

**Madras Fertilizers Limited**  
**(A Government of India Undertaking)**  
**Post Bag No.2, Manali, Chennai - 600 068**  
**Phone No.044- 25945214 / 25945221 / 25945225 / 25945210**  
**Recruitment Notification No. MFL-P&A/002-2026 dated 18.03.2026**

Madras Fertilizers Limited (MFL) is a Central Public Sector Undertaking under the administrative control of Department of Fertilizers, Ministry of Chemicals and Fertilizers, Government of India and is located at Manali, Chennai, Tamil Nadu. MFL is engaged in the manufacture of Ammonia, Urea, Complex Fertilizers and Bio-fertilizers. MFL's activities include marketing of these fertilizers and trading in Organic Fertilizers and Agro Chemicals in accordance with the corporate objectives. MFL is looking to onboard energetic and dedicated candidates for regular positions in **NON-SUPERVISORY CADRE** as tabled below:

**1.0 Posts, Reservation and Specifications**

The Posts, Grade, Pay Scale, Number of vacancies & Reservation, Minimum educational qualifications, and maximum age prescribed for each post are given below:

Cut-off date for determining Age, Qualification and other eligibility criteria shall be as on 05.04.2026

Post Code	Post	Grade	Pay Scale	No. of vacancies and Reservation	Post reserved within the vacancies and identified as suitable for PwBD	Minimum Educational Qualification	Max. age
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
1	Technical Assistant Trainee - (Operations)	IV	24500-3% - (30)	28 SC-11 OBC(NCL)-8 EWS-2 UR-7	--	Full time three years Diploma in Chemical Engineering.  Candidates who have passed the full time three year Diploma course strictly within the prescribed duration in the academic years 2024 or 2025 are only eligible to apply.	26
2	Technical Assistant Trainee - Maintenance (Mechanical)	IV	24500-3% - (30)	5 SC-3 EWS-1 UR-1	AAV	Full time three years Diploma in Mechanical Engineering.  Candidates who have passed the full time three year Diploma course strictly within the prescribed duration in the academic years 2024 or 2025 are only eligible to apply.	26

3	Technical Assistant Trainee - Maintenance (Electrical)	IV	24500-3% - (30)	3 SC-1 EWS-1 UR-1	AAV	Full time three years Diploma in Electrical Engineering.  Candidates who have passed the full time three year Diploma course strictly within the prescribed duration in the academic years 2024 or 2025 are only eligible to apply.	26
4	Technical Assistant Trainee - Maintenance (Instrumentation)	IV	24500-3% - (30)	2 SC-1 UR-1	AAV	Full time three years Diploma in Instrumentation Engineering  Candidates who have passed the full time three year Diploma course strictly within the prescribed duration in the academic years 2024 or 2025 are only eligible to apply.	26
5	Technician-Rigger	II	21500-3%-(30)	1 OBC(NCL)-1	--	SSLC with 3 years' experience in Rigging.	26
6	Technician-Welder	II	21500-3%-(30)	2 SC-1 UR-1	OL	Full time ITI (Welding) with SSLC.	26
7	Junior Secretary cum Assistant	III	22500-3%-(30)	2 UR-2	OL, BL (1 Reserved for OH)	Any full time Degree with English Typewriting Lower Grade, English Shorthand Lower Grade and MS Office. OR Three years Diploma in Commercial Practice or Modern Office Practice with Shorthand Lower Grade.  Knowledge of CRM Tools and Hindi is preferable.	26

**Abbreviations used:**

Unreserved	UR
Scheduled Caste	SC
Scheduled Tribe	ST
Other Backward Community (Non-Creamy Layer)	OBC (NCL)
Economically Weaker Sections	EWS
Ex-servicemen	ESM
Both Legs	BL
Person with Benchmark Disability (40% disability & above)	PwBD
One Leg	OL

Orthopedically Handicapped	OH
Acid Attack Victim	AAV
Cumulative Grade Point Average	CGPA
Grade Point Index	GPI
Semester Grade Point Average	SGPA
Degree Grade Point Average	DGPA
Overall Grade Point Average	OGPA
Cumulative Performance Index	CPI

## Terms and conditions of recruitment:

- 1.1 The number of vacancies is tentative and MFL reserves the right to cancel / restrict / enlarge / modify / alter the requirements notified, if need so arises, without any further notice or assigning any reason thereof. MFL also reserves the right to fill / not to fill all or any of the above vacancies notified. MFL also reserves the right to raise the minimum eligibility standards and to fill / not to fill all or any of the above positions.
- 1.2 PwBD reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC (NCL) / EWS vacancies as per Government of India guidelines. . The PwBD categories identified for above posts are as per Gazette Notification dated 7.1.2021 issued by Ministry of Social Justice and Empowerment [Department of Empowerment of Persons with Disabilities (Divyangjan)], Government of India. PwBD candidates with disabilities as mentioned in 1.0 above only need apply and they should be capable of performing the tasks attached to the post.
- 1.3 All technical positions (Post code 1 to 6) require working in rotating shifts round the clock in Plant area and therefore only candidates willing to work in multiple shifts shall apply.
- 1.4 All the above posts are in Non-Supervisory cadre and are for recruitment on Tamil Nadu State Reservation norms.

## 2.0 Age

- 2.1 The minimum age limit for all candidates shall be 18 years and the maximum age shall not be more than 26 years for UR candidates as on the cut-off date.

The Maximum age relaxable for SC/ST, OBC (NCL) and PwBD is as under:

Category	Relaxation in Upper Age Limit
SC/ ST	5 years
OBC (Non-Creamy Layer)	3 years
PwBD	10 years for General, 13 years for OBC & 15 years for SC/ST

- 2.2 Candidates belonging to SC/ST & OBC (NCL) can apply for posts not reserved for them, provided they meet all eligibility criteria for such posts. In such cases, no relaxation in age or other standards shall be applicable.

Candidates availing any relaxation (including marks of Computer Based Test (CBT), marks in the Skill / Trade Test for shortlisting, wherever applicable), will be considered only against reserved positions within their category.

- 2.3 PwBD candidates will be considered for posts not reserved for PwBD, provided the posts are identified as suitable for PwBD. Age relaxation of 10 years shall be applicable in such cases also.
- 2.4 Relaxation in Age limit is applicable to ESM as prescribed by Government of India i.e. ESM candidates 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 three years of the maximum age limit prescribed for the post for which a candidate seeks appointment, the candidate be deemed to satisfy the condition regarding age limit.
- 2.5 Birth Certificate or SSC / SSLC / Matriculation / X Std Certificates / Passport shall be the acceptable document in support of proof of age.

### 3.0 Qualification

- 3.1 All the essential qualifications must be full time and recognized by All India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Technical Board / AIU (Association of Indian Universities) / equivalent Regulatory Body in the following Disciplines:

Sl.No.	Diploma Qualification	Eligible Diploma Disciplines
1	Chemical Engineering	a) Chemical Engineering
2	Mechanical Engineering	a) Mechanical Engineering b) Mechanical and Automation Engineering c) Mechanical and Production Engineering d) Mechanical and Industrial Engineering
3	Electrical Engineering	a) Electrical b) Electrical and Electronics c) Electrical and Electronics (Power System) d) Electrical and Power e) Electrical Power Engineering f) Electrical, Electronics and Power Engineering
4	Instrumentation Engineering	a) Instrumentation Engineering b) Instrumentation and Control c) Instrumentation and Electronics d) Electronics and Instrumentation e) Electronics Instrumentation and Control f) Electronics Instrument and Control g) Applied Electronics and Instrumentation h) Power Electronics and Instrumentation

Qualification acquired through part time / correspondence / distance / private study / off campus will not be considered.

- 3.2 The minimum percentage of marks in qualifying educational qualification for all the posts shall be 65% marks (or equivalent CGPA/GPI/SGPA/DGPA/OGPA/CPI), relaxable to 55% (or equivalent CGPA/GPI/SGPA/DGPA/OGPA/CPI) in respect of reserved vacancies for SC, ST and PwBD candidates.
- 3.3 For post codes 1 to 4, candidates who have passed out in the academic year 2024 or 2025 are only eligible to apply. Further, they should have passed the Diploma strictly within the prescribed duration.
- 3.4 Candidates should submit documentary proof of the final results, along with mark list of all the semesters/years of the course, at the time of document verification, failing which their candidature will not be considered for further selection process, even if they clear the CBT. No Extension of time will be granted.
- 3.5 Wherever CGPA/GPI/SGPA/DGPA/OGPA/CPI or letter grade is awarded for the prescribed essential qualification, equivalent percentage of marks should be indicated in the application as per conversion norms adopted by the concerned University/Institute. Candidates having CGPA/GPI/SGPA/DGPA/OGPA/CPI or letter grade shall invariably produce a copy of the conversion norms of the University/Institute from which qualification has been acquired, at the time of document verification / when called for. In cases where the University/Institute does not prescribe any conversion norms, a certificate to that effect shall be produced from the University/Institute.

In case, the candidate is not able to produce the documentary proof / certificate to this effect from the Institute / University in support of the percentage marks furnished at the time of document verification, MFL shall be at liberty to arrive at equivalent percentage of marks as per the details mentioned in the table:

Percentage of marks in the qualifying examination	CGPA/GPI/SGPA/DGPA/OGPA/CPI on 10 point scale	CGPA/GPI/SGPA/DGPA/OGPA/CPI on 9 point scale	CGPA/GPI/SGPA/DGPA/OGPA/CPI on 8 point scale	CGPA/GPI/SGPA/DGPA/OGPA/CPI on 7 point scale	CGPA/GPI/SGPA/DGPA/OGPA/CPI on 6 point scale	CGPA/GPI/SGPA/DGPA/OGPA/CPI on 5 point scale	CGPA/GPI/SGPA/DGPA/OGPA/CPI on 4 point scale
65%	7	6	5.3	4.6	4	3.3	2.5
55%	5.9	4.9	4.4	3.8	3.3	2.7	2.0

3.6 MFL reserves the right to call for any additional documentary evidence from candidates in support of educational qualification / other notified eligibility requirements as indicated in their application. MFL shall not be responsible for any delay / non-receipt of such communications within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.

#### 4.0 Emoluments

4.1 The Scales of pay applicable for each post is notified under Table 1.0.

4.2 For Post Codes 1 to 4, the candidates will be initially posted as Technical Assistants - Trainee (TAT) for a period of one year on a consolidated stipend equivalent to **Basic Pay plus DA plus HRA** (rounded off to the next thousand) applicable to the Grade IV at minimum of pay scale. After successful completion of one year training period, the TATs will be absorbed as Technical Assistants in Grade IV. The selected candidates will be required to execute a Surety Bond for an amount of Rs.2 lakhs, to ensure that they serve the Company for a minimum period of three years including the one year training period. In the event an employee who is under bond obligation to serve the Company for 3 years would like to leave services, he / she will be liable to pay Rs.2 lakhs. TATs will undergo a comprehensive training program over the one year period.

4.3 For Post Codes 5, 6 & 7, the pay of a newly recruited employee shall be fixed at the minimum of the pay scale applicable to that post. In addition to the Basic Pay, the candidates will be eligible for Industrial Dearness Allowance (IDA) as applicable (presently 53.4% of basic pay), House Rent Allowance (HRA), Cafeteria (presently 33% of basic pay) and other benefits like medical reimbursement, uniform, Accident Insurance coverage, Performance Related Pay (PRP), Gratuity, PF, Superannuation, etc. as per rules in force and as amended from time to time.

4.4 Candidates absorbed in the scale of pay after successful completion of training will be on probation for a period of six months from the date of order of absorption (Post Codes 1 to 4).

4.5 All candidates appointed directly in the Scale of Pay (Post Codes 5, 6 & 7) will be on probation for a period of six months from the date of joining.

#### 5.0 Reservation & Relaxations

##### 5.1 General

- Reservation of vacancies for candidates from OBC(NCL)/SC/ST/EWS/PwBD categories will be as per directives of Government of India (GOI).
- Candidates belonging to OBC (NCL)/SC/ST/EWS/PwBD categories should have valid certificate in support of their claim of belonging to such category, to be eligible for claiming reservation under the respective category. The Caste / Community / Income and Assets certificate shall be issued by a Competent Authority.
- Once the Category has been declared in the application, change of category, relaxations/concessions applicable for any other category will not be admissible at any stage.
- Candidates shortlisted under reserved categories after the test, must submit their Caste / Community / Ex-Servicemen / Income and Assets certificate in original as per the formats prescribed by the Central Government, at the time of document verification or whenever called for, and in any case before joining, failing which their candidature is liable to be rejected.

## 5.2 For availing the benefits of reservation under SC / ST category:

- Name of Caste / Tribe to which candidate belongs must appear in the Central List of SC and ST of respective State as notified respectively by Ministry of Social Justice and Empowerment, Govt. of India(<https://socialjustice.gov.in/>) and Ministry of Tribal Affairs, Govt. of India. (<https://tribal.nic.in>).
- The Caste / Tribe certificate must contain date of issue along with certificate number and the name of the Caste / Tribe. The name of the Caste/Tribe mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list of SC/ST for the respective State.
- SC/ST candidates belonging to the State of Maharashtra must have valid Caste Validity certificate issued in his/her name issued by Government of Maharashtra.

## 5.3 For availing the benefits of reservation under OBC (NCL) category:

- Candidates should produce OBC (NCL) certificate issued by the Competent Authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as mentioned in Department of Personnel & Training, Govt. of India, OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 & OM No.36033/1/2013-Estt.(Res.) dated 13.09.2017 and other guidelines issued from time to time.
- Name of Caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective State as notified by Ministry of Social Justice and Empowerment, Govt. of India(<https://www.ncbc.nic.in>) for appointment to posts under Government of India/Central Government Public Sector Undertaking.
- The certificate must contain date of issue along with certificate number and the name of the caste. The name of the caste mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list of OBCs for the respective State.
- The OBC category candidates who belong to “CREAMY LAYER” are not entitled for OBC (NCL) concession/reservation and such candidates shall have to apply as “General” category candidate.
- The OBC (NCL) certificate should have been issued on or after 01.04.2025 by the Competent Authority.
- OBC (NCL) candidates belonging to the State of Maharashtra must have valid Caste Validity certificate issued in his/her name issued by Government of Maharashtra.
- Further the OBC (NCL) candidates will have to give a self-undertaking, at the time of document verification (if shortlisted), in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dated 08.09.1993, indicating that they belong to OBC (Non-Creamy Layer).

## 5.4. For availing the benefits of reservation under EWS category:

- The Income and Asset Certificate shall be valid for the financial year 2025 - 26 and shall be prepared on the basis of income and asset verification for the financial year 2024-25.
- Name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like “General / Samanya” etc. will not suffice.
- Candidates should be able to produce EWS certificate issued by the Competent Authority in the latest prescribed format applicable for the purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking. The prescribed format and the Competent Authority have been detailed in Department of Personnel & Training, Govt. of India, OM No. 36039/1/2019- Estt (Res), dated 31/01/2019.
- The EWS certificate should have been issued on or after 01.04.2025 by the Competent Authority.

- Prescribed reservation for PwBD will be applied on horizontal basis as per Govt. Guidelines.
- In case it is found at any stage of recruitment process or any time after recruitment, that the candidate has obtained reservation benefits by submitting false / incorrect certificate / information; the candidature of such candidates will be cancelled, and services terminated immediately.

**5.5 For availing the benefit of reservation under PwBD category:**

- The candidate should meet the following criteria to claim relaxation and reservation under PwBD category:
  - a. Nature of Disability - Permanent
  - b. Degree of Disability - Minimum 40%
- Candidates should be able to produce PwBD certificate issued by the Competent Authority in the latest prescribed format as per form V/VI/VII (Rule 18(1) of Rights of Persons with disabilities Rules, 2017) applicable to relevant category of disability for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking.
- Candidates must also produce Unique Disability ID (UDID) card issued by the Competent Authority.

**5.6 PwBD candidates who have limitations in appearing for test including reduced speed, the facility of scribe / reader shall be allowed on request. This will be subject to submission of a certificate from the Chief Medical Officer/Surgeon of a Government health care institution, in the prescribed proforma, stating that the candidate has a physical limitation to appear for the test and requires a scribe to take the test on their behalf. The educational qualification of the scribe must be minimum one step below that of the candidate appearing for the test.**

PwBD candidates availing the scribe facility will be granted 30 minutes of additional time for the examination. Those not availing the scribe facility will also be entitled for 30 minutes of additional time. However, the candidates should register for 30 minutes additional time at the time of online application. Only candidates registered for additional time will be allowed such concessions since additional time given to candidates shall be system based. Candidates not registered for additional time shall not be allowed such concessions.

The candidates have to arrange their Scribes on their own and at their own expenses. **Guidelines for using the service of Scribe for CBT are furnished in Annexure-1.**

**5.7 ESM candidates shall submit Discharge Certificate/Book/Pension Payment Order from the Armed Forces. Candidates claiming equivalency of qualification should produce the endorsement in the Discharge Certificate or certificate of equivalency from the same authority.**

**6.0 Application fee:**

- 6.1 Rs.500/- plus applicable GST. Transaction fee, if any, should be borne by the candidate.
- 6.2 SC/ST/PwBD/ESM candidates are exempted from application fee, subject to furnishing documents towards proof of eligibility for exemption along with the application. Candidates nominated by Employment Exchanges, and those belonging to released Emergency Commissioned Officers / Short Service Commissioned Officers are also exempted.
- 6.3 If a candidate who avails exemption from payment of application fee is later found to be ineligible for such exemption, his / her application will be treated as one where no application fee has been remitted, and his / her eligibility will be decided accordingly. Therefore, all candidates shall verify their eligibility before availing the exemption.
- 6.4 Candidates shall ascertain their eligibility before applying for any post and remitting the application fee. Fee once remitted will not be refunded in any circumstances.

## 7.0 Method of Selection:

7.1 All the candidates will have to appear for a Computer based test (CBT) that will be held at Chennai / other locations within Tamil Nadu. For Post codes 5, 6 and 7 qualified candidates in CBT will be called for Skill/Trade test that will be held at MFL, Chennai.

Computer Based Test (CBT) will consist of two parts as detailed below

Test Duration	Part-1	Part-2	Marks for Part-1	Marks for Part-2
90 minutes	30 questions on Aptitude & Reasoning	60 questions on Subject Knowledge in the respective discipline	1 mark for each correct answer & 0.33 negative mark for every wrong answer	1 mark for each correct answer and 0.50 negative mark for each wrong answer

Questions of the CBT will be objective type, multiple-choice and prepared in English and Hindi.

General, OBC including OBC (NCL), EWS candidates are required to score minimum marks of 50% and SC/ST/PwBD candidates are required to score minimum marks of 40% to qualify in the CBT.

Those qualified in CBT will be shortlisted for further stages in the selection process. If required, based on the number of candidates and the overall level of performance, MFL reserves the right to fix a higher / lower qualifying percentage.

For post codes 1 to 4, candidates will be shortlisted based on the CBT merit list and will be called for document verification.

For post codes 5, 6 & 7, those who pass the CBT will be called for Skill / Trade test. Only those who pass Skill / Trade test will be considered for inclusion in the merit list.

Weighted average for CBT and Skill/Trade Test in respect of Post Codes 5, 6 & 7 will be 75:25 (75% CBT and 25% Skill/Trade test). Candidates who clear the CBT and Skill / Trade test will be ranked applying the weighted average of 75:25.

For all the post codes, in case two or more candidates score equal marks in merit list, those who scored higher marks in Part 2 in CBT will be ranked higher while preparing the merit panels. In case such marks are also equal, candidate senior in age will be ranked higher, followed by the next senior and so on.

7.2 Merely meeting the qualification and eligibility requirements as indicated in the Recruitment Notification will not entail a right to a candidate for being called for CBT / shortlisting for further selection process. No correspondence will be entertained in this regard.

7.3 The decision of MFL about the mode of selection, number of vacancies, eligibility criteria, shortlisting of candidates etc. shall be final and binding. No correspondence will be entertained in this regard. In all kinds of selection processes, regardless of the marks obtained, the selection committee reserves the right to deem a candidate unsuitable by recording specific reasons.

## 7.4 Hall Ticket (Admit Card) and ID proof:

Hall Ticket for CBT will be generated online and eligible candidates shall download their Hall Ticket from MFL website during the period that will be notified. Candidates shall carry the Hall Ticket (with photograph and signature) and one of the valid photo identification cards in original viz. Electoral ID, Passport, Aadhaar card, Driving license, while reporting for the CBT. Candidates reporting without the downloaded hall ticket and identity proof as specified above shall not be allowed to attend the test.

7.5 Medical / Physical Fitness: The provisionally selected candidates will be required to undergo pre-employment medical examination by a medical practitioner not below the rank of Civil Surgeon and lab examination from NABL / NABH approved laboratory / hospital and shall submit medical report to the Company at the time of document verification. The medical report will be reviewed by the Company Medical Officer and the decision of the Company Medical Officer shall be final and binding in this regard.

- 7.6 Placement / Assignments: The candidates appointed are liable to serve anywhere in India as per MFL's requirement. The selected candidates shall be assigned jobs/functions/assignments as per the business requirements of the MFL including shift operations.
- 8.0 How to Apply**
- 8.1 Applications are to be submitted online through the website of MFL - [www.madrasfert.co.in](http://www.madrasfert.co.in). The online application will be open till the cut-off date.
- 8.2 Candidates shall visit the website, read the notification and instructions given, and open the link for filling the online application. Candidates shall follow the detailed instructions given in the link for submitting online applications. All required details should be entered and the required documents should be uploaded. Details of Helpline available, for telephonic support if required in the online process, will also be provided therein.
- 8.3 While applying, the candidates should mention their full name as it appears in the SSC / SSLC / Matriculation / X Std certificate / Passport. Candidate is required to submit valid identity card (mentioned earlier) with the name exactly as in the examination certificate.
- 8.4 Application fee shall be remitted through electronic fund transfer, as instructed in the link. Any charges for effecting online payment shall be borne by the candidate. Candidates should retain copy of the e-receipt as they can be asked to produce it for reference.
- 8.5 SC/ST/OBC(NCL)/PwBD/EWS candidates should upload self-attested scanned copy of their caste/community/disability certificate/Income and Asset Certificate as the case may be, at the appropriate place prompted by the system.
- In case any certificate is issued in a language other than English / Hindi, the candidates will be required to submit a self-certified translated copy of the same in English.
  - OBC (NCL) candidates will be required to submit a self-declaration, in addition to their caste/community certificate evidencing OBC (NCL) status.
  - ESM candidates availing relaxation shall upload a copy of their Service Book.
  - OBC candidates who belong to "CREAMY LAYER" are not entitled for concessions and such candidates have to indicate their category as "Unreserved".
- 8.6 PwBD candidates registered for additional time (with or without scribe) will only be allowed such concessions since additional time given to candidates shall be system based. Candidates not registered for additional time shall not be allowed such concessions.
- 8.7 All candidates should upload their passport size photograph and signature at the appropriate place when prompted by the system. Passport Photograph must have a plain background with both ears clearly visible. Self-attested relevant documents are to be uploaded at the appropriate place prompted by the system. The online application may not get submitted unless the candidate's age, qualifications, experience proof, caste (where required), photograph, signature etc. is uploaded when prompted. Candidates shall preview the application and ensure that the passport size photograph is uploaded properly with the face clear and identifiable. Applications with unclear or distorted photographs are liable for rejection at any stage of selection process.
- 8.8 Once all the details are entered, documents uploaded, and fees (if applicable) paid, the candidate gets the prompt that application has been submitted successfully and he/she will be permitted to take print-out of the submitted application. Candidates shall keep copy of the application submitted and produce it as and when called for.
- 8.9 Candidates should keep at least 5 copies of the passport size photograph used for the online application, till the end of the selection process. Candidates shall use the same photograph wherever required in this selection process.

- 8.10 For all future correspondences, candidates shall quote his/her application number generated by the system during online application process or the Roll Number issued for CBT.
- 8.11 Biometrics / photograph of candidates shall be captured at the time of CBT for further verification as decided by MFL.
- 8.12 Candidates are advised to complete their registration process well before the last date to avoid last minute rush or because of any inadvertent possibility of inability/failure/technical snag while logging into the website of MFL on account of heavy load on the internet or website jam during the last days. MFL shall not accept any responsibility for the candidates for not being able to submit their application within the last day on account of any reason including the aforesaid reasons.
- 9.0 **Other Terms & Conditions and General Instructions:**
- 9.1 Only Indian nationals are eligible to apply.
- 9.2 Relevant date for determining eligibility with regard to all eligibility criteria such as qualification, age etc. stipulated in the notification will be as on the cut-off date.
- 9.3 Candidates can apply for only one post and submit only one application. Multiple applications or applications for more than one post will be summarily rejected and the application fees paid for such applications will not be refunded.
- 9.4 In case any certificate is issued in a language other than English / Hindi, the candidates will be required to submit a self-certified translated copy of the same in English.
- 9.5 Candidates should possess a valid e-mail ID. Candidates are advised to keep the e-mail ID (submitted in the online application form) active for at least two years. No change in the e-mail ID given in the online application will be allowed once application is submitted online. All future correspondences with candidates, if any, shall be done through the email ID given in the online application. Responsibility of receiving, downloading and printing of notifications, information / communication etc. will be of the candidate. The Company will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or for delay / non-receipt of information if a candidate fails to access his mail or website in time.
- 9.6 Once online application is submitted, requests for change of address / mobile number / category / post etc. will not be entertained.
- 9.7 Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous / Statutory bodies should apply only after intimating their employer. All such candidates shall be required to produce "No Objection Certificate" from their employer at the time of document verification. All Candidates shall be required to submit Relieving Order from their employer at the time of joining.
- 9.8 MFL will not bear any liability on account of salary / leave salary / pension contribution etc., if any, of previous employment of a candidate.
- 9.9 In the online application, candidates 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/her in any Court of Law.
- 9.10 All outstation candidates called for Skill / Trade test in Chennai shall be reimbursed to and fro actual travel expenses upto Second class (Sleeper) Rail fare / Bus fare by the shortest route from the place of current residence to the place of test and back or actuals whichever is lower, on production of tickets. In case of travel by higher class in Rail or by Air, reimbursement will be limited to Second class (Sleeper) Basic Rail fare. If return tickets are not produced, only Basic Rail fare limited to Second Class Sleeper in Superfast trains will be reimbursed.
- 9.11 The Company will not undertake detailed scrutiny of online applications for eligibility and other aspects at the time of CBT / Skill / Trade test and therefore the candidature will remain provisional throughout the selection process. Eligibility for calling for CBT / Skill / Trade test will be based solely on the information furnished in the on-line application and declarations/documents uploaded by the candidates. Caste / Community / PwBD / Income & Asset Certificates shall be in the prescribed format as specified by Government of India.

Candidates must produce originals of the certificates related to Qualification, Age, Caste / Community / PwBD / Income & Asset Certificates / Ex Servicemen status etc. at the time of Skill/Trade test/document verification or when called for, which will be verified with the documents uploaded with the online application. If any variation is found, the candidates shall not be considered for selection and no Travel Allowance (TA) will be paid to them.

- 9.12 Candidature of an applicant is liable to be rejected at any stage of recruitment process or after joining, if any information furnished by the candidate is false or is found to be not conforming to eligibility criteria mentioned in the notification. Appearing for CBT, Skill / Trade test and Pre-employment Medical Examination will not confer any right on the candidate for selection. The Company reserves the right to debar / disqualify any candidate at any stage of selection proceedings for any reason whatsoever.
- 9.13 Any canvassing directly or indirectly by the candidate will disqualify his / her candidature.
- 9.14 All appointments are subject to verification of Character Antecedents and Caste / Community / PwBD / EWS certificates, wherever applicable. Appointment shall be valid only if candidate is cleared after the verification.
- 9.15 Placement / Assignments: The candidates appointed are liable to serve anywhere in India as per MFL's requirement. The selected candidates shall be assigned jobs/functions/assignments as per the business requirements of the MFL including shift operations.
- 9.16 Any dispute with regard to recruitment against this notification will be settled in Courts within the jurisdiction of Chennai only.
- 9.17 Any further notifications including corrigenda related to this recruitment will be hosted only on the website of MFL [www.madrasfert.co.in](http://www.madrasfert.co.in). Candidates must regularly check the MFL website and their email for updates on this selection process such as amendments, notifications and instructions to candidates, dates for downloading the hall tickets, test and any other information regarding this recruitment. The Company will not be responsible for any delay / non-receipt of information on recruitment by candidates.
- 9.18 All documents related to this selection shall be preserved only for a period of two years from the date of publication of results.
- 9.19 Candidates are not required to submit hard copy of application form.
- 9.20 **Important dates:**

Date of Commencement of online submission of application and online payment of application fees	<b>18.03.2026</b>
Last date of online submission of application and online payment of application fees	<b>05.04.2026</b>

Candidates are advised not to respond to any fraudulent advertisements about employment opportunities at MFL that may appear in newspapers / websites / mobile apps etc. For authenticity of any information, candidates should rely only on the detailed Notification and information available / hosted on MFL website [www.madrasfert.co.in](http://www.madrasfert.co.in). The general public is also cautioned not to fall prey to the dubious agencies / organizations / individuals / aiming at fleecing money from them.

**General Manager - P&A**

# SCRIBE DECLARATION FORM

## GUIDELINES REGARDING PERSONS WITH DISABILITIES

Those candidates who have disability certificate and opted for scribe in their online application under the following::

- a. Locomotive disability (OA, OL, BL, OAL),
- b. Hard of Hearing (H.H.)
- c. Multiple Disabilities from amongst (a) to (b) except deaf blindness

and whose writing speed is affected can use own scribe at own cost during the examination. In all such cases where a scribe is used, the following rules will apply:

- Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his/her own scribe at his/her owncost
- Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe. Further, in case it later transpires that She/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

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Please fill up the **DECLARATION** and submit along with the call letter.

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(PI fill up the DECLARATION and submit along-with call letter)

**DECLARATION**

We, the undersigned, Shri/Smt./Km. \_\_\_\_\_ eligible candidate for the \_\_\_\_\_ examination and Shri/Smt./Km. \_\_\_\_\_ qualification \_\_\_\_\_ eligible writer (scribe) for the eligible candidate, do hereby declare that :

- 1 The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is **(a)Locomotive disability (OA/OL/OLA/BL) / (b) Hard of Hearing(HH) /MD (a & b except deaf-blindness) and his/her writing speed is affected** and she/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons. (Attach copy of Certificate at **Annexure-I**)
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities.
4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination . Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief.

We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

**Given under our signature:-**

\_\_\_\_\_  
**Signature of the Scribe**

\_\_\_\_\_  
**Signature of the Candidate**

**Name of the Scribe:**

**Name of the Candidate:**

**Aadhar No. :** \_\_\_\_\_

**Roll No.:** \_\_\_\_\_

**Postal address:**

**Postal address:**

**Mobile No:** .....

**Mobile No.:** .....

Photograph  
of the Scribe

**Signature of Invigilator** \_\_\_\_\_

**Annexure-I**

**Certificate Regarding Physical Limitation in an examinee to write**

This is to certify that, I have examined Shri/Smt./Km. \_\_\_\_\_  
(name of the candidate with disability), a person with \_\_\_\_\_ (nature and  
percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_  
a resident of \_\_\_\_\_ Village/District/State) and  
to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/ her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government Health Care Institution

Name and Designation

Name of Government Hospital/Health Care Centre with seal

Place :

Date :

**Note : Certificate should be given by a specialist of the relevant stream/disability (e.g Locomotive disability (OA, OL, BL, OAL), Hard of Hearing (H.H.) Multiple Disabilities from amongst (a) to (b) except deaf blindness.**