



रामागुण्डम फर्टिलाइजर्स एण्ड केमिकल्स लिमिटेड

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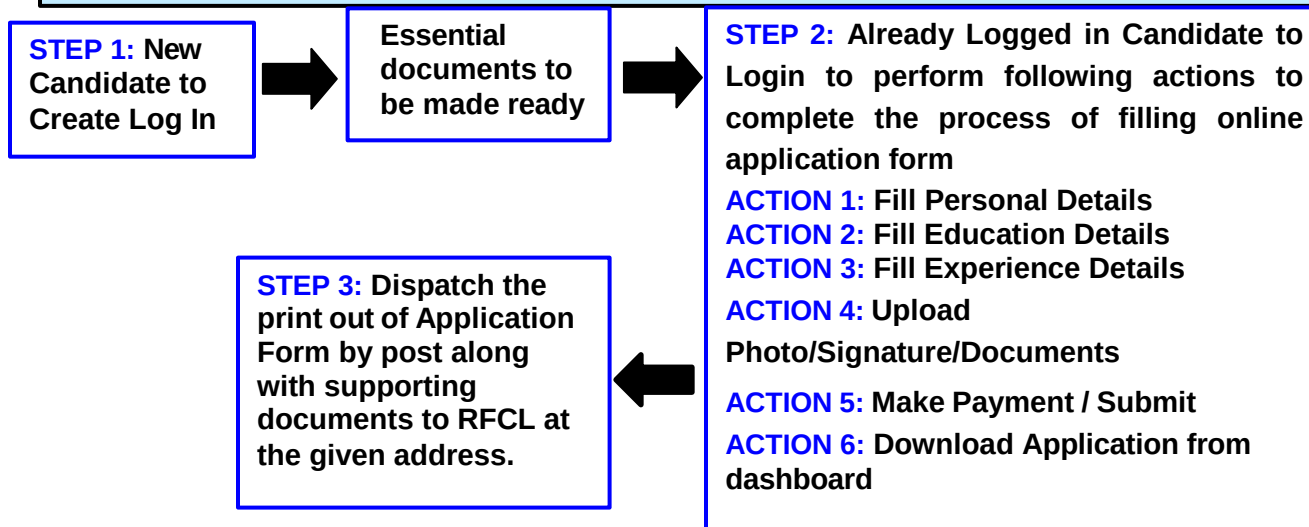
RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED

A Joint Venture Company of NFL, EIL and FCIL

GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINE APPLICATION FORM

- 1) Log on to RFCL website <https://www.rfcl.co.in/> and navigate to the Careers section.
- 2) Click on the link provided in this section for Online Application/Click Here to Apply
- 3) Entries in the application form shall be required to be filled only in English.
- 4) Please go through the detailed advertisement before filling online application.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM



STEP 1: New Candidate to Create Log In

- New Candidate to visit the RFCL website > Careers section **and** go to <https://career.rfcl.co.in>login/registration for new>.
- You must have a **valid email ID and mobile number** for applying online.
- Fill in all the details required and verify your registered Email ID and mobile no. through OTP.
- After verification of OTP on registered Email ID and Mobile No., enter password to complete your registration.
- Acknowledgement Email will be sent on the email id filled in by you. Kindly check the same and keep a record of that.
- **Note: Once the information filled in here will not be changed.**
- Now click: [To Complete Registration Process](#) to log in to your account to fill the application form. Click here to log in you must fill the following:
 - Email ID
 - Password

Essential documents to be made ready

- Before starting to fill up the on-line application, have with you the following details / documents / Information.
 - a) E-Mail ID (valid at least for one year).
 - b) Mobile No (valid at least for one year).
 - c) Personal and Educational qualification details.
 - d) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size upto 2MB.
 - e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size upto 2MB.
 - f) Debit Card/ Credit Card / Internet Banking / UPI for online payment.
 - g) Scanned Copies of following documents (in pdf format):
 - ❖ Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate).
 - ❖ Final/Provisional Degree/ Graduation/Diploma, etc., as applicable.
 - ❖ Conversion certificate for CGPA into percentage, if applicable.
 - ❖ Experience Certificates / documents in support of experience, if applicable.
 - ❖ CTC certificate
 - ❖ Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
 - ❖ Income and asset certificate in respect of EWS in prescribed format
 - ❖ Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
 - ❖ PWD Certificates in case of Persons with Disability candidates in prescribed format.
 - ❖ Scribe certificate, if applicable.

STEP 2: Already Logged In candidate log in to complete the process of filling online application form

Action 1		Fill Personal Details
Action 2		Fill Education Details
Action 3		Fill Experience Details
Action 4		Upload Photo/Signature/Documents
Action 5		Make Payment / Submit
Action 6		Download Application from dashboard
Action 7		Dispatch the Printed Application along with documents to RFCL

- Already Logged In Candidate to visit the **RFCL website > Careers section** and login by clicking go to <https://career.rfcl.co.in>login>
- **Action 1: Fill Application (Click on the button to fill application form)**

Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the **Personal Details, Qualification Details, Experience Details and Additional Details** in the sequence as given below:

While filling out the Personal Details, Qualification Details, Experience Details, and Experience Details please save the information by clicking the button "SAVE".

In case you wish to edit any information before final submission, you can do that by log in again using Email-ID, Mobile No, Post Applied For, and Password, after editing the information, make sure to save the information again by clicking the button "SAVE".

Note: The information filled will not be saved unless the button “SAVE” is clicked.

- **Action 2: Uploading Photograph and Signature**

Upload Photograph - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats, and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should be within 2MB.**

Upload Scan of Signature - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should be should be within 2MB.**

Action 2.1: Uploading of Documents

Candidate is required to upload the scanned copies of all the relevant documents with regard to age, qualification, work experience, scale, CTC, Disability (as applicable) and other documents as asked for. Scanned Copies of documents (in PDF format), as follows:

- ❖ Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate).
- ❖ Final/Provisional Degree/ Graduation/Diploma/Professional Degree etc., as applicable.
- ❖ Conversion certificate for CGPA into percentage, if applicable.
- ❖ Experience Certificates / documents in support of experience, if applicable.
- ❖ Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
- ❖ Income and asset certificate in respect of EWS in prescribed format
- ❖ Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
- ❖ PWD Certificates in case of Persons with Disability candidates in prescribed format.
- ❖ Scribe certificate, if applicable.
- ❖ Income and asset certificate in respect of EWS in prescribed format.

Click on “**Save & Proceed to Submit Application**”.

- **Action 3.1: Make Payment and / or Submit Application**

S. No.	Post (Payment to be made by UR OBC EWS)	Fee Amount (In INR) (Application Fees + Bank Charges)
01	E-5 & above	INR 1000/- (+ Applicable Bank Charges)
02	E-1 to E-4	INR 700/- (+ Applicable Bank Charges)

1. **SC/ST/PwBD/ExSM/Dept. Candidates** are exempted from making the payment; hence, all these candidates are required to **SUBMIT** application to complete the online registration process. On submitting online application number will be issued and candidate to take the printout of the Application Form having the Online Application Number.
2. **All other category candidates are required to make the payment. Keep the Debit Card/Credit Card/Internet Banking/UPI details handy.**
Candidate to read the undertaking and accept the same.

In case you wish to edit any information pertaining to Personal Details, Qualification Details, Experience Details and Additional Details; you can do that by log in again using Email-ID, Password, Post Applied For and after editing the information, make sure to save the information again by clicking the button **"SAVE"**.

UR/OBC/EWS category candidate is required to make the payment through Billdesk Payment facility as per steps given below:

- Read the undertaking and accept the same.
- Now click on "Billdesk Payment".
- 1. Complete the application form and click the **"Proceed to Submit"** button.
- 2. A payment details page will open, displaying the applicable payment information.
- 3. Review the payment details and click the **"Proceed to Secure Payment"** button.
- 4. You will be redirected to the BillDesk Payment Gateway, where the following payment options are available:
 - UPI
 - Net Banking
 - Debit Card
 - Credit Card
- 5. Select your preferred payment method and complete the transaction. Upon successful payment, you will be automatically redirected to the Payment Status page.
- 6. On the Payment Status page, you can:
 - Download the Payment Receipt, or
 - Click "Go to Dashboard" to return to your account dashboard.

Note: Please do not close or refresh the browser window during the payment process until the transaction status is displayed.

NOTE: Fee once paid will not be refunded under any circumstances.

Fees paid by modes other than through Debit Card/Credit Card/ Net Banking/UPI as indicated above will not be accepted and the applications of such candidates will be rejected forthright, and the payment made shall stand forfeited.

NOTE: Once the payment has been made, you will not be allowed to change/modify any information.

- **Action 4: Print Application**

After successfully submitting the details as mentioned above, the candidate should take the printout of the application form.

Candidates should also retain their copy of the printed application form, Payment Receipt, as they can be asked to produce it for future reference.

Candidates can take re- print of the online application form by clicking **To Complete Registration Process**

STEP 3: Dispatch the application as guided below.

After successful submission of online application form, candidates are required to take printout of the online application form and send it along with self-attested copies of all requisite supporting documents in fulfillment of eligibility viz. educational qualifications, experience, caste certificate, PwBD certificate etc., in a sealed envelope cover super-scribed “**APPLICATION FOR THE POST OF** **IN RFCL – 2026**” at the following address within the due date:

**“Deputy General Manager (HR),
Ramagundam Fertilizers and Chemicals Limited,
Corporate Office,
4 th Floor, Wing – A, Kribhco Bhawan,
Sector-1, Noida, Uttar Pradesh – 201301”**

The last date for receipt of hard copy of online application along with relevant documents is **01.10.2026**. However, last date for receipt of hard copy of online application for candidates presently residing in far-flung area i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union territory of Ladakh, Lahul & Spiti District & Pangi Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman & Nicobar Islands & Lakshadweep is **08.10.2026**. Candidates applying from far-flung areas should superscribe on envelope “**FAR-FLUNG AREA**”. In case of false declaration of “**Far-Flung Area**” on envelope vis-à-vis correspondence address mentioned above in the online Application Form, the same shall be summarily ‘Rejected’.

Incomplete Application Forms OR not supported by self-attested copies of relevant documents OR not fulfilling the eligibility criteria OR received at any other address of RFCL OR received after due date shall be summarily 'Rejected'.

- **Candidates should note that scrutiny and shortlisting of Applications would be done on the basis of documents enclosed with the prescribed application form. Candidates may be asked at any stage of recruitment to produce any additional documents which are considered necessary to establish the eligibility of the candidate w.r.t. the eligibility criteria prescribed in the advertisement. No interim correspondence by the candidates regarding availability/non - availability of documents would be entertained.**
- **On correctly following the above steps, the candidate would have completed the application process.**

STEP 4: Intimation of Personal Interview

Based on the information provided by the candidates in Application Form and documents submitted by the candidates along with copy of their Printed Application Form, scrutiny of applications would be done and candidates meeting the eligibility criteria will be provisionally shortlisted and called for Personal Interview.

Intimation regarding Date, Time & Venue of Personal Interview shall be sent to the shortlisted candidates through e-mail on their registered e-mail address as provided in the Application Form. List of candidates shortlisted for interview shall also be displayed on RFCL website <https://www.rfcl.co.in> under the "Careers" section at an appropriate time.

NOTE: Candidates are advised to regularly check the website for updates, if any.