

	RASHTRIYA CHEMICALS AND FERTILIZERS LIMITED HR MANUAL RECRUITMENT RULES	ISSUE DATE : 01.03.2026
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1.0 INTRODUCTION

The recruitment process is the first step towards creating the competitive strength and the strategic advantage for RCF. Recruitment process involves a systematic procedure from sourcing the candidates, arranging and conducting the interviews/skill test to final joining of selected candidates.

1.1 NATURE & SCOPE OF RECRUITMENT

The Policy shall cover all recruitments in the Company in Officer and Non – Officer Category, which includes the detail procedure of Direct and Indirect recruitment methods.

1.2 METHODS OF RECRUITMENT

- i) All India basis by open competition (Indirect Recruitment) i.e., through Written/Online Test and Personal Interview/Skill test.
- ii) All India basis otherwise than Open competition (Direct Recruitment) i.e., through Personal Interview/Skill test only.
- iii) Local Regional recruitment (Group B and C) and no recruitment in Group D.
- iv) In addition to the above, following recruitment methods are also be followed:
 - i) On Deputation / Fixed term employment/ Fixed Tenure appointment/Advisor.
 - ii) Internal mobility / existing in-house candidates through appropriate selection method.

1.3 SOURCES OF RECRUITMENT

Recruitment at induction and other level posts approved by Competent Authority shall be made from the sources below:

- a. Regional/ Local Employment Exchange (Mahaswayam Rojgar Portal), National Career Portal along with wider circulation in press in region for equal opportunity.
- b. Direct / Indirect recruitment by issuing Press Advertisement (Local/Regional/National level as applicable) and also by displaying on RCF website.
- c. Apprentices engaged under the Apprentices Act, 1961.
- d. Any other source with the approval of the Competent Authority.

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1.4 RECRUITMENT PROCESS

The recruitment is a centralized process and is done depending on the requirement for all levels and all posts.

1.5 PAY SCALES AND POSTS

All the positions in the Company will be in the approved scale as may be in force from time to time. The existing pay scales effective from 01.01.2017 are mentioned below:

NON-OFFICER CADRE:
TABLE 1

Grade	Scale of Pay	Normal Designations	Group
A0*	12000-20000	Jr. Plant Attd. & Equivalent	D
A1*	14000-24000	Plant Attd. Gr. III & Equivalent	D
A2*	17000-38000	Plant Attd. Gr. II & Equivalent	D
A3	18000-42000	Plant Attd. Gr. I & Equivalent	C
A4	19000-50000	Sr. Plant Attd. / Jr. Typ. Clerk & Equivalent	C
A5	20000-55000	Tech. Gr. III / Optr. Gr. III / Typ. Clerk & Equivalent	C
A6	22000-60000	Tech. Gr. II / Operator Gr. II / MR Gr. II & Equivalent	C
A7	22000-60000	Steno Clerk/Jr. Accts. Asstt./Sr. Typ. Clerk & Equivalent	C
A8	26000-80000	Tech. Gr. I / Optr. Gr. I / MR Gr. I & Equivalent	C
A9	26000-80000	Steno Asstt. /Typ. Asstt. / Accts. Asstt. & Equivalent	C
A10	28000-100000	Sr. Optr. /Sr. Tech./Sr. MR / Sr. Steno Asstt. / Sr. Accts. Asstt. & Equivalent	B
A11	29900-115000	Sr. Optr(SG)/ Sr. Tech.(SG)/Jr. Exe. Optr. & Equivalent	B
A12	29900-115000	Sr. Optr (SG1) / Sr. Tech.(SG1)/Asstt. Exe. Optr. & Equivalent	B
A13	38000-125000	Sr. Optr. (SG2) /Sr. Tech.(SG2) /Exe. Optr. & Equivalent	B

* - Presently not operated.

Recruitment will be made in A0/A1/A2 grade in the pay scales of Rs.12000-20000 and Rs.14000-24000 as Jr. Plant Attendant & equivalent post in case of (Compassionate appointment / force regularization, if any) in exceptional cases.

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**OFFICER CADRE:
TABLE 2**

Grade	Scale of Pay	Designations	Group
E0	30000-120000	Asst. Engineer (Chem./M./E./I.)/ Asst. Officer(Fin./Mktg./HR & Equivalent	B
E1	40000-140000	Engineer (Chem./M./E./I.)/Officer(Fin./Mktg./HR)& Equivalent	A
E2	50000-160000	Sr. Engineer (C./M./E./I.)/Sr. Officer(Fin./Mktg./HR)& Equi.	A
E3	60000-180000	Dy. Manager (Chem./Mech./Elect./Inst./ Fin./HR)& Equi.	A
E4	70000-200000	Manager (Chem./Mech./Elect./Inst./ Fin./HR)& Equi	A
E5	80000-220000	Sr. Manager (Chem./Mech./Elect./Inst./ Fin./HR) & Equi	A
E6	90000-240000	Chief Manager (Chem./Mech./Elect./Inst./ Fin./HR)& Equi..	A
E7	100000-260000	DGM & Equivalent	A
E8	120000-280000	GM & Equivalent	A
E9	150000-300000	ED & Equivalent	A

1.6 RECRUITMENT PROCESS

I. INDIRECT RECRUITMENT

Through Written/Online Test and Personal Interview (Directly in Officer Category including Management Trainees) / Skill Test (Non – Officer Category including Operator Trainees / Technician Trainees). The recruitment process of Officer Category also includes recruitment of Management Trainees.

A. PROCEDURE FOR INDIRECT RECRUITMENT

The selection process comprises of Written/Online Test and Personal Interview (Officer Category - Group A)/ Skill Test (Non – Officer Category - Group B & C and Officer - E0 Grade - Group B).

The specifications including Discipline, Qualifications, Experience, Training period, Age, etc. of recruitment for Officer (including Management Trainees)/Non- Officer

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(including Operator Trainees / Technician Trainees) category with experience will be mentioned in the respective detailed web advertisement.

a. ONLINE TEST

- i. The Written/Online Test will be conducted at multiple centers across India. Medium of Test will be in Rajbhasha (Hindi) and English for **Officer Category**. For **Non - Officer Category** Medium of Test will be in Marathi, Rajbhasha (Hindi) and English.
- ii. **For Officer Category (including Management Trainees):** - The outstation candidates belonging to SC/ST/PwBD Reserved Category called for Written/Online Test will be reimbursed to and fro Rail / Bus fare (restricted to III Tier AC Class rail fare) from the nearest railway station of the correspondence address to the place of Written/Online Test by the shortest route on production of necessary receipts. Mode of reimbursement shall be through transfer to bank account.

For Non - Officer Category (including Operator Trainees / Technician Trainees): - The outstation candidates belonging to SC/ST/PwBD Reserved Category called for Written/Online Test will be reimbursed to and fro Rail/ Bus fare (restricted to Bus/Sleeper class Rail fare) from the nearest railway station of the correspondence address to the place of Written/Online Test by the shortest route on production of necessary receipts. Mode of reimbursement shall be through transfer to bank account.

Note: The reimbursement as applicable will be limited to the fares of Trains except Premium Trains.

- iii. If candidates are not found eligible as per the laid down criteria in the detailed advertisement or rejected for whatsoever reason, in such cases, candidates are not entitled for claiming TA applicable for both **Officer/ Non- Officer Category**.
- iv. The pattern of the Online Test will be mentioned in the detailed web advertisement based on the Discipline/Post advertised.
- v. The exact date of Online Test shall be communicated to the candidates through admit card to be downloaded from RCF Ltd website www.rcfltd.com.
- vi. Based on the result of Online Test, separate discipline wise merit list will be drawn for UR/SC/ST/OBC/PwBD/EWS candidates with reference to the number of available vacancies for each category. Candidates in the ratio of

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1:7 will be called for Personal Interview for **Officer Category** / **Skill Test** for **Non – Officer Category**.

b. SCRUTINY OF DOCUMENTS

To maintain the ratio of 1:7, for Personal Interview/Skill Test the documents will be scrutinized prior to Personal Interview/Skill Test through Online Portal.

Scope of the Document Verification

The Document Verification process shall be carried out for ensuring that candidates meet the eligibility criteria before proceeding to the next stage of the recruitment process. Following are the scope:

- i. Verification of all submitted documents for authenticity, completeness, and compliance with eligibility criteria before the personal interview/skill test process.
- ii. Cross-checking of qualification, age, caste, experience certificates (if applicable), and other required documents against the eligibility criteria.
- iii. Ensuring that only eligible candidates, as per the eligibility criteria are shortlisted for personal interviews/skill test.
- iv. Identifying any discrepancies, missing documents, or inconsistencies in the candidates' submissions.
- v. Providing shortlisted candidates with an opportunity to provide missing/pending document within the stipulated timeframe.
- vi. Identifying and reporting any forged or falsified documents at any stage of the process.
- vii. Ensuring strict adherence to organizational policies and recruitment guidelines to maintain transparency and fairness.
- viii. Finalizing the list of candidates eligible for personal interviews/skill tests in the required ratio of 1:7.

Note: Fake or False documents:

If any of the document submitted by candidates is found to be fake /false at any stage of the recruitment process, their candidature will be cancelled. Waiting list will be operated in case if any of the selected candidates is unable to produce requisite documents during document verification at the time of pre-employment medical examination / within the specified stipulated period.

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c. PERSONAL INTERVIEW (OFFICER CATEGORY - GROUP A)/ SKILL TEST (NON - OFFICER CATEGORY - GROUP B & C AND OFFICER - EO GRADE - GROUP B)

- i. Based on the performance of the candidates in the Online Test, eligible candidates will be provisionally called for Personal Interview / Skill Test in the ratio of 1:7 i.e. 7 eligible candidates for 1 post. The list of provisionally shortlisted candidates' registration number will be uploaded on RCF Ltd website and such candidates will also be intimated for the same through email on their registered e-mail address as mentioned in their online application form.

For Officer Category - For appearing for Personal Interview all outstation eligible candidates will be reimbursed to and fro Rail/ Bus fare (restricted to III Tier AC Class rail) from the nearest railway station of the correspondence address mentioned by the candidate in the application form to the place of Personal Interview/Skill Test (EO Grade) by the shortest route on production of necessary receipts. Mode of reimbursement shall be through transfer to bank account.

For Non - Officer Category - For appearing for Skill Test all outstation eligible candidates will be reimbursed to and fro Rail/ Bus fare (restricted to Bus/Sleeper class Rail fare) from the nearest railway station of the correspondence address mentioned by the candidate in the application form to the place of Skill Test by the shortest route on production of necessary receipts. Mode of reimbursement shall be through transfer to bank account.

Note: The reimbursement as applicable will be limited to the fares of Trains except Premium Trains.

- ii. Wait list of candidates shall be prepared equal to the number of category wise vacancies. Wait list will be valid for one year from the date of approval of proceeding and will be operated if selected candidates do not join or he/she separates for any reason. Accordingly, number of appointment offers' issued will be exactly equal to the number of category wise vacancies and equal number of candidates will be kept on waitlist.
- iii. The waitlist will be operated in the order of merit, if category wise selected candidates do not join within specific period or joins and leaves the organization or gets separated for any reason before the expiry of the period of 12 months for which the panel is drawn. The waitlist will also be operated in case, if any of the selected candidates is unable to produce the requisite documents, documents are found unsuitable during scrutiny, verification or

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reveals incorrect facts in document verification at the time of pre-employment medical examination.

d. FINAL SELECTION

For Officer Category -

Separate merit list will be drawn for UR/SC/ST/OBC/PwBD/EWS candidates with reference to the number of available vacancies for each category. Merit list of suitable candidates shall be prepared on the basis of performance in the Online Test as well as Personal Interview, with following weightages:

Sr. No.	Parameter	Weightage of marks obtained in each parameter
1	Online Test	80% (rounded off to 02 decimal places)
2	Personal Interview	20% (rounded off to 02 decimal places)
	Total	100%

For Non - Officer Category-

- i. Separate merit list will be drawn for UR/SC/ST/OBC/PwBD/EWS candidates with reference to the number of available vacancies for each category. Merit list of suitable candidates shall be prepared on the basis of performance in the Online Test. Skill test will be of qualifying nature which will be conducted after Online Test on a suitable earliest date.

S. N.	Parameter	Weightage of marks obtained in each parameter
1	Online Test	100% (rounded off to 02 decimal places)
2	Skill Test for Workmen/E0 Grade	It will be of Qualifying nature (Suitable for the post / Unsuitable for the post)
	Total	100%

- ii. The documents of the candidates will be verified before appearing for Skill Test. If any candidate fails to meet the eligibility criteria and/or is not able to provide required supporting documents of eligibility criteria before the Skill test, will not be allowed to appear for the Skill test.

Marks obtained in Theory subject and In-plant Training will only be considered. The marks shown in Games/Sessional/Discipline, etc. will not be considered so as to maintain parity of pattern of awarding the marks with the other Institute/University.

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e. FOR OFFICER CATEGORY - BOND FOR MANAGEMENT TRAINEES

The candidates are recruited as Management Trainee at a stipend of Rs. 60,000/- per month (as amended from time to time). On completion of one year of training they may be absorbed at E1 grade in the pay scale of Rs. 40,000 - 1,40,000/- as Officer/ Engineer. The selected candidates will execute a bond of Rs. 2,00,000/- in the form of fixed deposit with the lien marked to the RCF Ltd. for the period of 4 years including one year of training. In case, a Management Trainee is unable to deposit the bond amount in advance at the time of joining, the present method of recovering bond amount via monthly deductions from the stipend and converting to fixed deposit at the end of the financial year will be followed:

- i. The amount of Rs. 2,00,000/- shall be recovered from the candidate as deposit from their monthly stipend (Rs. 16,000/- each in the first 10 months and Rs 20,000/- in last 2 months of the training period).
- ii. Any trainee leaving in between, his/her recovered deposit amount will be forfeited in addition to other dues, if any. Candidates completing the 3 years' service under the bond will be refunded an amount of Rs 2,00,000/-.
- iii. The Management Trainee bond is non-transferrable.

f. REGULARIZATION OF TRAINEES:

i. FOR OFFICER CATEGORY

Management Trainees shall be placed on induction training for a period of 1(one) year and placed in E-1 scale on successful completion of training period, after evaluation on the performance during the training period. On placement in regularized grade, the employee shall be put on probation for a period of 6 months.

If the verification process of documents submitted by the Management Trainee is not completed then such trainee will not be considered for regularization. She/ He will continue to be a trainee till the receipt of verification of all documents.

ii. FOR NON - OFFICER CATEGORY

Operator Trainee /Technician Trainee etc. shall be placed on induction training for a period of 6(six) months (as amended from time to time) and placed in regularized grade on successful completion of training period. On

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placement in regularized grade, the employee shall be put on probation for a period of 6 months.

g. VERIFICATION OF DOCUMENTS OF MANAGEMENT TRAINEES/OPERATOR TRAINEES/ TECHNICIAN TRAINEES

The verification process of the documents including education, caste certificate, experience (if any), character antecedent/ police verification is completed within a period of six months of her/his joining the service.

In case of Trainees, they will not be regularized till the receipt of verification of all the documents.

The verification is to be done either through Online or Offline Mode as applicable.

h. NOC FOR OUTSIDE EMPLOYMENT DURING TRAINING PERIOD FOR TRAINEES TO BE REGULARIZED AFTER SUCCESSFUL COMPLETION OF TRAINING PERIOD

Trainees are allowed to forward application to any Govt. (Central/State) or Semi-Govt. Department or Public Sector Undertaking in India or abroad through the Company.

‘No Objection Certificate’ (NOC) will be given in accordance with the Rules framed by the Company for regular employees.

i. NOC FOR ACQUIRING HIGHER EDUCATION DURING TRAINING PERIOD

No Trainee shall send an application for an award or a fellowship, scholarship, or for any other qualification etc. directly to any authority unless the application is forwarded by the Company or issuance of NOC by the Company and he/she is permitted to take up such a fellowship, scholarship or qualification.

j. VIGILANCE CLEARANCE FOR TRAINEES

Vigilance Clearance is not applicable for the Management Trainees/ Operator Trainees / Technician Trainees as per the guideline given by the Vigilance Department. This clause is applicable to all the Trainees.

However, NOC for foreign visit will be issued only after obtaining Vigilance Clearance.

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k. EXTENSION OF TRAINING PERIOD

In case of Management Trainees/ Operator Trainees / Technician Trainees, on unsatisfactory performance during training period, the assessment committee/report may recommend for extension of training period up to six months for 3 times. Despite giving opportunity, on further unsuccessful performance during training period committee may terminate the candidate from the rolls of the company.

I. NOTICE PERIOD FOR TRAINEE

Any Trainee who desires to leave the service of the Company shall submit a letter of resignation to the Appointing Authority through proper channel. A copy of the resignation shall also be handed over to the HR Department. A resignation shall take effect only after it has been accepted by the Management / Competent Authority and after fulfilling the obligations imposed by the conditions of appointment. If a Trainee leaves the service without fulfilling the obligations, he/she will be liable to be sued by the Management for damages.

Resignation shall be governed as follows:

- i. A Management Trainee during training period and after confirmation during the bond period may leave the services of the Company by giving 30 days' Notice period to the management and vice versa.
- ii. An Non Officer Trainee during training period may leave the services of the Company by giving 30 days' Notice period to the management and vice versa.
- iii. The Company reserves the right either to accept pay and allowance / adjustment of leave towards notice period or demand for actual service during the notice period.
- iv. The Company reserves the right to not to accept the resignation if any disciplinary proceedings / criminal proceedings are pending, initiated or contemplated against the Trainee.

II. DIRECT RECRUITMENT

For Officer–

Recruitment in Executive cadre will be made through Management Trainee Scheme. However, in case of urgent need of experienced / trained Technical/Professional Personnel or Specialized posts, there will be direct recruitment in E1 to E9 grades with the specific approval of the Competent Authority.

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For E1 Grade - If the number of vacancies are 5 or less than 5 (in a single discipline and grade and including all units) the selection methodology proposed is Direct Interview.

For E2 & above Grade - All eligible candidates will be called for Personal Interview.

For Non – Officer–

When direct recruitment from outside is resorted to, employee working in the organization can apply for the post and will be given consideration along with outside candidates, but in the event of their selection, posts shall be offered after they are actually confirmed in their existing posts.

a. PROCEDURE FOR DIRECT RECRUITMENT FOR OFFICER AND NON – OFFICER CATEGORY

In case of urgent need of experienced / trained Technical/Professional Personnel or Specialized posts, there will be direct recruitment in Officer and Non- Officer Category with the specific approval of the Competent Authority.

The documents of all eligible candidates will be scrutinized prior to Personal Interview/Skill Test through Online Portal.

Scope of the Document Verification

The Document Verification process shall be carried out for ensuring that candidates meet the eligibility criteria before proceeding to the next stage of the recruitment process. Following are the scope:

- i. Verification of all submitted documents for authenticity, completeness, and compliance with eligibility criteria before the personal interview/skill test process.
- ii. Cross-checking of qualification, age, caste, experience certificates (if applicable), and other required documents against the eligibility criteria.
- iii. Ensuring that only eligible candidates, as per the eligibility criteria are shortlisted for personal interviews/skill test.
- iv. Identifying any discrepancies, missing documents, or inconsistencies in the candidates' submissions.
- v. Providing shortlisted candidates with an opportunity to provide missing/pending document within the stipulated timeframe.

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- vi. Identifying and reporting any forged or falsified documents at any stage of the process.
- vii. Ensuring strict adherence to organizational policies and recruitment guidelines to maintain transparency and fairness.
- viii. Finalizing the list of candidates eligible for personal interviews/skill tests.

Note: Fake or False documents:

If any of the document submitted by candidates is found to be fake /false at any stage of the recruitment process, their candidature will be cancelled. Waiting list will be operated in case if any of the selected candidates is unable to produce requisite documents during document verification at the time of pre-employment medical examination / within the specified stipulated period.

I. PERSONAL INTERVIEW/SKILL TEST

- a. All eligible candidates are to be called for **Personal Interview / Skill Test**.
- b. The selected candidates not furnishing documents for verification up to pre-employment medical check-up, candidature will be rejected and their application will not be processed. Waiting list will be operated in case, if any of the selected candidate is unable to produce requisite document during document verification at the time of pre-employment medical examination or gives intimation in writing through email/physically that candidate is unable to join or non-acceptance of Offer of appointment.
- c. In case of **Non-Officer Category**, as regard Educational qualification, for the purpose of calculation of percentage of marks, Marks obtained in Theory subject and In-plant Training will only be considered. The marks shown in Games/Sessional/Discipline, etc. will not be considered so as to maintain parity of pattern of awarding the marks with the other Institute/University.
- d. **For Officer Category** - For appearing for Personal Interview all outstation eligible candidates will be reimbursed to and fro Rail/ Bus fare (restricted to III Tier AC Class rail) from the nearest railway station of the correspondence address mentioned by the candidate in the application form to the place of Personal Interview/Skill Test (EO Grade) by the shortest route on production of necessary receipts. Mode of reimbursement shall be through transfer to bank account.

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For other direct recruitments (E6 AND ABOVE GRADE) - For appearing for Interview all outstation candidates will be reimbursed to and fro Air Fare (Economy Class).

For Non - Officer Category - For appearing for Skill Test all outstation eligible candidates will be reimbursed to and fro Rail/ Bus fare (restricted to Bus/Sleeper class Rail fare) from the nearest railway station of the correspondence address mentioned by the candidate in the application form to the place of Skill Test by the shortest route on production of necessary receipts. Mode of reimbursement shall be through transfer to bank account.

Note: The reimbursement as applicable will be limited to the fares of Trains except Premium Trains.

b. FINAL SELECTION:

For Officer

Candidates will be selected by way of Personal Interview by selection Committee approved by Competent Authority. The selection committee will assess the candidates according to a procedure mutually agreed upon by the members and marks will be awarded to each candidate. However, the total Marks allotted will be out of 100.

Separate merit list will be drawn for UR/SC/ST/OBC/PwBD/EWS candidates with reference to the number of available vacancies for each category. Merit list of suitable candidates shall be prepared on the basis of performance in the Personal Interview, with following weightages:

Sr. No	Criteria	Marks
1	Personality & Communication Skills	15
2	Subject Knowledge	50
3	Nature of Experience	20
4	General Awareness/ Knowledge of Computer/Additional Qualification	15
	Total	100

a. The documents of the candidates will be verified before appearing for Personal Interview. If any candidate fails to meet the eligibility criteria and/or is not able to provide required supporting documents of eligibility criteria before the Personal Interview, will not be allowed to appear for the Personal Interview.

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- b. Wait list of candidates shall be prepared equal to the number of category wise vacancies. Wait list will be valid for one year from the date of approval of proceedings and will be operated if selected candidates do not join or he/she separates for any reason.

For Non - Officer

Separate merit list will be drawn for UR/SC/ST/OBC/PwBD/EWS candidates with reference to the number of available vacancies for each category. Merit list of suitable candidates shall be prepared on the basis of performance in the Skill Test. Skill test will be of qualifying nature.

The candidates will be assessed by allotting marks out of 100 as follows:

Sr. No	Criteria	Marks
i	Personality & Communication Skills	20
ii	Subject Knowledge	50
iii	Apprenticeship Training Experience	20
iv	General Awareness/ Knowledge of Computer/additional qualification	10
	Total	100

The category wise merit list of the candidates qualifying the Skill Test will be drawn on the basis marks secured out of total 100 marks in the Skill Test for shortlisting the candidates for Provisional selection.

c. NOTICE PERIOD FOR PROBATIONER

Any Probationer who desires to leave the service of the Company shall submit a letter of resignation to the Appointing Authority through proper channel. A copy of the resignation shall also be handed over to the HR Department. A resignation shall take effect only after it has been accepted by the Management / Competent Authority and after fulfilling the obligations imposed by the conditions of appointment. If a probationer leaves the service without fulfilling the obligations, he/she will be liable to be sued by the Management for damages.

Resignation shall be governed as follows:

- i. A Probationer during the probation period may leave the services of the Company by giving 30 days' Notice Period to the management and vice versa in case of Officer Cadre.

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- ii. A Probationer during the probation period may leave the services of the Company by giving 30 days' Notice Period to the management and vice versa in case of Non - Officer Cadre.
- iii. The Company reserves the right either to accept pay and allowance / adjustment of leave towards notice period or demand for actual service during the notice period.
- iv. The Company reserves the right not to accept the resignation if any disciplinary proceedings / criminal proceedings are pending, initiated or contemplated against the employee.
- v. The Company can terminate the employee (Officer and Non- Officer Category) without assigning any reason by giving one month's notice period.
- vi. The company reserves the right to terminate the service before the expiry of the stipulated notice period by paying salary and allowances equal to the notice period or the unexpired period.

III. ACT APPRENTICE

a. ENGAGEMENT OF ACT APPRENTICES:

The main purpose of the Act is to provide practical training to technically qualified persons in various Skills. The objective is promotion of new skilled manpower. The scheme is also extended to engineers and diploma holders. The Act has got added importance in view of thrust of present Government on training and employment generation.

The Company engages Apprentices as per statutory quota or Government Directives through Press Advertisement. Also, the same advertisement is informed to RDAT/BOAT.

Act apprentices are engaged in both Technical and Non-Technical discipline such as Instrument Mechanic, Mechanical Maintenance, Electrician, Attendant Operators, Secretarial, Marketing, HR, Finance, Machinist and all other areas of company operations. The details of their requisite qualification, training period, stipend etc. are as indicated in the detailed web advertisement.

b. FINAL SELECTION FOR ENGAGING ACT APPRENTICES

- i. Engagement of Act Apprentices as per the Quota decided by Regional Directorate Apprentice Trainee (RDAT) or Graduate Trainees as per the Quota decided by BOAT, or as per Government Directives.

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- ii. A press Advertisement in local newspapers in Marathi, Hindi and English will be issued. The detailed advertisement will also be published on RCF website.
- iii. A merit list will be drawn in the order of the percentage secured by the applicant in the prescribed essential educational qualification. Neither written test nor interviews will be conducted in such cases.
- iv. The number of apprentices engaged will be as per the directives from time to time or as per the requirement of the company.
- v. Preference will be given to Local Candidates within 50 kms radius of the place of posting for ACT Apprentices.

1.7 GENERAL INSTRUCTIONS FOR ALL POSTS

Without prejudice to the right of the Competent Authority to recruit and appoint persons from Public Sector Undertakings/Government and other reputed firms and recognized sources, the following will be normal method and procedure to be followed in the matter of recruitment for various posts in the Company:

- a. Only Indian Citizens are eligible to apply.
- b. Candidates in the final year of Graduation / Post Graduation are not eligible to apply for the post of Management Trainee/Operator Trainee / Technician Trainee.
- c. The link for online pre-recruitment training for SC/ST/OBC/PwBD candidates will be uploaded on RCF website.
- d. Pre-recruitment training for all candidates will be developed by HRD department in Marathi, Hindi and English and the same will be uploaded on RCF website. If required classroom training at Trombay and Thal can be conducted for pre-recruitment training.
- e. The candidates from Government/ Semi Government/Public Sector Undertaking shall be required to route their applications through proper channel or submit No Objection Certificate at the time of Skill test / Personal Interview stage. In absence of the No Objection Certificate, the candidature of such candidates is rejected. This rule is not relaxed under any condition.

NOC is not applicable in case of candidates working on contract basis/ fixed term employment/ temporary appointment/ casual appointment/ ad-hoc appointment/ Act Apprentices.

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- f. For Unionized category, candidates possessing higher qualifications than the prescribed qualification as prescribed in the detailed advertisement will not be given any consequential benefits for their higher qualification in later stage of service period.
- g. After the last date of receipt of the application, no communication through post / telephone / e-mail by the candidate will be entertained. The candidate should await the intimation from the company.
- h. The reckoning cut-off date in respect of Age, Qualification, and Experience will be as mentioned in the advertisement. The candidate should possess all the documents on the reckoning cut-off date as per the prescribed eligibility criteria mentioned in the detailed advertisement.
- i. Relaxation and concessions for various categories will be as per the Government guidelines.
- j. Candidates can apply for the multiple posts based on the eligibility criteria.
- k. The candidates not fulfilling the prescribed eligibility criteria like (Age, Education, Experience, percentage, Reservation, PwBD) as per the advertised eligibility criteria shall be rejected.
- l. Company has the right to cancel / amend / restrict the recruitment process without giving any prior notice or intimation to the candidates.
- m. Company has the right to change the number of positions as per the requirement and the same will be notified on the company official website.
- n. Management's decision regarding selection process will be final and binding on all the candidates. The list of the candidates shortlisted shall be published on company website after selection process is completed. Any further communication will not be entertained in this regard. RCF is not bound to communicate rejections to any candidate.
- o. In case of online application forms if the applicant is not meeting eligibility criteria, the form will get rejected by the system i.e., which are incomplete or not in the prescribed format, or not meeting eligibility criteria and/or to be not duly signed by the candidates. No communication in the matter will be entertained by the Company.
- p. It may be noted that candidates will be called for Skill test / Personal Interview provisionally on the basis of information submitted by them in online application

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form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the advertisement. The scrutiny of documents required to ascertain the eligibility criteria will be done before Skill test / Personal Interview. During scrutiny, candidates not meeting the eligibility criteria or not in possession of complete requisite documents as uploaded in the system will be declared as ineligible and will not be called to attend the Skill test / Personal Interview. Further, no queries shall be entertained in this regard.

- q. Online Personal Interview through video conferencing is only permissible under exceptional cases like pandemic period etc. with the approval of the Competent Authority. In case of change of mode of Personal Interview i.e., through online mode, no TA will be paid to the eligible candidates who appeared for the Online Personal Interview. Personal requests for attending Personal interview/Skill test through online mode from the candidate will not be entertained.
- r. If any of the document submitted by candidates is found to be fake/false/incomplete at any stage of the recruitment process, their candidature will be cancelled. However, the scrutiny of the documents shall be done before Personal Interview /Skill Test.
- s. At the time of documents verification with the originals during pre - employment medical stage, if the candidates are not meeting the eligibility criteria as prescribed in the detailed advertisement then his/her candidature will not be processed further.
- t. The court for jurisdiction in case of any dispute regarding recruitment will be at **Mumbai**.
- u. RCF reserves the right to increase or decrease the number of vacancies, or to cancel the advertisement altogether, without assigning any reason, in the event of unforeseen or exceptional circumstances.
- v. In case of cancellation of Recruitment Advertisement due to administrative reasons, the application fee paid by the candidates will be refunded subsequently.
- w. Official communication can be sent via email or speed post, following specific guidelines for each. For email, official communications should be sent through designated official email IDs only.
- ✕ The Offer of Appointment issued by the Appointing Authority shall invariably direct the candidate(s) to produce all the documents (in original) for verification of educational/ professional qualification/ experience confirmation of reservation status.

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1.8 APPLICATION FEE

General, OBC and EWS category candidates applying against the advertised post are required to deposit application fee online at the time of submission of online application form. Candidates can opt to pay either through internet banking account or credit/ debit card. No other mode of payment of application fee would be accepted. Application fee once paid will not be refunded under any circumstances.

No application fee shall be charged from SC/ST/PwBD/Ex- servicemen /Female candidates and departmental candidates, if they apply for the advertised post.

The application fee shall be excluding applicable bank charges/taxes including GST.

RCF reserves the right to change/amend the fee structure at its sole discretion.

1.9 RESERVATION OF POSTS:

All recruitments in the company will be subject to reservation for SC/ST/OBC/EWS/Ex-Servicemen/PwBD (Person with Benchmark Disability) as per guidelines / instructions issued, from time to time, by the Government of India.

1.10 OPERATING WAITLIST

- i. In case candidates fails to attend scheduled pre-employment medical examination, or failed to join after acceptance of offer letter or failed to give his/her acceptance on offer letter during the validity of the panel, then three attempts shall be allowed to the candidate, failing which his / her candidature shall be cancelled, and the same will be communicated to the candidate.
- ii. In case candidate is found ineligible at any stage of recruitment, the wait list shall be operated during the validity of panel.
- iii. In case candidates joined and then separated or absconding during the validity of the panel, then the wait list shall be operated even in the absence of any written communication from the said candidate. The wait list shall be operated accordingly during the validity of panel.
- iv. The waitlist shall be prepared in accordance with the number of advertised vacancies, as per the following norms:
 - a. For 5 or fewer posts, the waitlist ratio shall be 1:2 (i.e., 2 candidates in the waitlist for each selected post).
 - b. For 6 or more posts, the waitlist ratio shall be 1:1 (i.e., 1 candidates in the waitlist for each selected post).

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1.11 EXCEPTIONAL CASES

In case it is observed that the applicant is overqualified, i.e. as per qualification, he/she is eligible for recruitment grade which is higher than the one which has been advertised, such candidates if selected, will not claim any benefit on account of higher qualification. If insisted upon by the candidate on joining / confirmation, disciplinary action will be taken against the candidate.

In case it is observed that the eligible candidates as per the specifications are large in number, the competent authority may increase/review the eligibility criteria for ease of evaluation without intimation to the candidate.

1.12 CONSTITUTION OF SELECTION COMMITTEE FOR INTERVIEW / SKILL TEST

The selection committee to be constituted by the competent Authority shall include at least 5 members out of which at least two members shall be drawn from the discipline for which recruitment is to be made. In addition, an officer of the HR department will invariably be associated with the selection Committee as member. Where the selection is to be made for reserved category, an officer of appropriate status belonging to SC/ST & OBC communities will be included as a member. A women representative would be invariably associated with the selection committee.

1.13 DECLARATION OF ONLINE TEST RESULT AND PERSONAL INTERVIEW / SKILL TEST

The list of provisionally selected candidates (registration number) in Personal Interview/ Skill test, etc. shall be displayed on RCF website under HR –Recruitment section.

1.14 APPOINTMENT AND POSTING OF PROVISIONALLY SHORTLISTED CANDIDATES

Posting of the provisionally selected candidates shall be with the approval of the Competent Authority.

1.15 MEDICAL EXAMINATION

No person shall be appointed in the service of the Company unless he/she is medically examined and declared fit for employment by the Medical Officer of the Company as per PRE-EMPLOYMENT MEDICAL POLICY. The decision of RCF Medical Officer will be final and binding on the candidate.

However, RCF Doctors can undertake any other test deemed fit from case to case basis.

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1.16 ISSUE OF OFFER OF APPOINTMENT

Offer of appointment shall be issued to the provisionally selected candidates in the prescribed format in Duplicate. One copy of the offer of appointment duly signed by the candidate shall be retained by the Company as a token of acceptance of the appointment by the candidate.

1.17 ACCEPTANCE OF OFFER FOR APPOINTMENT

The offer of appointment shall be valid for the period of 30 days from the date of receipt to the candidate.

On acceptance of offer letter, the candidate will have to join the duty at the earliest or before three months from the date of acceptance of offer of Appointment.

If the candidates fail to respond / rejects the Offer of Appointment or requests for further extension, then their candidature shall be treated as cancelled and the waitlist may be operated accordingly.

1.18 FIXATION OF PAY ON APPOINTMENT

Initial pay of the candidate selected for appointment will be fixed at the lowest of the pay in the grade in which the candidate is appointed. No protection of pay will be admissible to candidates joining from other PSUs/Central Govt. /State Govt.

Departmental Candidates:

- i. Departmental candidates who have rendered at least three years continuous service(excluding training period) in RCF are allowed the age relaxation upto the age of 40 years (45 years for SC/ST) for appointment to Group 'C' posts by direct recruitment subject to the usual condition that the Group 'C' posts to which direct recruitment is being made are in the same line and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts.
- ii. Age concession of 5 years are allowed to Departmental Candidates in case of recruitment to Group A and Group B posts. This concession is admissible to such of the employees as they are working in posts which are in the same line and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of posts.
- iii. In case of employees initially taken on deputation and subsequently absorbed in the service of the Company in Public interest, pay shall be fixed on the deputation

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post by protecting the deputation allowance and if pay plus deputation allowance does not fit in the scale of the deputationist post, the difference shall be treated as personal pay to be absorbed at the time of future promotion.

- iv. Ex-Servicemen (ESM), who have put in not less than 6 months continuous service in armed forces, will be allowed age relaxation to the extent of military service plus three years as per Government guidelines.

1.19 FIXATION OF SENIORITY ON APPOINTMENT/ ABSORPTION

- i. Basis for fixation of seniority in a grade shall normally be the date of appointment to the grade where inter-discipline seniority is to be drawn.
- ii. Where selection and appointment is made on the basis of merit recommended by the Selection Committee, inter seniority of such employee will be fixed on the basis of respective position as given in the panel by Selection Committee. However, if a candidate seeks extension in joining period, he/she will be placed at the bottom of seniority of employees who have already joined.
- iii. Employee whose probation period is extended will be placed at the bottom of seniority of employees who are confirmed after normal probation period.
- iv. In case of employees of Public Sector Undertakings/Govt. Departments initially taken on deputation and subsequently absorbed in the service of the Company, their seniority will be considered from the date they have been regularized on deputation post.

1.20 RECORDING OF DATE OF BIRTH

While recording the date of birth, the following procedure shall be adopted:

- i. In case of SSC qualified candidates a certificate issued by the Board of Secondary Education or similar educational authority.
- ii. In the case of Non-SSC, the School Leaving certificate issued by the Educational Institution last attended by him/her.

Once the date of birth is accepted and recorded as above, at the time of joining, it shall become final and binding. No change will be accepted once the age has been verified and admitted in the HR records of the Company at the time of appointment.

In case of dependents, no change will be accepted once the age has been verified and admitted in the HR records with supporting documents.

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1.21 REPORTING FOR DUTY

When an appointee reports for duty, the HR Department shall verify the original certificate regarding age, qualification, experience, medical fitness certificate, release order (in case a candidate coming from Central/State Govt. Department and Public Sector Undertakings) and other relevant documents.

The appointees shall be directed to approach the Head of Department concerned against whose requisition she/he has been appointed along with the joining report (in duplicate). The Head of the Department concerned on reporting of the candidates will sign the joining report in token of the appointee having reported for duty and a copy of the same would be returned to the HR Department for record. On acceptance of the joining report, a Part II order in the prescribed format will be issued with a copy to the individual and the concerned departments.

The joining date will be given to the candidates only after submission of all the required documents.

After completion of joining formalities, the candidates will be handed over the Welcome Kit by the HR Department.

1.22 VERIFICATION OF CHARACTER AND ANTECEDENTS

The character and antecedents of all candidates selected shall be verified and in this regard the procedure prescribed in terms of instructions issued by the Govt. of India from time to time will be followed:

- i. Employee submits duly filled and signed CV roll at the time of reporting to the duty.
- ii. The said attested copy of CV roll and Covering letter of RCF is sent to the concerned authorities for verification of character and antecedents of employee.
- iii. Verification is obtained on the basis of present address, permanent address and residential status of employee in the last five years. Particulars of places (with periods of residences) where the candidate has resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where the candidate has resided for more than one year after attaining the age of 21 years.
- iv. No confirmation order will be issued unless satisfactory report on verification is received by the HR Dept.

1.23 VERIFICATION OF DOCUMENTS

The verification process of the documents including education, caste certificate, experience (if any), character antecedent/ police verification is completed within a period of six months of her/his joining the service.

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In case of Trainees, they will not be regularized till the receipt of verification of all the documents.

In case of employee recruited through Direct Recruitment, they will not be given the confirmation order unless all the documents are verified. Further, they will not be made eligible for promotion.

The verification is to be done either through Online or Offline Mode as applicable.

a. CASTE CERTIFICATE VERIFICATION

As per the guidelines, the Caste status of SC/ST/OBC Candidates need to be verified from the concerned authorities' / scrutiny committee at the time of initial appointment. In case the verification reveals that the candidate's claim is false, his/her services will be terminated. A period of six months will be given for confirmation of the Caste Certificate including its validity.

The candidate will be responsible and non - receipt of the confirmation will be considered as the candidates not possessing the requisite certificates. Services of such candidate are likely to be terminated.

b. ACADEMIC QUALIFICATION

Degree Certificate/Passing Certificates in respect of qualifications submitted by the candidate at the time of joining will be verified from the concerned University/Institutions. Similarly, Degree certificates/Passing Certificates submitted by the employees as regard to the qualification acquired while in service will be verified from the concerned University/Institutions.

- i. On joining, all certificates and documents submitted by the selected candidates shall be subject to verification. Confirmation/regularisation of the candidate shall be done only after successful completion of the verification process.
- ii. Only the minimum prescribed educational qualification(s), as mentioned in the recruitment advertisement, shall be formally verified through the concerned University/Institution or appropriate Issuing Authority.

c. EXPERIENCE

In case of candidates selected on the basis of experience, the experience details need to be verified with the previous Employer.

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In case verification of experience from previous organization is not possible then verification of experience may be done on the basis of FORM – 16 of the Income Tax Returns /Provident Fund Statement/Any Other document certifying candidate's services in the organization for the mentioned period.

Candidates who are selected under EWS category; Income and Asset Certificate is to be verified.

Documents submitted by candidates selected under Ex – Servicemen category; need to be verified through Issuing Authority.

No confirmation order is to be issued unless satisfactory reports on verification of the above as well as verification of Character & antecedents are received.

d. CONFIRMATION IN SERVICE

Upon satisfactory verification of an employee's credentials and eligibility certifications—such as Character and Antecedents verification, Educational qualification verification, Employment history verification (if any), Caste certificate verification and Caste validity verification (if applicable) and any other specialized documents and based on the employee's overall performance, the case will be recommended for Regularization /Confirmation in Service.

In such cases, where Vigilance Clearance is required and it is obtained from Vigilance Department, then only the employee is confirmed as a Regular Employee of the Company.

However, in cases where verification of any of the required credentials remains pending or no response is received even after completion of six (6) months, the employee shall not be confirmed or regularised. Such employees will continue to remain on probation or in a training capacity until completion of the verification process.

The concerned employees will be formally intimated regarding the pending status and are expected to follow up with the respective authorities to ensure timely completion of the verification process.

In case the verification is not received, rigorous efforts will be taken again and the employee will also be informed to put efforts to get the verification done without which no confirmation will be given.

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e. CONSEQUENCES FOR FALSE INFORMATION

The provisional offer of appointment letter explicitly states that providing false information will lead to immediate cancellation of the appointment and legal action.

1.24 POSTING

The posting of selected candidates in case of officer and non – officer cadre shall be at the discretion of Management.

1.25 VALIDITY OF PANEL

All panels will be valid for one year.

1.26 ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of Online Test/Skill Test/Personal Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- a. Using unfair means or
 - i. Impersonating or procuring impersonation by any person or
 - ii. misbehaving in the Skill Test hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
 - iii. Resorting to any irregular or improper means in connection with their candidature or
 - iv. Obtaining support for their candidature by unfair means, or
 - v. Carrying mobile phones or similar electronic devices of communication in the Skill Test such a candidate may, in addition to rendering liable to criminal prosecution, be liable:
 - a) To be disqualified from the Online Test/Skill Test/Personal Interview.
 - b) To be debarred either permanently or for a specified period from Skill Test conducted by RCF.

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1.27 GRIEVANCE REDRESSAL SYSTEM FOR THE APPLICANTS

Registration of Complaints:

Any applicants who wish to register a grievance regarding recruitment process may register their grievance through online mode via email mentioned in the detailed advertisement. The candidate is required to mention the exact nature of grievance.

1.28 ADDITIONAL CLAUSES

- a) **Provisional Appointment:** The appointment of the new joinees may be provisional and is subject to the caste certificate being verified through the concerned Issuing Authority and if the verification reveals that the claim to belong to SC/ST and OBC category, as the case may be, is false, the services will be terminated forthwith without assigning any further reason and without any prejudice to such further actions as may be taken under the provisions of the Indian Penal Code for production of false certificate.
- b) **Caste Validity Certificate:** In order to have timely verifications and validation of Caste Certificate as applicable and no lacuna or delay from any part, the submission of Caste Validity certificate is made mandatory within 6 months of joining in the company. In case of non – submission of Caste Validity certificate or verified caste certificate in case no Scrutiny Committee is present in their state, the services shall be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken.

The submission of Caste validity is on the onus of the candidate.
- c) In case the employee submits the Caste Validity Certificate, the verification of Caste Certificate through issuing authority is not required and the employee will be confirmed accordingly.
- d) **Intimation to the employee:** The employee may be intimated regarding the pendency in the verification of his / her Caste certificate monthly and letter for expediting the same will be issued to the employee and in any case will be asked to produce within six months of joining.

Other General Clauses:

1. Candidates from reserved category fulfilling eligibility criteria may also apply for the posts earmarked for UR as per Govt. Rules. Such candidates applying for a post where there are no vacancies in their respective reserved categories will be treated as General candidates and no relaxation in any criteria will be applicable

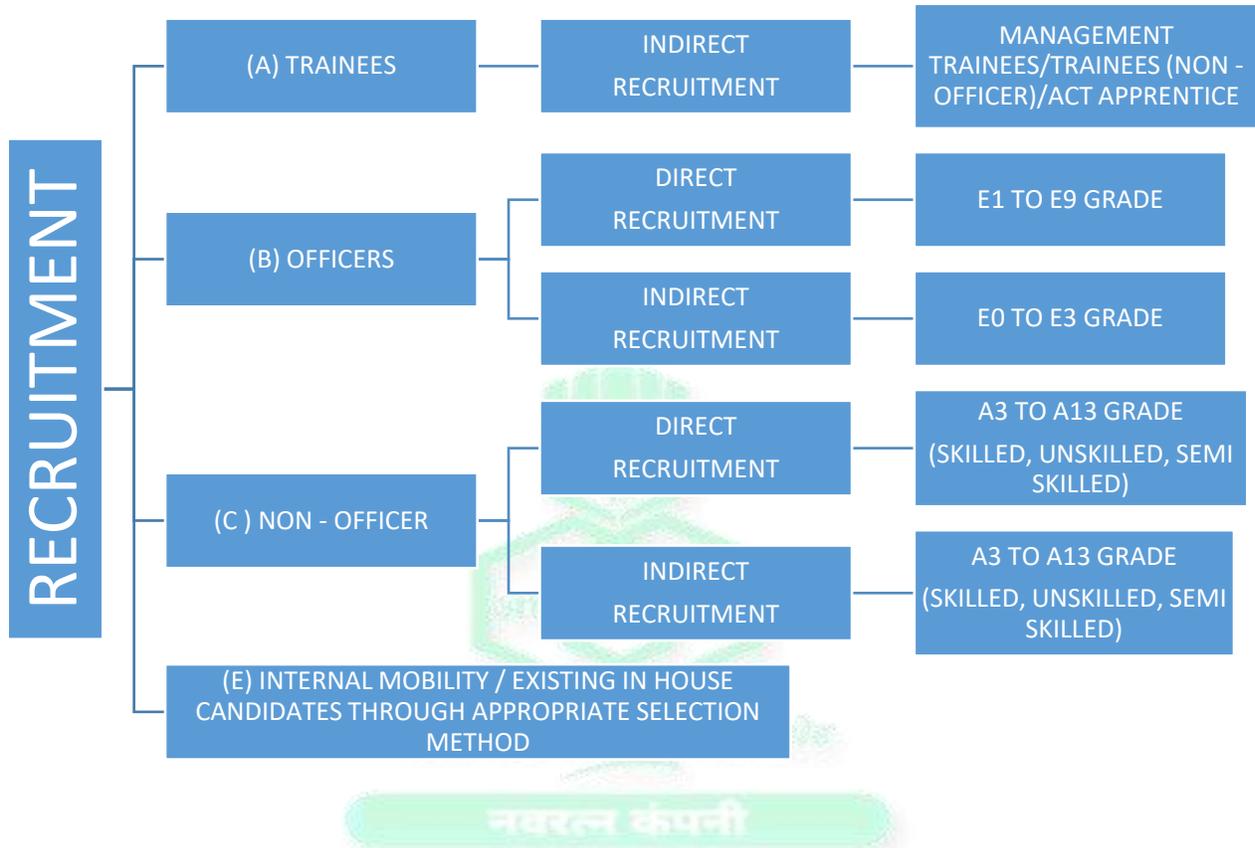
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to these candidates. However, still the Caste status of the reserved category candidates appointed in General category needs to be verified from concerned Authorities/ Scrutiny Committee.

2. The candidates under PwBD category will have to submit the 'Disability Certificate' from the designated authority as stipulated in the Rights of Persons with Disabilities Act 2016 indicating clearly the percentage of disability.
3. If the SC/ST/OBC (NCL)/PwBD/EWS certificate has been issued in a language other than English/Hindi/Marathi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.



RECRUITMENT PROCESS FLOW





RECRUITMENT PROCESS

