

Talcher Fertilizers Limited
Recruitment for Experienced Professionals

Frequently Asked Questions (FAQs)

Sl. No.	Query	Reply
1	Can I apply for more than one position?	Yes. Candidate may apply for more than one vacancy subject to meeting the eligibility criteria as mentioned in detailed Advertisement. Candidate has to make separate payment against each of the positions against which he/she is applying to.
2	In my degree course only CGPA/CGPI/OGPA/GPA/CPI has been awarded in place of percentage of marks. Can I mention it in application?	Wherever CGPA/CGPI/OGPA/GPA/CPI or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institute. Candidates will have to attach documentary proof/ certificate to this effect from the Institute/ University while submitting the application form.
3	I have made some mistakes while filling up the application and same has been already submitted.	Applications once submitted cannot be edited. In case a candidate fills up and submits multiple applications against the same post using the same payment details, the candidature of the candidate will not be considered for further process. Hence, candidate to exercise extreme caution while filling up application against a specified post.
4	I belong to SC/ST/EWS/OBC (NCL)/PwBD category. Where can I get the prescribed formats of certificates?	Prescribed certificates for SC / ST / EWS / OBC(NCL) / PwBD categories can be accessed from career section of TFL website.
5	I will apply on the last date as my experience is failing short by few days. (I will meet the required experience criteria on last day). Will I get extension in case my payment status shows pending on the closing day of application?	Candidates may be advised to make the payment and submit application forms well before the closing date of application so that duly filled applications alongwith relevant documents reach designated address before deadline. Refer Clause 8(e) of the detailed advertisement.
6	What if my payment status is showing as pending? Should I submit the application form?	Kindly refer to Clause no. 7(a) of the detailed advertisement.
7	I wish to apply under General category but my age as on 14.10.2021 is 45 yr 1 day. Can I apply?	No. Refer Clause no. 4.1 of the detailed advertisement which states that you must be 45 yrs 0 day as on 14.10.2021 if you are applying under General Category.
8	I possess more than 14 years of work experience as on 14.10.2021 out of which 4 years are in non-executive / clerical Grade. Am I eligible to apply?	No. Your relevant experience of minimum 12 years will be considered if the same is in Executive / Officer Grade category.

9	<p>What are the documents I need to produce in support of ‘Reputed Organization’</p>	<p>In case of experience in Private Companies: Documentary proof towards listing on NSE or Group A & B of BSE/ proof of having Annual Turnover of more than Rs. 250 crores in the relevant financial year.</p> <p>The following documentary proofs are acceptable:</p> <p>Turnover of more than 250 Crores</p> <p>i. Annual report of the company of the Last financial year during which the candidate was employed in the organization OR</p> <p>ii. Annual Return downloaded from the website of Ministry of Corporate Affairs of the relevant financial year during which the candidate was employed in the organization OR</p> <p>iii. Letter issued by Competent Authority in the Company letter head duly signed with seal of the issuing authority stating the Annual turnover for the last financial year during which the candidate was employed in the organization .</p> <p>Listing Status - Relevant screenshots from BSE/NSE website (of the period during which the candidate was employed in the respective organization)</p>
10	<p>I am working in a company which is a subsidiary / sister concern of a reputed company. The reputed company is meeting the eligibility criteria for consideration of organization of reputed</p>	<p>Kindly note that you are required to produce documentary proof of the reputed organization(s) which is mentioned in your appointment letter(s) or service certificate, if you have already left the company. Documentary proof should be legal, verifiable documents which clearly mentions the Annual Turnover or listing status of the Company</p>
11	<p>I am working on third party rolls of a reputed company. But my third-party company does meet the eligibility criteria for consideration of reputed organization.</p>	<p>Candidate is required to produce documentary proof of the reputed organization(s) on whose direct rolls he/she is working or was working during the given period.</p>
12	<p>I am working in a JV of a State Govt/Central Govt/PSU. Am I required to produce a NOC during selection process?</p>	<p>If your organization where you are currently working or will be working during the selection process, falls under the definition of “State” or if the State Govt/Central Govt/PSU partner has more than 50% shareholding pattern in the Company, then you are compulsorily required to produce a NOC during the selection process, if you get shortlisted</p>

13	What documents I need to attach in support of having relevant experience in terms of Job Role?	Candidates need to produce experience certificate wherein their Job role / function / division is mentioned. Candidates may attach Performance Planning / KPI document of their current / Past Job Role for the same
14	I belong to OBC “CREAMY LAYER”. Which category should I select while applying?	The OBC category candidates who belong to “CREAMY LAYER” are not entitled for OBC concession and such candidates have to indicate their category as “General” while filling up TFL application.
15	I belong to OBC (NCL) category and my said certificate is issued in Dec 2020?	Candidates should note that OBC (NCL) certificate should be valid on the date of further selection process in TFL. In case the validity of the OBC (NCL) is expired on the date selection process (GD/Personal Interview), the candidate is required to re-apply to Competent Authority and carry the updated issued certificate in prescribed format on the date of the selection process at TFL.
16	Can I mail my application form to TFL Office at Talcher?	No. You need to mail the application form attaching relevant documents only to the designated address as mentioned in Clause no. 8(d) in the detailed advertisement.
17	Where and when will the GD/Interviews be held?	The venue for further selection process against the said recruitment notification will be held at Bhubaneswar tentatively during Oct-Nov 2021. However, TFL reserves the right to prepone / postpone the selection process and alter the venue depending on business requirements / exigencies which may arise in future