



TALCHER FERTILIZERS LIMITED
(A JV OF CIL, GAIL, RCFL & FCIL)
CIN : U241200R2015PLC019575

ADVT. NO.TFL/RECT/EXE/01/2025

**RECRUITMENT OF EXECUTIVES IN LEGAL & COMPANY SECRETARY DISCIPLINE
 THROUGH THE INSTITUTE OF COMPANY SECRETARIES OF INDIA(ICSI)**

Talcher Fertilizers Limited (TFL), a joint venture company of Coal India Limited (CIL), GAIL (India) Limited, Rashtriya Chemicals and Fertilizers Limited (RCFL), and Fertilizer Corporation of India Limited (FCIL) has been formed for setting up a Coal Gasification based Fertilizer Plant at the site of the closed FCIL plant unit at Talcher, Angul district, Odisha. The plant shall produce 12.7 Lakh MT per annum of urea through coal gasification process. The plant is currently under construction phase. Company (TFL) intends to recruit following professionals at Talcher Site, Angul district, Odisha, with detailed as follows:

Table - I

Sl. No	Designation / Grade	Scale of Pay	Upper Age Limit as on 30.06.2025 *	Minimum Eligible Qualification	Minimum Years of Relevant Experience as on 30.06.2025	Total Number of Vacancies & Reservation	Reserved for PwBD	PwBD Reservation (Identified Categories)
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)
1	Chief Manager – Legal & Company Secretary / E-5 grade	₹ 80000 – 220000/-	45 years	ACS from Institute of Company Secretaries of India with Full time regular Bachelor Degree in Law	<ul style="list-style-type: none"> • Minimum 12 (Twelve) years of Post-Qualification Executive Experience (including GET/MT/ET experience) in Company Secretarial function of Government Organisations / PSUs / Joint Ventures of PSEs / Large Private Organizations (as an employee of that organisation). • Out of 12 years, candidates working in Govt./PSUs/JVs of PSEs should have worked for minimum two years in one level below pay scale in IDA/CDA as on the cut-off date or otherwise drawing minimum CTC of Rs.16 Lacs, for candidates working in Large private organisations(as an employee of that organisation) or any such Govt./ PSUs/ JVs of PSEs whose pay scales do not match with TFL. • The candidate should possess thorough knowledge of matters pertaining to institutional Finance, Company Law, Corporate and Secretarial functions, Legal matters. The candidate should be well versed with the provisions and regulations of Company Act and SEBI rules & regulations. The 	01 (UR)	-	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy e) MD Involving (a) to (c) above



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					candidate should have experience of handling Board matters such as organizing Board meetings, presentation of Board memoranda/agendas. The candidate should have good administrative and liaising skills.			
2	Manager – Legal & Company Secretary / E-3 grade	₹ 60000 – 180000/-	35 years	ACS from Institute of Company Secretaries of India with Full time regular Bachelor Degree in Law	<ul style="list-style-type: none"> • Minimum 04 (four) years of Post-Qualification Executive Experience (including GET/MT/ET experience) in Company Secretarial function of Government Organisations / PSUs / Joint Ventures of PSEs / Large Private Organizations (as an employee of that organisation). • Out of 4 years, candidates working in Govt./PSUs/JVs of PSEs should have worked for minimum two years in one level below pay scale in IDA/CDA as on the cut-off date or otherwise drawing minimum CTC of Rs.11 Lacs, for candidates working in Large private organisations(as an employee of that organisation) or any such Govt./ PSUs/ JVs of PSEs whose pay scales do not match with TFL. • The candidate should possess thorough knowledge of matters pertaining to institutional Finance, Company Law, Corporate and Secretarial functions, Legal matters. The candidate should be well versed with the provisions and regulations of Company Act and SEBI rules & regulations. The candidate should have experience of handling Board matters such as organizing Board meetings, presentation of Board memoranda/agendas. The candidate should have good administrative and liaising skills. 	01 (UR)	-	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy e) MD Involving (a) to (c) above

Note:

- (i) ***Upper age limit is relaxable by 10 years for Persons with Bench Mark Disabilities as per DoPT/Govt. of India guidelines.**
- (ii) Reservation of Vacancies to PwBDs is horizontal reservation, as per DoPT/Govt. of India directives.



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- (iii) Age Relaxation for PwBD (Degree of Disability 40% & above)/Ex-Servicemen candidates will be as per Government of India guidelines and the same will be extended only if valid Disability / Discharge Certificates are uploaded at the time of application.
- (iv) Wherever there is no reservation for OBC(NCL)/SC/ST categories in a particular post, candidates belonging to OBC(NCL)/SC/ST categories applying against unreserved vacancies shall be considered under general standard of merit and no relaxation in age will be extended.
- (v) Abbreviations: UR = Unreserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC(NCL) = Other Backward Classes (Non-Creamy Layer), EWS = Economical Weaker Section, ExSM = Ex Serviceman, PwBD = Persons with Benchmark Disabilities, Government Organisations (Under Central / State), PSUs= Public Sector Undertakings(under Central / State), PSEs= Public Sector Enterprises(under Central/State), CTC = Cost to Company.
- (vi) Category abbreviations used in Identification of Posts for PwBD : B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.
- (vii) Please refer to the Annexure-I towards relevant experience required in below IDA/CDA pay scale.

2. TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) & ESSENTIAL EXPERIENCE

- i. Only full time Regular courses will be considered **(except in case of CA/CMA/CS qualification)**. Degree / Post Graduate **qualifications acquired through distance learning / part-time / correspondence or their equivalent shall not be considered.**
- ii. Qualifications must be acquired from UGC recognized Indian University / UGC recognized Indian Deemed or Deemed-to-be University or AICTE approved courses from Autonomous Indian Institutions / institutions approved by an Act of Parliament / State Technical Board/concerned Statutory Bodies.
- iii. Whenever CGPA/OGPA/GPA/CPI or Letter Grade in a Degree is awarded, equivalent percentage of marks unless not available should be indicated in the application as per norms adopted by the university/institute. In case it is not available, decision of TFL shall be treated as final. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of Interview / Document Verification, if called for the same.
- iv. The relevant work experience should be after acquiring minimum prescribed eligible qualification and should be in-line executive experience.
- v. Apprenticeship training under Apprentices Act, 1961, would not be counted as post - qualification inline executive work experience.
- vi. Large Private Sector Organization/ Institution /Company, **having an annual turnover of more than Rs.250 Crores** (Rupees Two Hundred Fifty Crores) **in any of the last three financial years.**
- vii. Documentary Proof of having Annual Turnover of more than **Rs. 250 crores** in any of the last three Financial year(s) of employment. (Documents that can be accepted are Published/Audited Annual Report clearly mentioning the Turnover for any Financial year OR Published/Audited Profit & Loss Statement of any Financial year OR Report from Ministry of Corporate Affairs (MCA) mentioning the Turnover for any three Financial year OR Turnover certificate for any three Financial year issued by the organization on its letter head). **The candidates are required to submit suitable documentary proof to establish the same.**
- viii. Experience of candidates working on contract basis through empanelled agency / contractor (i.e., those who have been deployed on contract basis by some other agency / organisation for working on



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project/construction /O&M or any other activity) will not be considered. **Only direct work experience including fixed term basis employment in an organisation will be taken into consideration.**

- ix. TFL shall not at any stage, calculate CTC of any candidate on the basis of documents submitted by the candidates. It shall be the sole responsibility of the applicant to provide CTC document (like Pay Certificate from Employer, Last 2 years Form-16 & IT Return filed in respective years along-with last 3 months salary slips etc) proof from employer as per advertisement duly self-attested by the candidate in support of his/her candidature.
- x. Non-submission of proof of CTC/ Annual Turnover Certificate and other supporting documents by the candidates would lead to rejection of candidature of the applicant.
- xi. Candidates must attach documents clearly mentioning him/her having relevant work experience. Only following types of documentary proofs towards experience will be considered relevant. The applicant needs to submit his/her experience certificate(s) issued by the competent and authorised executive of the organization must be in its letter head containing complete communication address, contact number, email id and its relevant documents in support of experience claim/proof.

(a) For Past Employment:

- Experience letter/Service Certificate issued by the competent and authorised executive of the organisation (in its letter head containing complete communication address, phone number, email id) indicating designation, date of joining including date of relieving the organisation by the employee concerned and pay-scale/CTC last drawn along-with last three months' salary/pay slip & **proof of payments** during the relevant period of experience.

OR

- Appointment / Offer letter clearly mentioning the date of joining the organisation and acceptance of resignation letter / relieving order issued by the authorised executive of the organisation (in its letter head containing complete communication address, phone number, email id) and pay-scale/CTC last drawn along-with last three months' salary/pay slip & **proof of payments** during the relevant period of experience.

(b) For Current Employment:

- Experience letter/Service Certificate issued by the competent and authorised executive of the organisation (in its letter head containing complete communication address, phone number, email id) indicating designation, and date of joining of the organisation by the employee concerned and pay-scale/CTC last drawn along-with latest three months' salary/pay slip & **proof of payments** during the relevant period of experience in-addition to Identity Card issued by the organisation.

OR

- Appointment / Offer letter clearly mentioning the date of joining the organisation (issued in its letter head containing complete communication address, phone number, email id) and pay-scale/CTC last drawn along-with latest three months' salary/pay slip & **proof of payments** during the relevant period of experience in-addition to Identity Card issued by the organisation.

- (c)** In absence of submission / production of sufficient proof towards claimed experience such as Appointment / Offer letter, Experience / Service Certificate, CTC drawn, salary slip & proof of payment, the candidature of such candidates shall be liable to be rejected and shall not be allowed to appear before Interview.

3. RELAXATION IN MINIMUM PERCENTAGE OF MARKS IN EDUCATIONAL QUALIFICATION(S)

- (i) **SC/ST** category candidates applying against unreserved posts shall be considered under general standard of merit and no relaxation in minimum qualifying percentage of marks in education qualification shall be available to them.



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- (ii) **Persons with Benchmark Disabilities (PwBDs)** belonging to the category/categories for which the post is identified can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection for appointment to the post by general standard of merit. PwBD category candidates of relevant category applying against a vacancy specifically reserved for them shall be eligible for the benefit of reservation/concessions, if impairment is 40% & above of the relevant disability.

4. UPPER AGE LIMIT AND AGE RELAXATION

- (i) Cut-off date for determining post-qualification experience, Age and for all other purposes will be **30.06.2025**.
- (ii) The upper age is relaxable by 10 years for PwBD-General category candidates. Relaxation in age limit shall be applicable for PwBD category candidates irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for concerned PwBD category candidates. The upper age limit is also relaxable by 05 (five) years for candidates domiciled in the State of Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- (iii) SC/ ST/ OBC (NCL) category candidates applying for post marked unreserved (UR) posts shall be considered under general standard of merit and no relaxation in upper age limit shall be available to them.
- (iv) In case of Ex-servicemen who have put in not less than six months continuous service in the Armed Forces of the Union, they shall be allowed to deduct the period of such service from their actual age, and if the resultant age does not exceed by more than 03 years the maximum age limit prescribed for the posts/ services for which a candidate seeks appointment, he/ she be deemed to satisfy the conditions regarding the age limit.
- (v) **Maximum upper age of the applicant shall not exceed 56 years including all possible age relaxations.**

5. EMOLUMENTS

- (i) The candidates selected shall be on probation for a period of one year and shall draw initial basic pay in the corresponding pay scales as indicated in below:

Table-II

Grade	Designation	Pay Scale	Initial Basic Pay	CTC as per Pay-Scale (Approximately)
E-5	Chief Manager	₹ 80,000 - ₹ 2,20,000	₹ 80,000.00	₹ 24.34 LPA (approx.)
E-3	Manager	₹ 60,000 - ₹ 1,80,000	₹ 60,000.00	₹ 18.26 LPA (approx.)

- (ii) Dearness Allowance, Perks & Benefits under the 'cafeteria approach', House Rent Allowance, Superannuation Benefits and Annual/Promotional Increments will be admissible on Basic Pay at the rates and in the manner admissible to executives from time to time.
- (iii) **Work-Related Facilities/Reimbursements (Phone, Internet, etc):** Grade-wise entitlements (Rs. 25000/- per annum for E-5 & Rs. 20000/- per annum for E-3)
- (iv) **Other Benefits:** Earned Leave Encashment, Leaves, Medical facility, GPAIP, TA/DA facility, etc. will be provided as per the rules of the company.

6. JOB DESCRIPTION & ASSIGNMENT LOCATION

The selected candidates will be initially posted at Talcher (Odisha) and assigned jobs/ functions/ assignments as per the business requirements of the Company including shift operations.



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7. APPLICATION FEE

Candidates are required to pay a non-refundable application fee of **Rs. 500/- (Rupees Five Hundred only)** excluding applicable Convenience Fee and applicable taxes. Application fee once deposited into Company's account will not be refunded under any circumstances, even if the candidate is unable to complete the registration process for any reason thereof. Therefore, before depositing the Application fee, candidates are requested to verify their eligibility and should ensure that all necessary provisions for submission of online application form are available. The following are the TFL Bank Account details, into which the concerned applicant shall deposit the requisite application fees, and the receipt of which shall be uploaded with self-attested along-with other documents:

Table-III

Name of the Account Holder	Bank Name	Bank Account Number	IFSC Code
Talcher Fertilizers Limited	State Bank of India	41256023769	SBIN0017313

8. HOW TO APPLY

- Before applying, candidates are advised to peruse the advertisement carefully and should ensure that they fulfil all the eligibility criteria.
- Eligible Candidates will be required to apply online through the **Institute of Company Secretaries of India (ICSI) Website / Placement Portal** only.
- A candidate can apply for one discipline / post only against advertised post category.** Only one application per candidate is allowed. If more than one application is received from a candidate, most recent (current) application will be considered as final.
- Candidate shall furnish relevant information in the applicable space/options and attach the **self-attested** relevant documents/testimonials as specified in the online application form. While applying online, candidate should possess the following information / documents:
 - Valid **email ID and mobile number** (To be kept active /valid for the entire duration of selection **as TFL/ICSI will send all selection related communications only through email till the selection process is completed**, minimum period of one and a half year for all future communication).
 - Recent **Colour Photograph/Image** (Image should be of size 165 x 125 pixels in **jpg/jpeg** format and should not exceed 50 KB and not less than 20KB)
 - Scanned copy of signature of Candidate** (Image should be of size 80 x 125 pixels in **jpg/jpeg** format, and should not exceed **20 KB** and not less than **10KB**)
 - Scan copies of **self-attested** documents (**in pdf format**) to be uploaded during online filling of application along-with the Application Form (**format enclosed as Annexure-II**), failing which the application is liable for rejection:

Table-IV

SL. No.	Documents Required to be uploaded
1	Proof of Date of Birth / Age – Birth Certificate issued by Statutory authorities / Matriculation/Class 10 th Pass & Mark Certificate
2	Educational Certificates & Marksheetworks – To be in chronological order starting from Matriculation / Higher Secondary Certificate/Secondary Board level certificate onwards to establish the eligibility of the candidate (In case conversion formula is indicated in Marksheet, same should also be uploaded in place of CGPA/GPA conversion certificate or other Circular / Conversion Certificate issued from University, if any)
3	Experience documents – from the previous / present employer(s) in support of notified post qualification work experience like Offer of Appointment, Office orders, etc clearly indicating



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	post held, period of service, pay scale, emoluments, area of experience (In case of Govt / PSUs / Joint Ventures of PSEs indicating pay-scales, Large Private organisation indicating CTC, etc) Candidates are required to upload these documents in support of their post-qualification work experience for a period of 12 years, or 4 years, as applicable.
4	Documentary Proof of having Annual Turnover of more than Rs. 250 crores in any of the last three Financial year(s) of employment (in case of candidates from Large Private Organisation/Company/Institute)
5	Pay slip/ Pay certificate – from concerned organization (Govt/ PSUs/ JVs of PSEs/ Large Private Organisation) in support of experience in relevant PayScale/ emoluments. Documentary proof for annual CTC such as Last 2 years Form-16 & IT Return filed in respective years, Pay slips for last 3 months, pay-certificate from employer, proof of payment, etc. (in case of candidates from Large Private Organisation). Candidates are required to upload documents in support of their pay-scale/emoluments/CTC/Pay-Certificates for a minimum period of 2 years out of the prescribed 12 years, or 4 years, as applicable.
6	Identity Proof – AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with attested photograph.
7	Disability Certificate – in prescribed format issued by the prescribed authority as per GOI guidelines indicating clearly type of disability, % of disability, etc)
8	Proof for Ex-Servicemen in case of Ex-Servicemen only
9	Application Format - Annexure-II
10	Application Fee Receipt with name of candidate
11	Other documents, if any, in support of their credentials

- e) **The list of documents to be uploaded given above is not exhaustive and candidates may upload other documents as the case may be, to clearly establish their eligibility. Failure on the part of candidates to upload all required documents to clearly establish their eligibility along with the online application would lead to rejection their candidature.**
- f) Category of SC/ST/OBC(NCL)/PwBD/Ex-servicemen/EWS once filled in the online application form will not be changed. The reservation category candidates are required to upload the requisite certificate in the prescribed format of Government of India, issued by the competent authority in the online application form as well as submit the same at the time of verification of original certificates / relevant documents, if called for GD/Interview.
- g) Non-attachment of required / legible documents in the online application form will be treated as incomplete application and will be rejected forthright. After filling all the required fields, the candidate has to ensure that the data furnished by him / her is correct and then only he / she can submit the form since once the application form is submitted online, no change/correction is allowed in the latter stage.
- h) **No manual / Email/ paper applications will be entertained and candidates are advised not to send any hard copy to ICSI or TFL.**
- i) No other means / mode of application shall be accepted. Any application received after closure of the link or received through any other mode shall not be accepted.
- j) After applying online, candidate is required to take a printout of the Application Form generated for future reference. Shortlisted candidates will be required to produce the same application form at the time of Personal Interview.
- k) Candidates will have to submit the acknowledgement / receipt of online payment at the time of GD / Interview.
- l) **Before applying for the post, candidates should ensure that he/she fulfils the eligibility criteria**



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and other conditions mentioned in this advertisement. TFL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The application fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

9. HEALTH/MEDICAL FITNESS

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Every candidate appointed to a post in the Company shall be required to get their Pre-Employment Medical Examination done in a Central/State Government Hospital (having the status of minimum District Hospital) or TFL empanelled hospital and submit Medical reports in the prescribed formats issued by Medical Authority i.e., Chairman of Medical Board or Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a Central/ State Government Hospital (having the status of minimum District Hospital). Medical Standards for employment can be accessed from Career section on TFL website. It shall be the sole responsibility of candidate to ensure conformance to the prescribed medical standards.

No reimbursement of pre-employment medical examination shall be provided by TFL. In case of any doubt, TFL also reserves the right to ask the selected candidate to again undergo medical examination at its empanelled hospital at its sole discretion. **Further, TFL reserves the right to cancel candidature of selected candidates in the event of non-conformity to Medical standards of TFL.**

10. SELECTION PROCESS

- i. Candidates fulfilling all the eligibility criteria (based on the application form and documents attached), will be considered for further Selection Process based on the various parameters. In the event of number of applications being large, TFL will adopt shortlisting criteria to restrict the number of candidates to be called for further selection process to a ratio as approved by TFL.
- ii. Screening and selection will be based on the details provided by the candidates; hence it is necessary that only accurate, full and correct information is furnished by the applicants. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. Furnishing of wrong/false information will be a disqualification and TFL will not be responsible for any consequence of furnishing such wrong/false information. If at any stage during the selection process, it is found that the candidates have furnished false or wrong information, their candidature will be rejected.
- iii. All the details given in the application form will be treated as final and no changes will be entertained.
- iv. Selection Process will involve **Personal Interview before the Selection Committee**. The selection process as indicated above is tentative. Selection Process may, however, vary depending upon the administrative / business requirements of the Company.
- v. Information regarding Selection Schedule **will be communicated by TFL / ICSI** to the shortlisted candidates through email / other appropriate means. The same need to be downloaded and printed by the candidate concerned.

11. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS

- i. Only Indian Nationals are eligible to apply.
- ii. Before submitting the application, a candidate must ensure that he / she fulfils all the eligibility criteria and other norms mentioned in the Employment Notification. He / She may cross check the information such as Date of Birth, Category, Contact Details, Qualification, Relevant Experience etc. furnished in the application form before finally submitting the same online, as neither any request for correction would be possible later for Date of Birth/ Category/ Mailing address/ email ID/ category/ Qualification, etc as



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- declared in the application form nor any correspondence will be entertained in this regard.
- iii. Candidates should possess a valid/active email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year & a half year. No change in the email ID will be allowed once entered. All correspondence with candidates shall be done through email only. All information/communication regarding participating in the Selection Process shall be provided through email to the candidates found apparently eligible based on the application data and documents submitted. Responsibilities of receiving and downloading of information/communications etc. will be of the candidate. In case the applicant does not receive any communication within 120 days from the date of publication of this advertisement, it may be presumed that he/she has not been shortlisted for the selection process.
 - iv. TFL will not be responsible for any loss of email sent, due to the inbox being full/ invalid/wrong email ID or due to any other reason, and no correspondence in this regard will be entertained. Candidates are advised to check their Spam/Junk Folder of their mailbox for updates regarding the selection process.
 - v. Candidates are advised to mention their full name and post applying/applied to, as mentioned in the application form in the subject of the mail while corresponding on any information/query pertaining to their application submission and other details related to this recruitment notification.
 - vi. Candidates belong to SC/ST/OBC(Non-Creamy Layer)/EWS Category **should meet the eligibility norms notified for UR Category** for consideration against unreserved under **general standard of merit** and no relaxations shall be available for the candidates.
 - vii. Relaxations/Reservations for SC/ ST/ OBC (Non-Creamy Layer)/ PwBD (degree of disability 40% or above) / Ex-Serviceman as per Government Directives are applicable.
 - viii. Candidates belonging to **SC/ST** category should attach their caste certificate in the **latest prescribed format** issued by Competent Authority as prescribed by Government of India in support of their claim. The caste certificate must contain date of issue with name of caste. Name of caste to which candidate belongs must appear in the Central list of SC / ST of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India.
 - ix. For appearing for Interview all outstation candidates will be reimbursed to and fro 2nd AC Class Train fare on production of valid proof of travel undertaken. The reimbursement will be done only for correspondence address mentioned by the candidate in the application form. Candidates not meeting the eligibility criteria or not in possession of complete requisite original documents will be declared as ineligible and **will not be allowed to attend the Personal Interview and no Travel reimbursement will be paid to them.** Further, no queries shall be entertained in this regard. Candidate has to make his/her own arrangements for stay for attending Interview. **Kindly note that no local conveyance will be reimbursed to the candidate for the same.**
 - x. The candidature of the applicant shall be provisional and subject to subsequent verification of certificates/testimonials. Candidature of the registered candidate is liable to be rejected / cancelled at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement. Further such candidates shall render themselves ineligible for consideration at any stage of selection and for termination of their services at any time during employment, if recruited.
 - xi. The selected candidate(s) will have to submit a character and antecedents verification certificate i.e., Police verification/clearance certificate / report from concerned authorities at the time of engagement/joining.
 - xii. Candidates in online application form have to necessarily declare and provide details in case he/she has been arrested, prosecuted, kept under detention or fined, FIR filed in any Police Station, convicted by the Court of Law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination or if proceedings are pending against him in any Court of Law.



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- xiii. Candidates against whom a criminal case is pending in a court of law need not apply.
- xiv. In case of variation in name / surname / name spelling mentioned in the application with that in the respective certificates pertaining to education / professional qualification / caste / etc., the applicant shall be required to submit a certificate from SDM or equivalent to this effect along with the respective documents at the time of verification of documents, failing which the candidature shall liable to be cancelled. In case of change of surname of female candidate after her marriage, she is required to furnish marriage certificate and notarized affidavit in this regard.
- xv. Candidates are required to attach English translation (duly notarized) of any educational / caste certificate(s)/Disability Certificate, etc., if the same is in regional language.
- xvi. The decision of TFL will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection and cancellation of the selection process either in part or full etc. Filling up of the posts is solely at the discretion of the Company and also subject to the suitability of candidates & Company's requirement and no claim will arise for selection / appointment, if some of the vacancies are not filled. TFL may at its discretion, alter the minimum eligibility standard/criteria/cut-off to restrict the number of candidates or to make available sufficient number of candidates to be called for subsequent stages. TFL also reserves the right to fill or not to fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.
- xvii. The prescribed qualification/experience is the minimum and mere possession of the same does not entitle a candidate for participating in further Selection Process. TFL's decision shall be final in this regard.
- xviii. Mere admission to the selection process does not imply that TFL is satisfied about candidate's eligibility. The candidates should ensure that the details mentioned in the application form are correct and are in conformity with the eligibility criteria for the post applied for, as mentioned in the advertisement. The candidature of all applicants would be provisional and subject to subsequent verification of credentials of candidates w.r.t. advertised recruitment specifications, certificates/testimonials, Caste/ PwBD/ ExSM etc. Candidates, if shortlisted, would be required to bring in **all original certificates at the time of document verification**, failing which they may not be issued offer of appointment / allowed to join.
- xix. Corrigendum/addendum etc with regard to this advertisement, if any, will be made available on following link - "**Career Opportunities in TFL**" on **TFL WEBSITE: www.tflonline.co.in / ICSI Placement portal**. Candidates are advised to refer to the said website periodically for updates. Candidates are advised to check their Spam/Junk Folder of their mailbox for updates regarding the selection process.
- xx. List of Applications received within due date shall be displayed on the website for information of candidates. Candidates shortlisted for participating in the Selection Process (Personal Interview) and also the list of selected candidates for appointment against the above posts will be displayed on TFL Website www.tflonline.co.in for the information of the candidates in due course of time.
- xxi. In case of any query / help required while filling online application form, payment of application fee, if any, may be addressed to career@tflonline.co.in only.
- xxii. **No enquiry asking for advice on eligibility criteria will be entertained.**
- xxiii. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

12. IMPORTANT DATES

Table-V

Sl. No.	Activity	Date
1	Date & Time of Activation of Link for Online Application submission:	07.10.2025 (11:00 hours)
2	Last date & Time of submission of Online Application Form:	21.10.2025 (18:00 hours)
3	Tentative Date of Interview Schedule:	November-2025
4	Venue of Interview (may alter the venue depending on business requirements / exigencies which may arise in future) :	New Delhi/Noida



TALCHER FERTILIZERS LIMITED

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

CIN : U241200R2015PLC019575

13. TFL'S DECISION FINAL

The decision of TFL management in all matters relating to eligibility of candidate, acceptance or rejection of applications, penalty for false information, selection and posting of selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.

14. IMPORTANT INSTRUCTIONS

- i. Mobile phones, calculators, any other electronic devices or objectionable items are strictly **banned** in the entire premises of the venue. Please note that, if any candidate is found carrying or using such items within the entire premises of the venue, the candidate will be debarred from appearing for the Personal Interview and candidature of such candidate will be disqualified / rejected. Further, a candidate committing such an unscrupulous act is also liable to be blacklisted and may not be considered for any further requirement in TFL. Furthermore, such a candidate is also liable for appropriate legal action.
- ii. We hereby caution the public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Don't believe any advertisement/job announcement of TFL circulated through e-mail, social media etc. Please rely on information hosted on our website www.tflonline.co.in for any job/career related information pertaining to TFL.
- iii. Any dispute regarding recruitment against the advertisement will be settled within the jurisdiction of Bhubaneswar, Odisha only.

15. Annexure-I

Annexure -I

Candidates are advised to refer to the following table showing the IDA Pay Scales (Revised & Pre-revised) and equivalent CDA Pay Scales in which post qualification work experience is required to ascertain their eligibility.

Post / Grade for which candidate is applying	Corresponding Pay scale being offered for the post being applied to	Next below pay scale in which post-qualification inline work-experience is required as on cut-off date of reckoning eligibility of candidate.					
		Pay Scales IDA Pattern			Equivalent CDA Pattern		
		2017 Based Pay-scale	1997 Based	2007 Based	2017 Based	Scale with Grade Pay (6 th PC)	
Manager / E-3	₹60000-180000	₹10750-300-16750	₹20600 - 46500	₹50000-160000	₹9300 - 34800	₹4800	₹47600-151100
Chief Manager / E-5	₹80000-220000	₹14500-350-18700	₹29100 - 54500	₹70000-200000	₹15600 -39100	₹6600	₹67700-208700

16. Application format is enclosed as Annexure-II.

RECRUITMENT OF EXECUTIVES IN LEGAL & COMPANY SECRETARY DISCIPLINE AT TALCHER
FERTILIZERS LIMITED (TFL) THROUGH THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
(ICSI)

APPLICATION FORM

Advertisement No: TFL/RECT/EXE/01/2025

Post Applied Pay Scale / Grade:

(Strike out whichever is not applicable):

Chief Manager (Legal & Company Secretary) /(E-5) : Pay Scale: ₹80000-220000

Manager (Legal & Company Secretary) /(E-3) Pay Scale : ₹60000 – 180000

Affix Photograph

1. ICSI Membership No. :
2. ICSI Student Registration No. :
3. Candidate Name :
4. Father's Name :
5. Communication Address:
6. Permanent Address:
7. Contact number:
8. E-mail ID :

9. Aadhar No.:

10. PAN no:

11. State of Domicile :

12. Date of Birth :

13. Community :

14. Sub Caste :

15. Marital Status :

16. Religion :

17. Ex-Serviceman :

18. Person With Disabilities (Yes/No) :

If yes, type and percentage of disability:

19. Qualification (Particulars):

Qualification	Course Duration(in Years)	Month/Year of Passing	Name of the Board/Institute/University	Marks (in %)

20. ICSI Membership Certificate Number/date:

21. Experience (Particulars):

Experience details	Post Held 1 :	Post Held 2 :	Post Held 3 :	Post Held 4 :
Designation :				
Organisation Name:				
Period of engaged from Date :				
To Date :				
Nature of Employment : (Regular/FTE/Temporary/Contract)				
Organisation Type: (Government/PSUs/Autonomous/ Large Private Organisation)				
Pay Scale & Grade :				
CTC Amount :				
Nature of Duties :				

NB : Please add additional columns/fields if required.

22. Languages known details:

	Read (Y/N)	Write (Y/N)	Speak(Y/N)
English			
Hindi			
Odia			
Others: (Please specify)			

23. Have you ever been convicted / detained / Prosecuted / arrested / bound down / debarred / fined by court of Law? (Yes/No) If yes, furnish details:

24. Are any FIRs/Cases/Charge-sheets pending against you? (Yes/No) If yes, furnish details:

25. Details of pending Disciplinary cases and punishments undergone/undergoing: (Yes/No) If any, furnish details :

26. Enclosures (Documents uploaded by the Candidate) - (Yes/No)

Proof for Matriculation/10th Final Certificate or Certificate-cum-Marksheet :

Proof for Education Certificates :

Proof for Notified Qualification :

Proof for Consolidated/Semester Marksheet(s) :

Proof for Community (If any) :

Proof for Date of Birth :

Proof for Aadhar :

Proof for PAN :

Proof for PwBD :

Proof for Ex-Service Man :

Proof for ICSI Membership:

Proof for Experience :

Proof of Annual Turnover Certificate:

Proof for Payslips :

Proof for One level below Pay Scale in IDA/CDA:

Proof for CTC Certificate:

Proof of Application fees:

Proof for Other Certificate:

Declaration

I hereby declare that all the above information furnished by me are true and complete. I am aware that furnishing of false /incomplete information will result in rejection of my candidature /loss of employment, if appointed to the post applied, at any stage.

Place :

SIGNATURE OF THE APPLICANT

Date :
