



RASHTRIYA CHEMICALS AND FERTILIZERS LIMITED

(A Govt. of India Undertaking)
Administrative Bldg., Chembur, Mumbai 400 074
CIN-L24110MH1978GOI020185

Advt No. 06022025

Special Recruitment Drive for the post of MT(Boiler) – 3 Posts and MT (Marketing) – 3 Posts FOR TROMBAY/THAL/ AREA OFFICES PAN INDIA RECRUITMENT FOR TROMBAY / THAL / AREA OFFICES PAN INDIA

Rashtriya Chemicals and Fertilizers Limited (RCF Ltd) is a leading profit making "Navratna" company in the business of manufacturing and marketing of Fertilizers and Industrial Chemicals having revenues from operation of around Rs. 17164.74 crores. The manufacturing units are in Maharashtra (at Thal - Dist. Raigad and at Trombay - Chembur, Mumbai) with National Level Marketing Network. Company provides excellent career growth opportunities. Company desires to recruit:

Sr. No.	Details of the Post	Maximum Age	Qualification	Experience	Percentage
1	Officer (Finance) E1 Grade Post Code No : E1FAR022025 No. of Post : Total 10 posts. Reservation : 6 UR, 1 SC, 2 OBC (NCL), 1 EWS	The Upper Age Limit as on 01.02.2025 for UR/EWS category is 34 years. For SC Category – 33 years; For OBC (NCL) Category – 37 years. Additional Concession for Children/ family members of the victims of 1984 riots – 5 Years.	Qualification: A. CA/CMA OR B. Regular and full time graduation degree in commerce, accounting / Finance Discipline (B. Com./ B.S. B.A. B.F. B.Ph.) from UGC/AICTE recognized University / Institution. And Two years regular and full time Post-Graduation degree of (MBA) Master of Business Administration / Two years regular and full time (MMS) Master of Management Studies / Two years regular and full time Post Graduate Diploma in Business Management (equivalent to MBA) / Two years regular and full time Post Graduate Diploma in Management (equivalent to MBA) or equivalent Master Degree with specialization in Finance. All above qualification are to be from UGC/AICTE recognized University / Institution. M. Comm. Qualification will not be considered. If the specialization is not mentioned in the Mark Sheet / Degree / Diploma certificate, letter from college / University Specifying the specialization will be required.	Post Qualification In line Experience as on 01.02.2025 Minimum 2 years post qualification experience in executive cadre dealing with Accounting and financial matters, including Auditing/budgeting/taxation. *The period of trainee/ internship/article ship will not be counted in the requisite experience period as on 01.02.2025. *The experience should be after acquiring minimum prescribed qualification. *Knowledge in SAP FICO module desirable.	Minimum Percentage: A. No percentage criteria for CA / CMA. B. Minimum 60% in Final Year / aggregate of Last Two Semesters of qualifying Post-graduation degree i.e. final year of MBA/MMS/PGDIP/PGDIPM or other equivalent post-graduate degree in Finance. (55% for SC category candidates). Wherever CGPA/OGPA grade is awarded in a Degree, the candidate will have to obtain equivalent percentage of marks from concerned University/ Institute and mention the percentage in the Application
2	Management Trainee (Boiler) (includes Backlog) Post Code No : MTB01022025 No. of Post : Total 5 posts. Reservation : 2 SC (including 1 backlog), 2 ST backlog, 1 EWS	The Upper Age Limit as on 01.02.2025 for EWS category is 27 years. For SC / ST Category – 32 years. Additional Concession for Children/ family members of the victims of 1984 riots – 5 Years.	Qualification: A. Regular and full time 4 years BE / B. Tech Engineering Graduate in Chemicals / Regular and full time 4 years BE / B. Tech Engineering Graduate in Petrochemical / Regular and full time 4 years BE / B. Tech Engineering Graduate in Mechanical / Regular and full time 4 years BE / B. Tech Engineering Graduate in Instrumentation / Regular and full time 4 years BE / B. Tech Engineering Graduate in Electrical discipline. All above qualification are to be from UGC/AICTE recognized University / Institution. And The candidate should have valid Boiler Operation Engineer's Certificate (BOE) / Boiler Proficiency Certificate issued by Statutory Authority. Regular and full time Dual / Integrated / Allied Degrees are also eligible, however, Chemical / Petrochemical / Mechanical / Instrument / Electrical must be mentioned in the degree alongwith other allied subjects, if any. OR B. 3 years regular and full time BE / B. Tech Engineering Graduate in Chemical / 3 years regular and full time BE / B. Tech Engineering Graduate in Petrochemical / 3 years regular and full time BE / B. Tech Engineering Graduate in Mechanical / 3 years regular and full time BE / B. Tech Engineering Graduate in Instrumentation / 3 years regular and full time BE / B. Tech Engineering Graduate in Electrical discipline. All above qualification are to be acquired after 3 years regular and full time Diploma in Engineering. All above qualification are to be from UGC/AICTE recognized University / Institution. And The candidate should have valid Boiler Operation Engineer's Certificate (BOE) / Boiler Proficiency Certificate issued by Statutory Authority. Regular and full time Dual / Integrated / Allied Degrees are also eligible, however, Chemical / Petrochemical / Mechanical / Instrument / Electrical discipline must be mentioned in the degree alongwith other allied subjects, if any.		Minimum Percentage: The candidates should have secured minimum 60% aggregate in Final Year of Engineering Graduation. (55% for SC/ST category candidates).
3	Management Trainee (Marketing) Post Code No : MTMKTG022025 No. of Post : Total 3 posts. Reservation : 1 ST backlog, 2 OBC (NCL) backlog	The Upper Age Limit as on 01.02.2025 for ST category is 32 years. For OBC (NCL) Category – 36 years. Additional Concession for Children/ family members of the victims of 1984 riots – 5 Years.	Qualification: A. Regular and full time UGC/AICTE/ICAR recognized Science / Engineering / Agriculture graduate. And Two years regular and full time UGC / AICTE / ICAR recognized Post graduate degree in one of the following: MBA (Marketing as specialization or Major) / MMS (Marketing as specialization or Major) / MBA (Agri. Business Management) / MBA (Agri. Business & Management) / MBA (Agriculture). If the specialization is not mentioned in the Mark Sheet / Degree / Diploma certificate, letter from college / University Specifying the specialization will be required. OR B. Regular and full time UGC/AICTE/ICAR recognized Science / Engineering / Agriculture graduate. And Two years full time and regular UGC / AICTE / ICAR recognised Post Graduate Diploma in Business Management (equivalent to MBA) with specialisation in Agri. Business Management / Agri. Business & Management / Agriculture / Marketing. If the specialization is not mentioned in the Mark Sheet / Degree / Diploma certificate, letter from college / University Specifying the specialization will be required. OR C. Regular and full time UGC/AICTE/ICAR recognized		Minimum Percentage: The candidates should have secured minimum 60% aggregate in Final Year of Post Graduation Degree/Diploma (55% for ST category candidates).

Sr. No.	Details of the Post	Maximum Age	Qualification	Experience	Percentage
3			Science / Engineering / Agriculture graduate And Two years full time and regular UGC/ AICTE/ICAR recognised Post Graduate Diploma in Management (equivalent to MBA) with specialisation in Agri. Business Management / Agri. Business & Management / Agriculture / Marketing. If the specialization is not mentioned in the Mark Sheet / Degree / Diploma certificate, letter from college / University specifying the specialization will be required.		
4	Management Trainee (Chemical) Post Code No : MTICHEM/022025 No. of Post : Total 11 posts. Reservation : 5 UR, 1 SC, 1 ST, 3 OBC (NCL), 1 EWS, PwBD-1 OH	The Upper Age Limit as on 01.02.2025 for UR/EWS category is 27 years. For SC / ST Category - 32 years. For OBC (NCL) - 30 years. For PwBD Category (Unreserved/EWS) - 37 years. For PwBD Category (SC/ST) - 42 years. For PwBD Category OBC (NCL) - 40 years. Additional Concession for Children/ family members of the victims of 1984 riots - 5 Years.	Qualification: A. Regular and full time 4 years B.E. / B. Tech. Engineering Graduate in Chemical Engineering / Regular and full time 4 years B.E. / B. Tech. Engineering Graduate in Chemical Technology / Regular and full time 4 years B.E. / B. Tech. Engineering Graduate in Petrochemical Engineering / Regular and full time 4 years B.E. / B. Tech. Engineering Graduate in Petrochemical Technology. All above qualification are to be from UGC/AICTE recognized University / Institution. OR B. 3 years regular and full time BE / B. Tech. Engineering Graduate in Chemical Engineering / 3 years regular and full time BE / B. Tech. Engineering Graduate in Chemical Technology / 3 years regular and full time BE / B. Tech. Engineering Graduate in Petrochemical Engineering / 3 years regular and full time BE / B. Tech. Engineering Graduate in Petrochemical Technology. All above qualification are to be acquired after 3 years regular and full time Diploma in Engineering. All above qualification are to be from UGC/AICTE recognized University / Institution. OR C. Regular and full time Dual / Integrated Degrees in Chemical Engineering / Chemical Technology / Petrochemical Engineering / Petrochemical Technology are to be from UGC/AICTE approved Institution.		Minimum Percentage: The candidates should have secured minimum 60% aggregate in Final Year of Engineering Graduation (55% for SC/ST category candidates).
5	Management Trainee (Mechanical) Post Code No : MTMECH/022025 No. of Post : Total 2 posts. Reservation : 1 UR, 1 OBC (NCL)	The Upper Age Limit as on 01.02.2025 for UR category is 27 years. For OBC (NCL) Category - 30 years. Additional Concession for Children/ family members of the victims of 1984 riots - 5 Years.	Qualification: A. Regular and full time 4 years B.E. / B. Tech. Engineering Graduate in Mechanical Engineering from UGC / AICTE approved Institutions. OR B. 3 years regular and full time BE / B. Tech. Engineering Graduate in Mechanical Engineering from UGC / AICTE approved Institution acquired after 3 years regular and full time Diploma in Engineering. OR C. Regular and full time Dual / Integrated Degrees in Mechanical Engineering from UGC / AICTE approved Institutions.		Minimum Percentage: The candidates should have secured minimum 60% aggregate in Final Year of Engineering Graduation.
6	Management Trainee (Environment) Post Code No : MTENVIO/022025 No. of Post : Total 1 post. Reservation : 1 UR	The Upper Age Limit as on 01.02.2025 for UR category is 27 years. Additional Concession for Children/ family members of the victims of 1984 riots - 5 Years.	Qualification: A. Regular and full time 4 years B.E. / B. Tech. / B.Sc. Engineering in (Environmental Engg.) from university recognized by UGC / Government institution / AICTE approved. If the specialization is not mentioned in the Mark Sheet / Degree certificate, letter from college/University specifying the specialization will be required. OR B. Regular and full time 4 years B.E. / B. Tech. preferably in Chemical discipline and 2 years Regular and full time Post Graduate Degree or Post Graduate Diploma in Environmental Engineering from University recognized by UGC / Government institution / AICTE approved. If the specialization is not mentioned in the Mark Sheet / Degree certificate, letter from college/University specifying the specialization will be required. OR C. Regular and Full time Graduation with regular full time M.E./M.Tech.(Environmental) from University recognized by UGC / Government institution / AICTE approved. If the specialization is not mentioned in the Mark Sheet / Degree certificate, letter from college/University specifying the specialization will be required.		Minimum Percentage: A. The candidates should have secured minimum 60% aggregate in Final Year of Engineering Graduation. B. The candidates should have secured minimum 60% aggregate in the final years of Post Graduate Degree or Post Graduate Diploma in Environmental Engineering. C. The candidates should have secured 60% aggregate in the final years of M.E. / M. Tech (Environmental).
7	Management Trainee (Electrical) Post Code No : MTELE/022025 No. of Post : Total 3 posts. Reservation : 1 UR, 1 SC, 1 OBC	The Upper Age Limit as on 01.02.2025 for UR category is 27 years. For SC Category - 32 years. For OBC (NCL) Category - 30 years. Additional Concession for Children/ family members of the victims of 1984 riots - 5 Years.	Qualification: A. Regular and Full time 4 years BE / B. Tech. Engineering Graduate in Electrical Engineering / Regular and Full time 4 years BE / B. Tech. Engineering Graduate in Electrical and Power Engineering / Regular and Full time 4 years BE / B. Tech. Engineering Graduate in Electrical Power Engineering. All above qualification are to be from UGC/AICTE recognized University / Institution. OR B. 3 years regular and full time BE / B. Tech. Engineering Graduate in Electrical Engineering / 3 years regular and full time BE / B. Tech. Engineering Graduate in Electrical and Power Engineering / 3 years regular and full time BE / B. Tech. Engineering Graduate in Electrical Power Engineering. All above qualification are to be acquired after 3 years regular and full time Diploma in Engineering. All above qualification are to be from UGC/AICTE recognized University / Institution. OR C. Regular and full time Dual / Integrated Degrees in Electrical Engineering / Electrical and Power Engineering / Electrical Power Engineering from		Minimum Percentage: The candidates should have secured minimum 60% aggregate in Final Year of Engineering Graduation (55% for SC category candidates).

Sr. No.	Details of the Post	Maximum Age	Qualification	Experience	Percentage
8	Management Trainee (Instrumentation) Post Code No.: MTINST/022025 No. of Post: Total 3 posts. Reservation: 2 UR, 1 OBC (NCL)	The Upper Age Limit as on 01.02.2025 for UR category is 27 years. For OBC (NCL) Category - 30 years. Additional Concession for Children's family members of the victims of 1984 riots - 5 Years.	Qualification: A. Regular and Full time 4 years BE / B. Tech Engineering Graduate in Instrumentation Engineering/ Regular and Full time 4 years BE / B. Tech Engineering Graduate in Instrumentation Technology/ Regular and Full time 4 years BE / B. Tech Engineering Graduate in Instrumentation and Control Engineering/ All above qualification are to be from UGC/AICTE recognized University / Institution OR B. 3 years regular and full time BE / B. Tech. Engineering Graduate in Instrumentation Engineering/ 3 years regular and full time BE / B. Tech. Engineering Graduate in Instrumentation Technology/ 3 years Regular and full time BE / B. Tech. Engineering Graduate in Instrumentation and Control Engineering/ All above qualification are to be acquired after 3 years regular and full time Diploma in Engineering. All above qualification are to be from UGC/AICTE recognized University / Institution. OR C. Regular and full time Dual / Integrated Degrees in Instrumentation Engineering/ Instrumentation Technology Instrumentation and Control Engineering from UGC/AICTE approved Institutions.		Minimum Percentage: The candidates should have secured minimum 60% aggregate in Final Year of Engineering Graduation.
9	Management Trainee (Civil) Post Code No.: MTCIV/022025 No. of Post: Total 5 posts. Reservation: 3 UR, 1 OBC (NCL), 1 EWS	The Upper Age Limit as on 01.02.2025 for UR/EWS category is 27 years. For OBC (NCL) Category - 30 years. Additional Concession for Children's family members of the victims of 1984 riots - 5 Years.	Qualification: A. Regular and full time 4 years B.E. / B. Tech Engineering Graduate in Civil Engineering/ Regular and full time 4 years B.E. / B. Tech Engineering Graduate in Civil and Infrastructure Engineering/ Regular and full time 4 years B.E. / B. Tech Engineering Graduate in Civil Engineering (Construction Technology) Regular and full time 4 years B.E. / B. Tech Engineering Graduate in Civil Engineering and Planning/ Regular and full time 4 years B.E. / B. Tech Engineering Graduate in Civil Technology/ Regular and full time 4 years B.E. / B. Tech Engineering Graduate in Construction Engineering/ Regular and full time 4 years B.E. / B. Tech Engineering Graduate in Construction Engineering and Management/ Regular and full time 4 years B.E. / B. Tech Engineering Graduate in Construction Technology/ Regular and full time 4 years B.E. / B. Tech Engineering Graduate in Construction Technology and Management. All above qualification are to be from UGC/AICTE recognized University / Institution OR B. 3 years regular and full time B.E./B. Tech. Engineering Graduate in Civil Engineering/ 3 years regular and full time B.E./B. Tech. Engineering Graduate in Civil and Infrastructure Engineering/ 3 years regular and full time B.E./B. Tech. Engineering Graduate in Civil Engineering (Construction Technology) 3 years regular and full time B.E./B. Tech. Engineering Graduate in Civil Engineering and Planning/ 3 years regular and full time B.E./B. Tech. Engineering Graduate in Civil Technology/ 3 years regular and full time B.E./B. Tech. Engineering Graduate in Construction Engineering/ 3 years regular and full time B.E./B. Tech. Engineering Graduate in Construction Engineering and Management/ 3 years regular and full time B.E./B. Tech. Engineering Graduate in Construction Technology/ 3 years regular and full time B.E./B. Tech. Engineering Graduate in Construction Technology and Management. All above qualification are to be acquired after 3 years regular and full time Diploma in Engineering. All above qualification are to be from UGC/AICTE recognized University / Institution. OR C. Regular and Full time Dual / Integrated Degrees in Civil Engineering (Civil and Infrastructure Engineering)/ Civil Engineering (Construction Technology)/ Civil Engineering and Planning/ Civil Technology/ Construction Engineering/ Construction Engineering and Management/ Construction Technology/ Construction Technology and Management from UGC/AICTE approved Institutions.		Minimum Percentage: The candidates should have secured minimum 60% aggregate in Final Year of Engineering Graduation.
10	Management Trainee (Safety) Post Code No.: MTSAF/022025 No. of Post: Total 1 post. Reservation: 1 SC	The Upper Age Limit as on 01.02.2025 for SC Category - 32 years. Additional Concession for Children's family members of the victims of 1984 riots - 5 Years.	Qualification: A. Regular and full time 4 years B.E. / B. Tech. Engineering Graduate in Chemical Engineering/ Regular and full time 4 years B.E. / B. Tech. Engineering Graduate in Petrochemical Engineering/ Regular and full time 4 years B.E. / B. Tech. Engineering Graduate in Chemical Technology All above qualification are to be from UGC/AICTE recognized University / Institution Regular and full time dual / integrated degree in Engineering are also eligible. And One-year Advanced Diploma in Industrial Safety course from UGC/AICTE recognised Institutions. The Advanced Diploma in Industrial Safety should necessarily be completed after passing above prescribed qualification. OR B. 3 years regular and Full time B.E. / B. Tech. Engineering Graduate in Chemical Engineering/ 3 years regular and Full time B.E. / B. Tech. Engineering Graduate in Petrochemical Engineering/ 3 years regular Full time B.E. / B. Tech. Engineering Graduate in Chemical Technology All above qualification are to be acquired after 3 years regular and full time Diploma in Engineering. All above qualification are to be from UGC/AICTE recognized University / Institution.		Minimum Percentage: The candidates should have secured minimum 55% for SC category candidates aggregate in Final Year of Engineering Graduation.

Sr. No.	Details of the Post	Maximum Age	Qualification	Experience	Percentage
10			And One-year Advanced Diploma in Industrial Safety course from UGC/AICTE recognised institutions. The Advanced Diploma in Industrial Safety should necessarily be completed after passing above proscribed qualification. OR C. Regular and full time 4 years B.E. / B. Tech Graduate in Fire & Safety Discipline from UGC / AICTE approved Institutions. OR D. 3 years Regular and full time B.E. / B. Tech Graduate in Fire & Safety Discipline from UGC / AICTE approved Institutions acquired after 3 years regular and full time Diploma in Engineering.		
11	Management Trainee (Material) Post Code No. MTMTU/022025 No. of Post: Total 19 posts. Reservation: 7 UR, 3 SC, 2 ST, 6 OBC (NCL), 2 EWS.	The Upper Age Limit as on 01.02.2025 for UR/EWS category is 27 years. For SC / ST Category - 32 years. For OBC (NCL) Category - 30 years. Additional Concession for Children/Relatives of the victims of 1984 riots - 5 Years.	Qualification: A. Regular and full time 4 years BE / B Tech. Engineering Graduate in Chemical Engineering / Regular and full time 4 years BE / B Tech. Engineering Graduate in Petrochemical Engineering / Regular and full time 4 years BE / B Tech. Engineering Graduate in Chemical Technology / Regular and full time 4 years BE / B Tech. Engineering Graduate in Mechanical Engineering / Regular and full time 4 years BE / B Tech. Engineering Graduate in Electrical Engineering / Regular and full time 4 years BE / B Tech. Engineering Graduate in Electrical and Power Engineering / Regular and full time 4 years BE / B Tech. Engineering Graduate in Instrumentation Engineering / Regular and full time 4 years BE / B Tech. Engineering Graduate in Instrumentation Technology / Regular and full time 4 years BE / B Tech. Engineering Graduate in Instrumentation and Control Engineering. All above qualification are to be from UGC/AICTE recognized University / Institution. OR B. 3 years regular and fulltime BE / B Tech. Engineering Graduate in Chemical Engineering / 3 years regular and fulltime BE / B Tech. Engineering Graduate in Petrochemical Engineering / 3 years regular and fulltime BE / B Tech. Engineering Graduate in Chemical Technology / 3 years regular and fulltime BE / B Tech. Engineering Graduate in Mechanical Engineering / 3 years regular and fulltime BE / B Tech. Engineering Graduate in Electrical Engineering / 3 years regular and fulltime BE / B Tech. Engineering Graduate in Electrical and Power Engineering / 3 years regular and fulltime BE / B Tech. Engineering Graduate in Instrumentation Engineering / 3 years regular and fulltime BE / B Tech. Engineering Graduate in Instrumentation Technology / 3 years regular and fulltime BE / B Tech. Engineering Graduate in Instrumentation and Control Engineering. All above qualification are to be acquired after 3 years regular and full time Diploma in Engineering. All above qualification are to be from UGC/AICTE recognized University / Institution.		Minimum Percentage: The candidates should have secured minimum 60% aggregate in Final Year of Engineering Graduation (55% for SC/ST category candidates).
12	Management Trainee (Industrial Engineering) Post Code No. MTIEU/022025 No. of Post: Total 1 post Reservation: 1 UR	The Upper Age Limit as on 01.02.2025 for UR category is 27 years. Additional Concession for Children/Relatives of the victims of 1984 riots - 5 Years.	Qualification: A. Regular and full time 4 years B.E. / B. Tech Engineering Graduate in Industrial Engineering Discipline from UGC / AICTE approved Institutions. Regular and full time Dual / Integrated / Allied Degrees are also eligible, however, Industrial Engineering must be mentioned in the degrees. Or 3 years regular and full time BE / B. Tech. Engineering Graduate in Industrial Engineering Discipline from UGC / AICTE approved Institution acquired after 3 years regular and full time Diploma in Engineering. Regular and full time Dual / Integrated / Allied Degrees are also eligible, however, Industrial Engineering must be mentioned in the degrees. All above qualification are to be from UGC/AICTE recognized University / Institution. OR B. Regular and full time 4 years B.E. / B. Tech Engineering Graduate in any Discipline from UGC / AICTE approved Institutions. Regular and full time Dual / Integrated / Allied Degrees are also eligible, however, Industrial Engineering must be mentioned in the degrees. And 2 years regular and full time PG degree/Diploma in Industrial Engineering / 2 years regular and full time PG degree/Diploma in Industrial Engineering and Management / 2 years regular and full time PG degree/Diploma in Industrial Engineering and Operations Research. Regular and full time Dual / Integrated / Allied Degrees are also eligible, however, Industrial Engineering must be mentioned in the degrees. All above qualification are to be from UGC/AICTE recognized University / Institution. OR C. 3 years regular and full time BE / B. Tech. Engineering Graduate in any Discipline from UGC / AICTE approved Institution acquired after 3 years regular and full time Diploma in Engineering. Regular and full time Dual / Integrated / Allied Degrees are also eligible, however, Industrial Engineering must be mentioned in the degrees.		Minimum Percentage: Option A The candidates should have secured minimum 60% aggregate in Final Year of Engineering Graduation. Option B & C The candidates should have secured minimum 60% aggregate in Final Year of PG Degree/Diploma.

Sr. No.	Details of the Post	Maximum Age	Qualification	Experience	Percentage
12			mentioned in the degrees And 2 years regular and full time PG degree/Diploma in Industrial Engineering/ 2 years regular and full time PG degree/Diploma in Industrial Engineering and Management/ 2 years regular and full time PG degree/Diploma in Industrial Engineering and Operations Research Regular and full time Dual / Integrated / Allied Degrees are also eligible, however, Industrial Engineering must be mentioned in the degrees. All above qualification are to be from UGC/AICTE recognized University/Institution.		
13	Officer (Secretarial) E1/E2 Grade Post Code No: E1SEC022025 No. of Post: Total 8 posts Reservation: 5 UR, 1 SC, 2 OBC (NCL), PwBD - 1 HH	This Upper Age Limit as on 01.02.2025 for UR category is 40 years. For SC Category - 45 years, For OBC (NCL) Category - 43 years, For PwBD Category (Unreserved) - 50 years, For PwBD Category (SC) - 55 years, For PwBD Category OBC (NCL) - 53 years. Additional Concession for Children/ family members of the victims of 1984 riots - 5 Years.	Qualification: Regular and Full time Post-Graduate (P.G.) in any discipline from a university recognized by UGC/AICTE. Candidates having Diploma in Executive Assistant/Executive Therapist Assistant / Office Management/Secretarial Practice will have added advantage. Candidates must have completed Certificate Course of MSOIT or MS Office (Word, Excel, PowerPoint etc.). Knowledge of Shorthand and real time translation tools like Thashini app is desirable.	Post Qualification In-line Experience: For E1 Grade: Minimum 10 years of total experience post-qualification and out of which minimum 1 years of experience in the immediate lower grade / scale of EO level (Rs. 30000-120000) of having worked as Secretary to Senior Level Executives (Chairman/ Vice-Chairman/ Director/ Exe. Director/ MD/ CEO/ COO/ CFO/ CIO/ CTO/ CVO/ President (Vice-President) of PSU/ PSEB/Private Sector Companies having minimum average turnover of Rs. 5000 Crore in last 3 years. Candidates from Private Sector companies should be drawing the minimum CTC of Rs. 10.00 Lakh per annum in the last year and should submit documentary evidence in support by Form 16/Salary Slip / or any other suitable document. Pay Protection will be given to candidates only for employees from Government sector. The period of experience as Apprentice trainee shall not be considered as valid experience for this experience. For E2 Grade: Minimum 10 years of total experience post-qualification and out of which minimum 5 years of experience in the immediate lower grade / scale of E1 level (Rs. 40000-140000) of having worked as Secretary to Senior Level Executives (Chairman/ Vice-Chairman/ Director/ Exe. Director/ MD/ CEO/ COO/ CFO/ CIO/ CTO/ CVO/ President (Vice-President) of PSU/ PSEB/Private Sector Companies having minimum average turnover of Rs. 5000 Crore in last 3 years. Candidates from Private Sector companies should be drawing the minimum CTC of Rs. 13.70 Lakh per annum in the last year and should submit documentary evidence in support by Form 16/Salary Slip / or any other suitable document. Pay Protection will be given to candidates only for employees from Government sector. The period of experience as Apprentice trainee shall not be considered as valid experience for this experience. Skills Desirable: 1. Ability to take decisions, Ability to monitor, coordinate various activities with senior level officers. Excellent written and verbal communication skills. Time-management skills, Organization skills, Ability to multitask, Interpersonal skills, Well-versed in Etiquettes 2. Understanding of Microsoft Office (Word, Excel, PowerPoint etc.) 3. Maintain professionalism and strict confidentiality with	Minimum Percentage: The Candidate should have secured Minimum 60% aggregate in last year of Graduation (55% for SC candidates) and Minimum 60% marks in last year of Post-Graduation (55% for SC candidates).

Sr. No.	Details of the Post	Maximum Age	Qualification	Experience	Percentage
13				4. Proficiency in Official Language (Hindi) and English. 5. Proficiency in Regional language (Marathi) is desirable. 6. Proficiency in handling social media accounts of the company viz. Twitter, Instagram, Facebook etc. Roles and Responsibilities: 1. Manage schedule, draft, review and send communications /emails, organize and prepare for meetings, including gathering requisite documents and attending to meetings, drafting Minutes of Meetings etc. 2. Answer and respond to phone calls, communicate messages and information, prioritize meetings, emails, other company matters and respond appropriately etc. 3. Coordinate travel arrangements including accommodations, transportation and meals (Domestic & International). 4. Provide administrative and office support, such as typing, dictation, spreadsheet creation, faxing, and maintenance of filing system, records and documents including office equipment. Above role/responsibility is illustrative.	
14	Management Trainee (Human Resources) Post Code No : MTHR / 022025 No. of Post : Total 1 post Reservation: 1 ST backlog	The Upper Age Limit as on 01.02.2025 for ST Category – 32 years. Additional Concession for Children/ family members of the victims of 1984 riots – 5 Years.	Qualification: Regular and Full Time Graduation degree in any discipline from UGC/AICTE recognized University /Institution. And 2 years regular and full time Post-Graduation degree / 2 years regular and full time Post Graduate Diploma in Business Management (equivalent to MBA) / 2 years regular and full time Post Graduate Diploma in Management (equivalent to MBA) / 2 years regular and full time equivalent master degree With specialization in Human Resource/Personnel /Social Work/ Welfare/ Industrial Relations/ Labour Studies from UGC/AICTE recognized University /Institution. Additional qualification in law will be preferred. Proficiency in Marathi language is preferable. If the specialization is not mentioned in the Mark Sheet / Degree / Diploma certificate, letter from college / University Specifying the specialization will be required.		Minimum Percentage: The candidates should have secured minimum 55% for ST category candidates aggregate in Final Year of Post-Graduation Degree/ Diploma.
15	Management Trainee (Administration) Post Code No : MTAD MIN/022025 No. of Post : Total 2 posts Reservation : 1 UR, 1 OBC (NCL) backlog, PwBD – 1 MD	The Upper Age Limit as on 01.02.2025 for UR category is 27 years. For OBC (NCL) Category – 30 years. For PwBD Category (Unreserved) – 37 years. For PwBD Category OBC (NCL) – 40 years. Additional Concession for Children/ family members of the victims of 1984 riots – 5 Years.	Qualification: Regular and Full Time graduation degree in any discipline from UGC/AICTE recognized University /Institution. And 2 years regular and full time post-graduation degree of (MBA) Master of Business Administration with specialization in HR / 2 years regular and full time post-graduation degree of (MMS) Master of Management Studies with specialization in HR / 2 years regular and full time post-graduation degree of (MHRDM) Master of Human Resource Development & Management / 2 years regular and full time Post Graduate Diploma in Business Management (equivalent to MBA) with specialization in HR / 2 years regular and full time Post Graduate Diploma in Management (equivalent to MBA) with specialization in HR or 2 years regular and full time equivalent Master Degree with specialization in HR from UGC/AICTE recognized University /Institution. If the specialization is not mentioned in the Mark Sheet / Degree / Diploma certificate, letter from college / University Specifying the specialization will be required.		Minimum Percentage: The candidates should have secured minimum 60% aggregate in Final Year of Post-Graduation Degree/ Diploma.

Interested Candidates may refer the 'Recruitment' section of the Company's Website at www.ncfid.com for further details.

Executive Director (HR)