



# NATIONAL FERTILIZERS LIMITED

(A Govt. of India Undertaking)

Corporate Office, A-11, Sector-24, Noida (UP)-201301  
Phone: 0120-2412294, 2412445, Fax No : 0120-2412397

## REQUIRES

THREE [UR-03]

TWO [UR-02]

ONE [UR-01]

**SENIOR MANAGER (HR)**

₹ 32900 – 58000

**MANAGER (HR)**

₹ 29100 – 54500

**Dy. COMPANY SECRETARY**

₹ 32900 – 58000

NFL, a Schedule 'A' Mini Ratna Govt. of India Undertaking and premier Fertilizer Company engaged in manufacturing and marketing nitrogenous fertilizers and other agricultural inputs having an annual turnover of ₹ 8520 crore, is looking for dynamic, result oriented and experienced professionals for the posts of Senior Manager (HR), Manager (HR) and Dy. Company Secretary.

Post	Job requirement	Qualification	Experience	Age limit
SM (HR)	The job involves independently handling personnel, industrial relations, administration functions, management of estate and other allied matters and formulation of personnel policies & procedures in an industrial undertaking / Government Department.	Full time MBA / Post Graduate Degree / Diploma of 2 years duration from a recognized University / Institution with specialization in Personnel Management & Industrial relations / Human Resource Management with a minimum score of 60%. LLB would be a desirable qualification.	16 years post qualification experience as on 01.01.2016 in any Government/Public Sector/Autonomous body/MNC/Private Organization out of which 02 years shall be in the pay scale of ₹29100-54500 (IDA) or ₹15600-39100 with grade pay of ₹ 6600 (CDA). Candidates from MNC /Private Organizations should have last two years experience at minimum CTC of ₹13.48 lacs (approx.) per annum.	Age of candidates should not exceed 50 years as on 01.01.2016 (relaxable as per Presidential Directives on reservation).
MGR (HR)	The job involves independently handling personnel, industrial relations, administration functions, management of estate and other allied matters and formulation of personnel policies & procedures in an industrial undertaking / Government Department.	Full time MBA / Post Graduate Degree / Diploma of 2 years duration from a recognized University / Institution with specialization in Personnel Management & Industrial relations / Human Resource Management with a minimum score of 60%. LLB would be a desirable qualification.	12 years post qualification experience as on 01.01.2016 in any Government/Public Sector/Autonomous body/MNC/Private Organization out of which 02 years shall be in the pay scale of ₹ 24900-50500 (IDA) or ₹ 9300-34800 with grade pay of ₹ 5400 (CDA). Candidates from MNC / Private Organizations should have last two years experience at minimum CTC of ₹ 11.53 lakh (approx.) per annum.	Age of candidates should not exceed 50 years as on 01.01.2016 (relaxable as per Presidential Directives on reservation).
Dy. Co Secy	To assist the Company Secretary in the following: • Conduct various meetings of the Board Committees • To interact with SEBI, Stock Exchanges, stakeholders including shareholders, Board of Directors and C&MD • Maintain liaison with various Govt. departments like Ministry (DoF), DPE, Dept. of Dis-investment, MCA etc • Provide assistance to Joint Venture Companies of NFL	Full time Graduate in any discipline with minimum 60% marks and should have passed the final examination of Institute of Company Secretaries of India (ICSI) and should be an Associate /Fellow Member of ICSI. Preference will be given to candidates having Graduate degree in Law (LLB.)	Minimum 16 years post qualification experience (post ACS) as on 01.01.2016 in Secretarial Department in a listed CPSE / Public Limited Company in Executive cadre. For PSU or Govt. candidates, at least two years experience in the pay scale of ₹ 29100-54500 (IDA) or ₹ 15600-39100 with grade pay of ₹ 6600 (CDA). Candidates from MNC/Private Organizations should have last two years experience at minimum CTC of ₹ 13.48 lacs (approx.) per annum.	Age of candidates should not exceed 50 years as on 01.01.2016 (relaxable as per Presidential Directives on reservation).

Candidates selected can be posted anywhere in India at the discretion of the Management. Candidates working in Public Sector Undertakings/Government/Semi-Government Organizations/Departments should route their application through proper channel. Candidates called for interview for the post of Senior Manager (HR) /Dy. Company Secretary and Manager (HR) shall be paid single 1st class AC and 2nd class AC return railway fare respectively by the shortest route on production of necessary receipts etc.

Application on plain paper attaching therewith bio-data giving details in tabulated form together with self attested copies of certificates regarding age, date of birth, qualifications, division and percentage of marks obtained, year of passing, experience including position held, name of employers with complete address, nature of duties, period of service, scale of pay, salary drawn along with self attested copy of SC/ST certificate issued in the prescribed proforma and demand draft of ₹ 1000/- in favour of National Fertilizers Limited, New Delhi (application fee is exempt for SC/ST candidates) should reach Dy. General Manager (HR) at the above address latest by 25.04.2016. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment in the Company.

Notification No.05/2016

Dated: 08.03.2016

**Dy. General Manager (HR)**