Autonomous or Statutory Bodies whose Pay Scales do not match with the given Pay Scales in the Advertisement.  CTC (in lakh p.a.) as on 31.12.2018 _____ CTC (in lakh p.a.) as on 31.12.2019 _____ CTC (in lakh p.a.) as on 31.12.2020 _____  <b>(Attached documentary proof like Certificate /Letter from Employer, Salary Slips, Form-16 etc. in support of the above)</b>	
35.	If selected, how soon can you join (in days / months)?	Yes/No
36.	Have you availed VRS from any PSU? If yes, please mention the details:	_____ -----
37.	Details of Application Fee, if applicable:	
	Name of the Bank and Issuing Branch Address	DD Number
		DD Date
		Amount (₹)

**DECLARATION**

I have carefully perused the Advertisement No. 01/2021 dated 13.01.2021 and certify that the information furnished above is correct to the best of my knowledge and no material information relevant to my candidature has been suppressed or falsely declared and copies of self-attested documents in support of my candidature are enclosed. I am meeting all the advertised specification for the post applied for. I understand that if the information furnished by me is found to be incorrect/false or not supported by documentary proof, my candidature will not be considered, even after short listing and no queries will be entertained by NFL. I fully understand that canvassing in any form at any stage will render my candidature ineligible.

**Date:**

**Signature of Applicant**

**Place:**

**(Name)**

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**Scrutiny Sheet**

**Applicant to provide details same as provided in application above**

Name:

	Specifications as per Advertisiement	Information to be filled by applicant	
Age as on 31.12.2020	<b>MAX. AGE LIMIT 30 Years</b>		
Qualification	Full Time Bachelor Degree in Law(LLB) { minimum 03 year professional course} with minimum 60% marks OR 05 year Integrated Full Time LLB Degree (Professional) with minimum 60% marks		
Work experience	<ul style="list-style-type: none"><li>• Minimum 01 year's post qualification executive experience (excluding training period) as on cut- off date in State/ Central Govt. Department(s)/ Institution(s)/ Undertaking(s) and/ or large Private Sector Organization(s)/ Institutions(s)/ Company(ies) or as an Advocate in Law Firm(s)</li><li>• Govt./PSU employees should have worked for 01 year or more in one level below pay scale or presently working in same or higher pay scale as on cut-off date.</li><li>• Candidate working in Private sector / Law firm should have minimum CTC of Rs. 6.09 lakhs per annum as on cut-off date.</li><li>• Candidate having experience as an Advocate in Law Firm(s) must have enrolled themselves with concerned Bar Council as an Advocate.</li><li>• Candidate must have hands on experience in handling litigation before different Judicial/Quasi-Judicial Forums, Knowledge of Arbitration and Conciliation matters, Industrial/ Labour Law matters etc. and drafting and vetting various legal documents.</li></ul> Preference will be given to candidates having in line executive experience in Chemical and Fertilizer Industry.		

**Date:**

**Signature of Applicant**

**Place:**

**(Name)**

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**Checklist**

**Candidate to ensure the below mentioned documents are attached for Scrunity of application**

<b>SNO</b>	<b>Documents</b>	<b>YES/ NO</b>
1	Age Proof	
2	Educational degree mark sheets	
3	Educational degree Certificate	
4	PwBD Certificate	
5	Caste/ EWS Certificate	
6	Ex SM Proof	
7	Work Experience certificate	
8	Proof of CTC as on Cut Off date i.e. 31.12.2020	
9	Proof of Working on Cut Off date i.e. 31.12.2020	
10	Bar Council Enrollment proof	

**Date:**

**Signature of Applicant**

**Place:**

**(Name)**