



**LIST OF CANDIDATES PROVISIONALLY SHORTLISTED AND CALLED FOR  
PERSONAL INTERVIEW FOR THE POST OF OFFICER (COMPANY SECRETARIAT) IN NFL**  
(REFERENCE: Advt. No. 01(NFL)/2023 dated 04.07.2023)

**Date: 18.10.2023**

On the basis of information submitted by candidates in their application forms, 09 candidates are **provisionally shortlisted** and called for Personal Interview as detailed below:-

**DATE OF INTERVIEW** : 03.11.2023 (FRIDAY)  
**REPORTING TIME** : 08:30 AM  
**VENUE** : National Fertilizers Limited,  
Corporate Office, A-11, Sector- 24, Noida - 201301  
[Nearest Landmarks– ESI Hospital/ FDDI College/ NTPC]

**LIST OF CANDIDATES PROVISIONALLY SHORTLISTED:**

S. NO.	REGISTRATION NO.	NAME OF CANDIDATE (S/SHRI/MS.)	FATHER's NAME (SHRI)
1	NFL23591609	Nitesh Ranjan	Ram Sahay Singh
2	NFL61295806	Divya Rijwani	Mr. Pradeep Kumar Rijwani
3	NFL53141506	Shubham Sharma	Vipin Kumar Sharma
4	NFL13845420	Dhiraj Kheriwal	Meghraj Kheriwal
5	NFL61884655	Shivangni Baijal	Sunil Baijal
6	NFL76822322	Aayushi Kanodia	Ajay Kumar Kanodia
7	NFL21109959	Anil Singh	Shri Jaipal Singh
8	NFL74608342	Kritika Dwivedi	Rama Shankar Dwivedi
9	NFL45866541	Pooja Sharma	Raja Babu Sharma

The above shortlisted candidates have already been informed vide email dated 18.10.2023 about the same. Shortlisted candidates are required to confirm their presence for interview by email latest by 23.10.2023.

**Shortlisted candidates are advised to send scanned copy of the following duly filled in self-attested documents through email to [nflrecruitment@nfl.co.in](mailto:nflrecruitment@nfl.co.in) latest by 23.10.2023 failing which they shall not be allowed to attend the interview:**

- BIO-DATA Form-** Proforma to be downloaded from website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Docs & Format → NFL BIO-DATA FORM FOR INTERVIEW.
- Job Profile-** Proforma to be downloaded from website [www.nationalfertilizers.com](http://www.nationalfertilizers.com) → Careers → Recruitment in NFL → Docs & Format → JOB PROFILE PROFORMA FOR INTERVIEW.
- “No Objection Certificate” (NOC)** in case Candidate is presently employed in any Govt. Department/Autonomous body/Govt. Undertaking/Institution on regular/contractual/ ad-hoc basis and his/her application has not been forwarded through proper channel. If NOC is not applicable in his/her case due to any reason, a certificate from his/her employer in this regard would be required. Candidates presently employed in private sector do not require to submit any “NOC”.

Candidates are also advised to bring **following documents in original** on the day and time of interview for document verification failing which they shall not be allowed to appear in the interview:

1. **Proof of Date of Birth-** Certificate/ Mark sheet of Matric/ SSC/ 10th Board mentioning date of Birth.
2. **Proof for possessing Essential Educational Qualification as per advertisement-** Course Certificate w.r.t. Essential Educational Qualification issued by University/ Institute and mark-sheets of each semester/ year including CGPA to percentage conversion formula, if applicable. It should be noted that no claim of possession of equivalent qualification to the essential qualification mentioned in the advertisement, will be entertained in terms of Clause No. C.3.a of the advertisement.
3. **Proof for other Educational Qualification (Matriculation and onwards) -** Course Certificate w.r.t. Qualification issued by University/ Institute and mark-sheets of each semester/year as applicable.
4. **Proof of post qualification work experience (Previous Employment) -** Experience certificates indicating date of joining and date of relieving, Appointment Orders, Joining Letters, Increment Letters and Relieving Letters w.r.t. to all previous employments.
5. **Proof of post qualification work experience (Current Employment) -** Experience certificate indicating date of joining/ Appointment Order with actual date of joining/ Joining Letter and salary slip for the month of June-2023 to till date.
6. **No Objection Certificate (NOC)-** In case presently employed in any Govt. Department/ Autonomous body/ Govt. Undertaking/ Institution on regular/ contractual/ ad-hoc basis and your application has not been forwarded through proper channel. If NOC is not applicable in your case due to any reason, a certificate from your employer in this regard would be required. Candidates presently employed in private sector need not to submit any NOC from present employer.
7. **Clear proof of minimum CTC or relevant pay scale as on cutoff date as per the advertisement -** You are advised to produce all requisite documents related to CTC/ relevant Pay Scale, as applicable, to establish your eligibility in terms of clause No C.5 of the advertisement. It should be noted that no claim of possession of equivalent pay scale to the pay scale as mentioned in the advertisement, will be entertained in terms of Clause No. C.5.III of advertisement.
8. **Latest Caste/Category/ PwBD (Divyang) Certificate** issued by the Competent Authority, if applicable. Kindly refer to Clause No. F of Advertisement in this regard.
9. **ID proof (viz. AADHAAR, PAN, Passport, Driving License, Election Photo Identity Card etc.).**
10. **Print out of this interview call e-mail.**

Candidates will be required to bring all the requisite documents mentioned above for Document Verification at the time of interview failing which their candidature shall out rightly be rejected. No additional time shall be given to produce the original documents.

**Shortlisted Candidates are also advised to read the following instructions carefully and ensure compliance of the same before appearing for interview:**

1. Candidates will be required to appear in the interview at the above mentioned Date, Time and venue only. No request for change of Date, Time, and Venue will be entertained for any reason whatsoever. **Late comers will not be allowed.**
2. Candidates must bring with them any one Photo Identity Proof such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Aadhar card or E-Aadhar with a photograph /Identity card issued by Employer in original along with a photo copy of the same. Candidates without valid ID proof will not be permitted to appear for the interview. If the identity of any candidate in any way appears to be doubtful, he/she shall not be allowed to appear for the interview.
3. Candidates are being called to appear in the interview provisionally on the basis of documents furnished by them with their Application Form as to their Age, Qualification, Experience, Required Pay Scale/CTC as on cut-of date etc. as per the advertised eligibility criteria.
4. It may please be noted that, in case, any of the particulars furnished by a candidate in his/her application, under reference, are found to be incorrect/ not meeting the requisite specifications or not supported by requisite documents, his/her candidature would liable to be rejected forthwith and will not be allowed to appear for the interview and no TA will be paid.
5. Candidates may further note that it is the responsibility of the candidates to satisfy themselves that they meet all the specifications as per advertisement for the post applied for before appearing for the interview. In case it is found that any candidate do not fulfill any of the advertised eligibility criteria or has given false declaration or suppressed/ concealed any material fact or information having bearing on his/ her candidature for the post applied for, he/she shall render himself/herself ineligible for consideration at any stage of selection and for termination of services at any time during employment, if recruited.
6. For claiming the benefit of OBC (NCL) category on the cutoff date, candidate must produce the latest caste certificate in the proforma prescribed by Government of India, as contained in DoPT Memo No.36036/2/2013- Estt/(Res.) dated 30.05.2014 from a Competent Authority. Such certificate should specifically state that the candidate does not belong to the persons/sections (creamy layer).
7. It is made clear that mere admission to the selection process or calling the candidate for interview does not imply that the Company (NFL) is satisfied about his/her eligibility. He/she should ensure that the details mentioned in the Application Form are true and correct and are in conformity with the advertised eligibility criteria for the post applied for.
8. Candidates shall be reimbursed to and fro single 2nd AC Class Railfare (Mail/Express trains, excluding Rajdhani/Duronto/Shatabdi)/ Bus fare from the nearest railway station of the correspondence address indicated by the candidates in their online application to the place of interview by the shortest route on production of necessary receipts.
9. Candidates are advised to provide their Bank details (viz. A/c No, Name of Bank, IFSC Code etc.) in the TA form and enclose cancelled cheque/ photocopy of bank Passbook along with TA form and submit at the time of interview on the above-mentioned date. TA form can be downloaded from website

www.nationalfertilizers.com→ Careers→ Recruitment in NFL→ Docs & Format  
→ TA CLAIM FORM FOR INTERVIEW.

10. This communication is merely a call for interview and shall not be treated as an offer for employment. The terms and conditions of the advertisement No. 01(NFL)/2023 dated 04.07.2023 remain unchanged. Canvassing in any form at any stage shall be considered as a disqualification for employment in the Company.
11. NFL reserves its right to cancel/modify the recruitment process. In case any change is made in the date, time & venue of the interview due to administrative reasons the same shall be communicated through e-mail and/or also displayed on our website www.nationalfertilizers.com. Candidates are, therefore, advised to visit our website regularly. **No separate communication will be sent for interview for the subject post.**
12. NFL will not be responsible for any delay in communication due to inactiveness of email id, loss of email sent due to invalid/wrong email id submitted by you in the application form.
13. Candidates will have the option to answer the questions in personal interview in Rajbhasha (Hindi) or English Language.

For any query, please feel free to call on 0120-2412500 on any day between Monday to Friday during 10:00 AM to 05:30 PM.

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