



NATIONAL FERTILIZERS LTD
CORPORATE OFFICE : PERSONNEL DEPARTMENT
NOIDA

Circular No: PA06 096

No: NFL/Pers/IR/1(152)/

9th June, 2005

Sub: Facilities to Management Trainees

The Company is in the process of recruitment of fresh batch of Management Trainees. The issue with regard to grant of stipend and other related facilities to Management Trainees has been under consideration of the Management. It has now been decided to incorporate the following changes in the Scheme in respect of recruitment of Management Trainees :-

1. Training period :

The training period in respect of Management Trainees will be one year instead of one and a half year. However, in the case of F&A discipline, candidates possessing the qualification of CA/ICWA shall be exempted from the above training and instead shall undergo one month's re-orientation programme.

2. Age :

The upper age limit shall be reduced to 25 years for Graduates and 27 years for Post Graduates.

3. Stipend :

The consolidated stipend during training period of one year shall be increased from Rs.5000/- to Rs.12,000/- per month in order to attract and hold the talented personnel in the Company. Since in the case of F&A discipline, the selected candidates are not required to undergo one year's training, they will be directly placed in the scale of Rs.8600-250-14600 (E-1).

4. HRA/Accommodation :

HRA will be payable to Management's Trainees @ 50% of HRA, as admissible to employees, as per classification of cities, when posted at places where Company's accommodation is not available. Monthly stipend shall be taken as the basis for the purpose of computing HRA. Bachelor (Single seated) free Hostel accommodation shall be provided to Management Trainees with table, chair, cot, Mattress, lighting facility, Bucket & Mug in the bathroom. On completion of training after final absorption, Management Trainees will be treated under special quota for allotment of 'B' Type/Type-II accommodation and appropriate number of quarters shall be kept reserved by the respective Units.

5. Application fee :

Application fee shall be increased from Rs.100/- to Rs.300/-. However, employees belonging to SC/ST category shall be exempted from the application fee.

6. Qualification :

Candidates with following qualifications as indicated against each discipline with 60% marks/equivalent grade from the recognized University/Institute (50% marks/equivalent grade in respect of SC/ST candidates) shall be considered for the purpose of recruitment of Management Trainees :

: 2 :

i)	Chemical]	B.E. / B.TECH.
ii)	Mechanical]	B.E. (Instrumentation/Electronics)
iii)	Electrical]	B.E. (Computer Engineering /
iv)	Instrumentation		Information Technology / MCA (3 years)
v)	Computer		MBA/PG Diploma in Business Management / BE
vi)	Materials		MBA or PG diploma in Business Management
vii)	Personnel		(Personnel Management/HR/HRD).
viii)	Marketing		MBA or PG Diploma in Business Management
			(Marketing/Agricultural marketing)/MBA or PG
			Diploma in Business Management with B.Sc.
			(Agri)/M.Sc. (Agri.)
ix)	Public Relations		MBA or PG Diploma in Business Management
			(Advertising/Marketing)/Master degree in
			Journalism/Mass Communication
x)	Legal		Degree in Law
xi)	F&A		CA/ICWA with at least 60% marks (50% for SC/ST)
			at Graduation level or equivalent grade.

7. Bond Money :

The bond money for Management Trainees shall be increased from Rs.15,000/- to Rs.36,000/-.

8. Medical facilities :

The Management Trainees shall be allowed reimbursement for outdoor medical treatment, subject to a ceiling of 1.5 months stipend amount i.e. Rs.18,000/- maximum, during the entire training period. Management Trainees shall be allowed indoor medical facility during the period of training to the extent facilities are available in Company's Hospitals at Units.

The above changes in the Scheme for Management Trainees shall come into force w.e.f. 28th September, 2004.

(H.R. VARMA)
GENERAL MANAGER (HR) I/C

Circulation :

- | | | |
|----|----------------------|---|
| 1. | Manager to C&MD | For kind information of C&MD |
| 2. | SPS to Dir.(Mktg) | For kind information of Dir.(Mktg) |
| 3. | ES to Dir(Tech) | For kind information of Dir(Tech) |
| 4. | SPS to Dir. (Fin.) | For kind information of Dir (Fin) |
| 5. | Secy. to CVO | For kind information of CVO |
| 6. | CGM (F&A) | |
| 7. | All HODs at C.O./CMO | For bringing it to the notice of all employees under their control. |
| 8. | President, NFEU NFOA | CO/CMO |
| 9. | NOTICE BOARDS | |