



TALCHER FERTILIZERS LIMITED

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

CIN: U24120OR2015PLC019575

REGULAR POSITIONS

Sl No	Designation	Grd	Scale of Pay	Age	Minimum Eligible Qualification	Desirable Qualification	Minimum Years of Relevant Experience	Preference in Experience	Category wise number of Posts					Total Number of Posts	PwBD Reservation (Identified Categories)
									UR	EWS	OBC-NCL	SC	ST		
1	Chief Manager – Mechanical	E-5	Rs. 80000-220000/-	45 years	BE/BTech in Mechanical / Production / Production & Industrial / Manufacturing with minimum 60%	ME/MTech	12 years of Post-Qualification Executive Experience (including GET / MT / ET experience) of working in Project Commissioning / Construction / Operations & Maintenance activities in Process Plants / Petrochemical Plants / Refineries in Companies of repute	Candidates in a leadership role in Coal Gasification Units or fertilizer plants will be given preference				01		01	b)D, HH c) OA, OL, DW, AAV d) SLD, MI e) MD involving (b) to (d) above
2	Chief Manager – F&A	E-5	Rs. 80000-220000/-	45 years	CA/ICMA	Possessing both CA & ICMA / CA & CS	12 years of Post-Qualification Executive Experience (including GET/MT/ET experience) in Finance / Accounts Department of Govt / Semi-Govt /	Candidates in a leadership role overseeing all aspects of the Finance & Accounting functions in Coal Gasification	01					01	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL,BLOA, BLA, LC, Dw, AAV e) MD Involving (a) to (c) above



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							Private Organizations.	Units or fertilizer plants will be given preference							
3	Chief Manager – C&P*	E-5	Rs. 80000-220000/-	45 years	BE/BTech in any discipline with 60%	BE/BTech with MBA in Materials Management	12 years of Post-Qualification Executive Experience (including GET/MT/ET experience) of working in Contract & Procurement / Materials / Stores & Purchase Department in Process Plants / Petrochemical Plants / Refineries in Companies of repute	Candidates working in a leadership role overseeing all aspects of Contract & Procurement function of Project dept preferably in PSUs / Govt Depts. or in Coal Gasification Units or Fertilizer plants will be given preference	01					01	a) VH-LV
4	Chief Manager – HR	E-5	Rs. 80000-220000/-	45 years	MBA with specialization in HR/HRM or PGDM/PGP in Human Resource Management or Masters in Personnel Management and Industrial Relations / Labour Welfare with minimum 55%	LLB	12 years of Post-Qualification Executive Experience (including GET/MT/ET experience) in Govt / Semi-Govt / Private Organizations in HR/IR Dept	Candidates working in leadership role having strong knowledge and hands-on experience on implementation and managing HR & IR functions in Coal Gasification Units / Fertilizer Plants will be given preference	01					01	a) B, LV b) D, HH c) OA,BA, OL, OAL, BL, CP, Dw, AAV, MDy d) ASD,SLD,MI e) MD involving (a) to (d) above



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5	Chief Manager – F&S	E-5	Rs. 80000-220000/-	45 years	BE/BTech in Fire / F&S with minimum 60%	One year Diploma in Industrial Safety from a Central/ Regional Labour Institute recognized by Government	12 years of Post-Qualification Executive Experience (including GET/MT/ET experience) of working Fire & Safety Dept of Process Plants / Petrochemical Plants / Refineries in Companies of repute	Candidates possessing relevant experience in Coal Gasification Units / Fertilizer Plants will be given Preference. Candidate with fluency in local language will be an added advantage.	01				01	
6	Manager – Mechanical	E-3	Rs. 60000-180000/-	35 years	BE/BTech in Mechanical / Production / Production & Industrial / Manufacturing with minimum 60%	ME/MTech	04 years of Post-Qualification Executive Experience (including GET / MT / ET experience) of working in Project Commissioning / Construction / Operations & Maintenance activities in Process Plants / Petrochemical Plants / Refineries in Companies of repute	Candidates possessing relevant experience in Coal Gasification Units / Fertilizer Plants	01		02		03	b)D, HH c) OA, OL, DW, AAV d) SLD, MI e) MD involving (b) to (d) above
7	Manager – Instrumentation	E-3	Rs. 60000-180000/-	35 years	BE/BTech in Instrumentation / Instrumentation & Control/ Electronics & Instrumentation / Electrical &	ME/MTech	04 years of Post-Qualification Executive Experience (including GET / MT / ET experience) of working in Project Commissioning / Construction /	Candidates possessing relevant experience in Coal Gasification Units / Fertilizer Plants	01			01	02	b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above



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					Instrumentation / Electrical & Electronics with minimum 60%		Operations & Maintenance activities in Process Plants / Petrochemical Plants / Refineries in Companies of repute								
8	Manager – Chemical	E-3	Rs. 60000-180000/-	35 years	BE/BTech in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 60%	ME/MTech	04 years of Post-Qualification Executive Experience (including GET / MT / ET experience) of working in Project Commissioning / Construction / Operations & Maintenance activities in Process Plants / Petrochemical Plants / Refineries in Companies of repute	Candidates possessing relevant experience in Coal Gasification Units / Fertilizer Plants	01				01	a) B, LV b) HH c) OA, OL, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d)above	
9	Manager – Electrical	E-3	Rs. 60000-180000/-	35 years	BE/BTech in Electrical / Electrical & Electronics with minimum 60%	ME/MTech	04 years of Post-Qualification Executive Experience (including GET/MT/ET experience) of working in Project Commissioning / Construction / Operations & Maintenance activities	Candidates possessing relevant experience in Coal Gasification Units / Fertilizer Plants	01			01	02	b) D, HH c) OL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above	



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							in Process Plants / Petrochemical Plants / Refineries in Companies of repute								
10	Manager – Civil	E-3	Rs. 60000- 180000/-	35 years	BE/BTech in Civil with minimum 60%	ME/MTech	04 years of Post- Qualification Executive Experience (including GET/MT/ET experience) of working in Project Commissioning / Construction / Operations & Maintenance activities in Process Plants / Petrochemical Plants / Refineries in Companies of repute	Candidates possessing relevant experience in Coal Gasification Units / Fertilizer Plants	01	01	01			03	b) D, HH c) OA,BA, OL, CP, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above
11	Manager – HR	E-3	Rs. 60000- 180000/-	35 years	MBA with specialization in HR/HRM or PGDM/PGP in Human Resource Management or Masters in Personnel Management and Industrial Relations / Labour Welfare with minimum 55%	LLB	04 years of Post- Qualification Executive Experience (including GET/MT/ET experience) in HR & IR functions in Govt / Semi-Govt / Private Organizations	Candidates possessing relevant experience in Coal Gasification Units / Fertilizer Plants will be given preference.	01					01	a) B, LV b) D, HH c) OA,BA, OL, OAL, BL, CP, Dw, AAV, MDy d) ASD,SLD,MI e) MD involving (a) to (d) above



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12	Manager – CS & Legal	E-3	Rs. 60000-180000/-	35 years	ACS from Institute of Company Secretaries of India with Bachelor Degree in Law	Additional qualification of ICMA / CA	04 years of Post-Qualification Executive Experience (including GET/MT/ET experience) in Company Secretarial function of Govt / Semi-Govt / Private Organizations.	Candidates having in line experience in PSUs / Govt. Organizations will be given preference.	01					01	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL,CP,LC, Dw, AAV, MDy e) MD Involving (a) to (c) above
13	Manager – F&S	E-3	Rs. 60000-180000/-	35 years	BE/BTech in Fire / F&S with minimum 60%	One year Diploma in Industrial Safety from a Central/ Regional Labour Institute recognized by Government	04 years of Post-Qualification Executive Experience (including GET/MT/ET experience) of working in Fire & Safety Dept of Process Plants / Petrochemical Plants / Refineries in Companies of repute	Candidates possessing relevant experience in Coal Gasification Units / Fertilizer Plant will be given preference. Fluency in local language will be an added advantage.	01			01		02	
14	Manager – F&A**	E-3	Rs. 60000-180000/-	35 years	CA/ICMA	Possessing both CA & ICMA / CA & CS	04 years of Post-Qualification Executive Experience (including GET/MT/ET experience) in Finance / Accounts Department of Govt / Semi-Govt / Private Organizations.	Candidates having relevant experience in Coal Gasification Units / Fertilizer Plants will be given preference. Exposure to Project Finance and Payroll will be an added advantage	01		01		01	03	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL,BLOA, BLA, LC, Dw, AAV e) MD Involving (a) to (c) above



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15	Manager – C&P	E-3	Rs. 60000-180000/-	35 years	BE/BTech in any discipline with 60%	BE/BTech with MBA in Materials Management	04 years of Post-Qualification Executive Experience (including GET/MT/ET experience) of working in Contract & Procurement / Materials / Stores & Purchase Department in Process Plants / Petrochemical Plants / Refineries in Companies of repute	Candidates having relevant experience in Contract & Procurement functions of Project dept preferably in PSUs / Govt Depts. or in Coal Gasification or Fertilizer Industry will be given preference.	01		01			02	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD e) MD Involving (a) to (d) above
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**Post reserved for PwBD(VH-LV)*

***One Post reserved for PwBD(HH)*



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FIXED TERM EMPLOYMENT (FTE)

Sl No	Designation	Consolidated Remuneration	Age	Minimum Eligible Qualification	Desirable Qualification	Minimum Years of Relevant Experience	Preference in Experience	Category wise number of Posts					Total Number of Posts	PwBD Reservation (Identified Categories)
								UR	EWS	OBC-NCL	SC	ST		
1	Senior Engineer - Mechanical	Rs. 60000/-	33 yrs	BE/BTech in Mechanical / Production / Production & Industrial / Manufacturing with minimum 60%	ME/MTech	01 year of Post-Qualification Executive Experience (including GET / MT / ET experience) of working in Project Commissioning / Construction / Operations & Maintenance activities in Process Plants / Petrochemical Plants / Refineries	Candidates having relevant experience in Coal Gasification Units / Fertilizer Plants will be given preference	02	01	01	01	01	06	b)D, HH c) OA, OL, DW, AAV d) SLD, MI e) MD involving (b) to (d) above
2	Senior Engineer - Instrumentation	Rs. 60000/-	33 yrs	BE/BTech in Instrumentation / Instrumentation & Control/ Electronics & Instrumentation / Electrical & Instrumentation / Electrical & Electronics with minimum 60%	ME/MTech	01 year of Post-Qualification Executive Experience (including GET / MT / ET experience) of working in Project Commissioning / Construction / Operations & Maintenance activities in Process Plants / Petrochemical Plants / Refineries	Candidates having relevant experience in Coal Gasification Units / Fertilizer Plants will be given preference	01	01	01			03	b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above



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3	Senior Engineer - Chemical	Rs. 60000/-	33 yrs	BE/BTech in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 60%	ME/MTech	01 year of Post-Qualification Executive Experience (including GET / MT / ET experience) of working in Project Commissioning / Construction / Operations & Maintenance activities in Process Plants / Petrochemical Plants / Refineries	Candidates having relevant experience in Coal Gasification Units / Fertilizer Plants will be given preference	01		01	01		03	a) B, LV b) HH c) OA, OL, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d)above
4	Senior Engineer - Electrical	Rs. 60000/-	33 yrs	BE/BTech in Electrical / Electrical & Electronics with minimum 60%	ME/MTech	01 year of Post-Qualification Executive Experience (including GET / MT / ET experience) of working in Project Commissioning / Construction / Operations & Maintenance activities in Process Plants / Petrochemical Plants / Refineries	Candidates having relevant experience in Coal Gasification Units / Fertilizer Plants will be given preference	02		01			03	b) D, HH c) OL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above
5	Senior Engineer - Civil	Rs. 60000/-	33 yrs	BE/BTech in Civil with minimum 60%	ME/MTech	01 year of Post-Qualification Executive Experience (including GET / MT / ET experience) of working in Project Commissioning / Construction / Operations & Maintenance activities in	Candidates having relevant experience in Coal Gasification Units / Fertilizer Plants will be given preference	02		02	01	01	06	b) D, HH c) OA,BA, OL, CP, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above



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						Process Plants / Petrochemical Plants / Refineries								
6	Senior Officer – HR#	Rs. 60000/-	33 yrs	MBA with specialization in HR/HRM or PGDM/PGP in Human Resource Management or Masters in Personnel Management and Industrial Relations / Labour Welfare with minimum 55%	LLB	01 year of Post-Qualification Executive Experience (including GET/MT/ET experience) handling HR & IR function in Govt / Semi-Govt / Private Organizations.	Candidates having relevant experience in Coal Gasification Units / Fertilizer Plants will be given preference	01			01		02	a) B, LV b) D, HH c) OA,BA, OL, OAL, BL, CP, Dw, AAV, MDy d) ASD,SLD,MI e) MD involving (a) to (d) above
7	Senior Officer – IT & Telecom	Rs. 60000/-	33 yrs	BE/BTech in Computer Science / Information Technology/ MCA with minimum 60%	ME/MTech	01 year of Post-Qualification Executive Experience (including GET/MT/ET experience) handling IT function in Govt / Semi-Govt / Private Organizations	Candidates having relevant experience in Coal Gasification Units / Fertilizer Plants will be given preference	01					01	a) B, LV b) D, HH c) OA, OL, OAL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
8	Senior Officer – F&S	Rs. 60000/-	33 yrs	BE/BTech in Fire / Fire & Safety / Safety with minimum 60%	ME/MTech	01 year of Post-Qualification Executive Experience (including GET / MT / ET experience) of working in Fire & Safety Dept of Process Plants /	Candidates having relevant experience in Coal Gasification Units / Fertilizer Plants will be given preference	01		01			02	



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						Petrochemical Plants / Refineries								
9	Senior Officer – F&A	Rs. 60000/-	33 years	CA / CMA or MBA with specialization in Finance with minimum 55%	Both CA & CMA / CA & CS	01 year of Post-Qualification Executive Experience (including GET/MT/ET experience) in Finance / Accounts Department of Govt / Semi-Govt / Private Organizations.	Candidates having relevant experience in Coal Gasification Units / Fertilizer Plants will be given preference	01		01			02	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL,BLOA, BLA, LC, Dw, AAV e) MD Involving (a) to (c) above
10	Senior Officer – C&P	Rs. 60000/-	33 years	MBA with specialization in Contracts & Procurement / Materials Management / Supply Chain Management with minimum 55%	BE/BTech with MBA with specialization in Contracts & Procurement / Materials Management / Supply Chain Management	01 year of Post-Qualification Executive Experience (including GET/MT/ET experience) of working in Contract & Procurement / Materials / Stores & Purchase Department in Process Plants / Petrochemical Plants / Refineries	Candidates having relevant experience in Contract & Procurement function of Project dept preferably in PSUs / Govt Depts. or in Coal Gasification Units / Fertilizer Industry will be given preference.	01	01				02	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) SLD e) MD Involving (a) to (d) above

#One Post reserved for PwBD(OH) category

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



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

- 2.1 Only full time Regular courses will be considered **(except in case of CA/CMA/CS qualification)**.
- 2.2 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 / concerned Statutory Bodies
- 2.3 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, if called for the same.
- 2.4 Candidates having 5 year B.E./B.Tech.+M.E./M.Tech Integrated dual degree in Engineering in relevant stream/discipline shall be treated at par with B.E./B.Tech.
- 2.5 In case, the minimum eligible qualification is MBA/PG Diploma in Management; where there is mention of dual specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.
- 2.6 The relevant experience should be after acquiring minimum prescribed eligible qualification.
- 2.7 **"Companies of Repute"** criteria shall include Listed companies (which would mean and include companies listed on NSE or Group A & B of BSE), PSU/Central/State Govt. undertakings OR those companies (In case of MNCs or Global firm, the Indian subsidiary) having an annual turnover of more than **Rs.100 crores** in the last financial year.



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2.8 Candidates must attach documents clearly mentioning him/her having relevant work experience.

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

- 3.1 For SC/ST/PwBD category candidates, minimum qualifying percentage of marks is relaxed by 5%. For example, if the minimum qualifying percentage against a particular post is **60%**, then the minimum relaxed percentage of marks for SC/ST/PwBD category candidates is **55%**.
- 3.2 **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.
- 3.3 **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

- 4.1 Cut-off date for determining post-qualification experience and Age and for all other purposes will be **30.06.2023**
- 4.2 The upper age is relaxable by 05 years for SC/ST category candidates, 03 years for OBC (NCL) category candidates. It is also relaxable by 10 years for PwBD-General/EWS category candidates, 13 years for PwBD-OBC(NCL) category candidates and 15 years for PwBD-SC/ST category candidates. The above relaxation in upper age limit is applicable only in respect of posts which are reserved for SC/ST/OBC(NCL) 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 years for candidates domiciled in the State of Jammu & Kashmir between 01.01.1980 and 31.12.1989.



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- 4.3 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.
- 4.4 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.
- 4.5 Maximum upper age of the applicant shall not exceed 56 years including all possible age relaxations.**

5. EMOLUMENTS

- a. 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:

Grade	Designation	Pay Scale	Initial Basic Pay	CTC
E-5	Chief Manager	Rs.80,000 – 2,20,000/-	Rs.80,000/-	Approx INR 22.69 Lacs ** (excluding Benefits)
E-3	Manager	Rs.60,000 – 1,80,000/-	Rs.60,000/-	Approx INR 17.03 Lacs ** (excluding Benefits)

**For executives, posted at Talcher



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- b. 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.
- c. **Work-Related Facilities/Reimbursements (Phone, Internet, etc):** Gradewise entitlements (Rs. 25000/- per annum for E-5 & Rs. 20000/- per annum for E-3)
- d. **Other Benefits:** Medical facility, GPAIP, TA/DA facility, etc. will be provided as per the rules of the company.
- e. **FTE will be paid a consolidated remuneration of Rs. 60,000/ - per month. In addition, they are also entitled to receive Annual Increments, Leave, Health Insurance benefits, GPAIP, PF and other statutory benefits. TA/DA facility will be applicable as per E-2 Grade entitlement**

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. However, few of the executives may be placed at Bhubaneswar.

7. APPLICATION FEE

Candidates belonging to **General, EWS & OBC (NCL) category** are required to pay a non-refundable application fee of **Rs. 500/- (Rupees Five Hundred only)** excluding applicable Convenience Fee and applicable taxes. **SC/ ST/ PwBD category candidates are exempted from payment of application fees.**



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8. HOW TO APPLY

- a. Candidates will be required to apply online through **TFL website: www.tflonline.com** only. The relevant link will be made available from **1100 hrs on 10.03.2023 till 1800 hrs on 30.03.2023. However, in the event of any change of date of go-live of application portal, the same will be updated on the company website.**
- b. A candidate can apply for **multiple posts / disciplines. However, candidates can select one discipline / post from within FTE category.**
- c. After successful submission of online application by the candidate, a unique registration number shall be generated by the system and a message shall be displayed in the system that the online application has been submitted successfully and an auto generated email mentioning the unique registration number shall reach to the candidate informing that his/her application has been submitted successfully.
- d. After applying online, candidate is required to take a printout of the Application Form generated by the system with unique registration number. Shortlisted candidates will be required to produce the same application form at the time of Group Discussion and/or Personal Interview. **Candidates should not send print out of the online application to any of the offices of TFL.**
- e. Before filling up application form, candidates are advised to go through detailed instructions related to the application process. The candidate should possess the following while filling up the application form:
 - (i) Valid email ID and mobile no.
 - (ii) Recent passport size colour photograph
- f. Candidate shall furnish relevant information in the applicable space/options and attach the relevant documents/testimonials as specified in the online application form.
- g. **Before applying for the post, candidates should ensure that he/she fulfils the eligibility criteria 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.**



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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

- a. Candidates for E-5 & E-3 posts, fulfilling all the eligibility criteria (based on the application form and documents attached), will be considered for further Selection Process based on the years of relevant experience and other parameters. In the event of number of applications being large, TFL will adopt shortlisting criteria including upward revision of notified specifications to restrict the number of candidates to be called for further selection process to a ratio as approved by TFL.
- b. Candidates for FTE posts, fulfilling all the eligibility criteria (based on the application form and documents attached), may be required to undergo an online Computer-Based Written Test (CBT). The syllabus for the CBT process for various vacancies can be accessed from the



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website. CBT process is likely to be conducted in major cities of Odisha. However, TFL reserves to add test centres outside Odisha. The link for downloading admit-card for CBT process will be provided on the TFL website. Candidates qualifying in the online test will be called for GD/Interview for further selection process.

- c. 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.
- d. All the details given in the application form will be treated as final and no changes will be entertained.
- e. Selection Process will involve Group Discussion and/or 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.

11. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. Candidates may submit their queries to career@tflonline.co.in only for any clarification pertaining to the advertisement/application submission. **However, candidates must first refer to the FAQs section. In case their queries are not covered under the FAQs section, then they may seek clarifications thru email to career@tflonline.co.in**
- c. A candidate may offer his candidature for more than one position if he is fulfilling job specifications. Candidate has to make



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- separate payment against each of the positions against which he/she is applying to.
- d. Request for change of Mailing address/ email ID/ category/ posts as declared in the application form will not be entertained.
 - e. Candidates should possess a valid 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. 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. TFL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate and no correspondence in this regard will be entertained.
 - f. Only shortlisted candidates who are found apparently eligible based on the application data and documents submitted will be called for the Selection Process. Candidates applying for FTE posts may be required to undergo an online test (CBT) for further selection process. 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.
 - g. **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.**
 - h. **Category [GEN/EWS/SC/ST/OBC(NCL)/PwBD/ESM] once filled in the application form will not be changed and no benefit of other category will be admissible later on.**
 - i. The OBC candidates who belong to **"CREAMY LAYER"** are not entitled for OBC concession and such candidates have to indicate their category as "General".
 - j. Relaxations/Reservations for SC/ST/OBC(Non Creamy Layer)/ PwBD (degree of disability 40% or above) / Ex-Serviceman as per



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Government Directives are applicable.

- k. Candidates belonging to **SC/ST** category should attach their caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim.
- l. Candidates belonging to **OBC (Non-Creamy Layer)** category should attach their **latest caste certificate** in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim.
- m. Candidates seeking reservation under **EWS** category should attach their **latest** Income and Asset Certificate issued by Competent Authority. The prescribed format and the Competent Authority have been given in Department of Personal & Training Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019.
- n. **Candidates currently employed in Govt. / Semi-Govt. / PSU must submit their application through proper channel in line with their respective Organization's Policies. Further, they will have to produce 'No Objection Certificate' at the time of GD/Interview if shortlisted for further process.**
- o. For appearing for GD/Interview all outstation candidates will be reimbursed to and fro 2nd AC 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 GD/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 GD/Interview. Kindly note that no local conveyance will be reimbursed to the candidate for the same.
- p. The candidature of the applicant shall be provisional and subject to subsequent verification of antecedents/certificates/testimonials. Candidature of the registered candidate is liable to be rejected 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.



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- q. Candidates are required to attach English translation (duly notarized) of any educational/caste certificate if the same is in regional language.
- r. 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 Corporation and also subject to the suitability of candidates & Corporation's requirement and no claim will arise for selection. 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.
- s. 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.
- t. Corrigendum/addendum etc with regard to this advertisement, if any, will be made available on following link - "**Career Section**" on **TFL WEBSITE: www.tflonline.co.in**. 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
- u. 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 (GD/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.
- v. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Odisha only.



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12. IMPORTANT DATES

SI No	Activity	Date
1	Date of Activation of Link for Online Application submission	10.03.2023
2	Last date of submission of Online Application Form	30.03.2023

13. IMPORTANT INSTRUCTIONS

- a. We hereby caution the general 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.
- b. Any dispute with regard to recruitment against the advertisement will be settled within the jurisdiction of Odisha Courts only.

(ADVT No. TFL/RECT/EXE/2/2023)