

APPLICATION FORM FOR APPOINTMENT IN TALCHER FERTILIZERS LTD

(A JV OF GAIL, CIL, RCFL & FCIL)

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

Kindly make sure that all the instructions given below are complied with failing which your application is liable to be rejected.

- ❖ All entries in this form should be written neatly and in CAPITAL letters in Blue / Black Ink
- ❖ Submission of this form involves no commitment on either side and no correspondence with regard to the suitability or otherwise of the applicant will be entertained.
- ❖ **Kindly do not leave any Serial No. Blank; mention "Not Applicable / NA" against such rows / columns (in case of Tables). Incomplete application will not be considered and shall be rejected**
- ❖ Eligibility documents to be attached should be self-Attested
- ❖ All the information given in the application form should be correct. Any mis-statement / Suppression of facts would render the candidate liable to rejection and termination after appointment.
- ❖ A recent passport size colour photograph with white background and good resolution should be affixed on the application form in the designated space.
- ❖ Providing two references with mandatory contact details in Compulsory.
- ❖ Candidates may attach additional sheets in case the information to be provided does not fit into the relevant tables especially w.r.t educational and experience details

Application No: _____ (To be filled by TFL)

Advertisement No: _____

Name of the post: _____

Pay Scale: Rs. _____

**Paste recent passport
size photograph and
sign across**

Application Fee Details:

- i. Transaction Date : _____
- ii. Amount : _____
- iii. Bank Transaction No. : _____

1. (i) Category: GENERAL EWS OBC-NCL SC ST (Tick whichever Applicable)

(ii) If SC/ST/OBC-NCL, then mention the Community Name as provided in Caste Certificate:

Date of Issuance of Certificate: _____

(iii) In case of Persons with Benchmark Disabilities (PwBD), mention

PwBD type _____ (for Ex. VH-LV, VH-B, HH, OH-OA, etc.),

% of Disability: _____ Nature of Disability _____

(iv) Name: _____

(In Capital Letters and underline Surname)

2. **In case of Ex-Serviceman state:** Yes / No (Tick whichever Applicable)

If "Yes", then provide following details

- i. Rank : _____
- ii. Corps/Regiment No : _____
- iii. Date of Commission : _____
- iv. Date of Discharge : _____
- v. Date of Start of pre-commission training, if any : _____
- vi. Education of Military : _____

3. (i) Present Postal Address: _____

- (ii) Mobile No : _____ / Residence Tele No. _____
- (iii) Alternate Mobile No. : _____ E-mail address: _____
- (iv) Permanent Address: _____

- (v) Hometown : _____

4. (i) Date of Birth : _____
- (ii) Age as on **14.10.2021** : Year _____ Month _____ Days _____
- (iii) State to which you originally belong: _____
- (iv) Nationality : _____
- (v) Religion : _____

5. (i) Sex : Male Female (Tick whichever Applicable)
- (ii) Marital status : Single Married Widowed
 Divorcee (Tick whichever Applicable)

(iv) Details of dependents (if any) :

Sl No.	Name	Age	Sex	Relationship	Remarks
1					
2					
3					
4					
5					

- (v) If Married, Is Your spouse employed? Yes No
 (Tick whichever Applicable)

If Yes, give details as under:

- Name of the Organization : _____
- Present Designation : _____
- Present place of posting : _____

ACADEMIC & PROFESSIONAL QUALIFICATION

6. Details of Academic & Professional Qualifications (Matriculation onwards). Also mention details of statutory qualifications, if any, required for the post.

Examination / Degree Passed	School / College / Institution Name	Year of Joining	Year of passing	Board / University	Class / Division obtained	% of marks obtained	Main Subject Studied / Branch / Specialization	Full Time/ Part time/ Correspondence

7. Details of Membership of Professional Bodies / Institutes / Associations, Certification(s) if any

Status of Membership/Name of Certification	Institution / Association / Certifying Body	Year of Enrolment & Enrolment Number/Validity of Certification	Whether recognized by Govt. of India as equivalent to Degree etc	Whether awarded / obtained after passing prescribed Exam

8. Proficiency in Languages:

	Language	Can Read <input type="checkbox"/> Tick if applicable	Can Write <input type="checkbox"/> Tick if applicable	Can Speak <input type="checkbox"/> Tick if applicable
Mother Tongue				
Other Languages				

12. Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) or is any disciplinary / vigilance case pending / ever instituted against you or have you been barred / disqualified by a Public Service Commission / University or any other educational authority from appearing in its examinations. Yes No
(Tick whichever Applicable)

If 'Yes', give details: _____

13. Are you related to any of the Directors of TFL? Is any of your relatives employed in TFL?
 Yes No (Tick wherever Applicable)

If 'Yes', give the following details:

Name	Designation	Place of Posting	Relationship

14. Extra-Curricular Activities: _____

15. Details of Research Works, Books / Papers published / Major Professional / Personal accomplishments, if any
(i) _____
(ii) _____
(iii) _____
(iv) _____

16. References: (These persons should be residents of India and holder of responsible positions and they should be intimately acquainted with your character and work but must not be relatives)

Name	Address, Contact No. & Email Id	Occupation & Designation

17. Any other relevant details / information not covered above, that you may wish to furnish:

18. List of documents which are to be enclosed in the following sequence:-

(Kindly Tick against respective documents being attached & self-attest all attachments)

- a) Proof of Payment of Application fees (Print of Transaction slip / screenshot of successful transaction)
- b) Caste Certificate, if any & Caste Validity Certificate, if any
- c) EWS Certificate
- d) PwBD Certificate, if any
- e) Ex-Serviceman Certificate, if any
- f) ID Proof (i.e. Aadhar Card/Pan Card/Passport/Driving License/etc.)
- g) Date of Birth Certificate (Matriculation Certificate, Matriculation Mark sheet, Matriculation Admit Card , School Leaving Certificate)
- h) Documents pertaining to Educational Qualification - 10th Passing Certificate, 10th Mark Sheet, 12th Passing Certificate, 12th Mark Sheet, Diploma passing Certificate, if any, Diploma Mark sheet, if any, Graduation Passing Certificate, Graduation Mark sheet, Post-Graduation Passing Certificate, Post-Graduation mark Sheet. In case Marks awarded is in CGPA/OGPA/ GPA/CPI, **proof of Conversion of Grades to Percentage must be enclosed along with relevant Mark sheet.**
- i) Associate Membership Certificate of ICAI/ICMAI along with Articleship completion certificate
- j) In case of MBA, Certificate of specialization (in relevant discipline).
- k) In case of Relevant Experience :-
 - i. Appointment Letter/Letter(s)
 - ii. Service Certificate(s)
 - iii. Joining / Promotion Letter (s)
 - iv. Relieving Certificate(s)
 - v. First & Last month pay slip(s)
 - vi. Company ID Proof(of current Organization)
 - vii. Clear & definite Proof of having relevant Job Role in the organization(s)
- l) Documents pertaining to proof of working in reputed Organizations
 - i. Copy of Annual Report (in case document runs into numerous pages, attach first and relevant page wherein annual turn over details are mentioned in Rupees) OR any document certified by the Competent Authority of the company were in financial details of the company are provided. In case of MNC, Turnover details of Indian Subsidiary to be mentioned
 - ii. Documents pertaining to listing of the company in NSE/BSE (Gr-A & Gr-B)

I certify that

- The information /declarations given above are true to the best of my knowledge and belief.
- If selected, I will not bring any influence for any matters related to employment in TFL
(To be compulsorily ticked)

Note:-

1. Furnishing of false information or suppression of any factual information in the application form would be a disqualification and is likely to render the candidate unfit for employment in Talcher Fertilizers Limited(TFL).
2. If the fact of any false information having been furnished or that of suppression of any factual information in the application form comes to notice at any time during the service of a person, his/her services would be liable to be terminated.

Date :

(Signature of Applicant)

Place :

FOR OFFICIAL USE ONLY

The entries and documents regarding age, qualifications, experience etc. made above have been verified by me with the originals and found correct. The following Degrees/Certificates/Testimonials have not been produced for verification.

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____

5. _____

Signature of Representative of HR Dept.

Signature of Representative of Domain Dept.

DECLARATION FOR OBC-NCL (CENTRAL LIST) CANDIDATES

“I, _____ son/daughter of
Shri _____ resident of
village/town/city _____ district _____
_____ state _____ hereby
declare that I belong to the _____ community
which is recognized as a backward class by the Government of India for the purpose of
reservation in services as per orders contained in Department of Personnel and Training
Office Memorandum No.36012/22/93-Estt. (SCT), dated 8-9-1993. It is also declared that I
do not belong to persons/ sections (Creamy Layer) mentioned in column 3 of the Schedule to
the above referred Office Memorandum dated 8-9-1993.”

Signature of Applicant

Date _____