On clicking the link, system will redirect as per image shown below-

राष्ट्रीय केमिकल्स अण्ड फर्टिताइज़र्स लिमिटेड RASHTRIYA CHEMICALS AND FERTILIZERS LIMITED (A GOVERNMENT OF INDIA UNDERTAKING) ADMINISTRATIVE BUILDING, MAHUL ROAD, CHEMBUR, MUMBAI - 400074	
Register Login Reset Password	
CANDIDATE PORTAL	
Copyright © 2019 All Rights Reserved.	

## Click on Register.

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र को समुखि की और ADMINI Register Login	Reset Password	IUL ROAD, CHEMBUR, MUMBAI -	400074		
Registration Details					
First Name Last Name					
Email ID					
		Register			

Enter your first name

Enter your last name

Enter your email id. OTP will be sent to this email id.

Click on Register Button.

New screen will be displayed, with OTP field.

関 राष्ट्रीय	। केमिकल्स अण्ड फर्टिलाइज़र्स लिमिटेड	
	TRIYA CHEMICALS AND FERTILIZER	S LIMITED
(A GOVER	MUNT OF INDIA UNDERTAKINK) TRATIVE BUILDING, MAHUL ROAD, CHEMIBUR, MUMBAI ~ 400074	
as all an and		
egister Login		
Registration Details		
First Name		
Last Name		
Email ID		
OTP		
	Enter OTP received on your Email ID	
	Submit	

Enter the OTP received on your email address.

Click on Submit button.

System will display the following message:

Click on OK.

System will redirect you to login page.

Enter username (which is your email id)

Enter Password (which is the OTP received on the email id)

Click on Submit button.

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Register Login F	Reset Password		
User Name Password			
( ) Bass		Sabmit	17

After successful login, below screen will be displayed:

साय बडे समुचिद की	RAS			ण्ड फर्टिलाइज़र MICALS AND AKING IHUL ROAD, CHEMBUR, I	FERTILIZI	ERS LIMI	ITED	
History	Apply	Payment	Print	Change Password	Logout			

Click on Apply

New screen will be displayed with all the instruction as shown below:

राष्ट्रीय केमिकल्स अण्ड फर्टिलाइज़र्स लिमिटेड RASHTRIYA CHEMICALS AND FERTILIZERS LIMITED (A GOVERNMENT OF INDIA UNDERTAKING) साथ बड़े समुधि से और ADMINISTRATIVE BUILDING, MAHUL ROAD, CHEMBUR, MUMBAI - 400074
History Apply Payment Print Change Password Logout
Note:-         1. Please read carefully the detailed advertisement, application instructions & eligibility criteria before filling the form.         2. Keep all the supporting documents ready while filing the form.         3. While filling up the form you will be asked to upload your passport sized photograph and your scanned signature both in jpegr/pg/png format.         4. You can save and edit an incomplete form by clicking on "Save" but no changes can be made after final submission (when you click on "Submit Application" button).         5. The application process will be considered complete only after successful online application fee payment.         6. The application fee of Rs. 700/- (No application fee for SC/ST/PWD) must be paid along with your application which can be paid online. Debit/Credit Cards/Net-banking options are available.         7. Incomplete applications or applications without fee payment (For General ,OBC & EWS Candidates ) will be removed after the last date of online submissions.         8. You will receive an email after successful submission of your application form. This email will contain a unique Application number and payment details respectively, which will be used for all communication purposes.         9. For online reimbursement of TA, candidates are requested to keep ready Bank details such as Account Number, IFSC Code, MICR Code, PAN number.         10. Candidate is not required to send any document at this stage.         I have read all the above instruction carefully and understand fully.         Position Details
Position applied for:
Enter

Select the checkbox.

Select the position for which you want to apply.

Click on Enter button.

Application form will be displayed on the screen.

Candidate can fill the Personal Details, Address Details, Education Details, Other Details, and Bank Information.

Education Details will be changed according to the qualification required for the position.

Form can be saved partially. It is recommended to save the form in between.

After saving the form in the partial mode, candidate is required to select the photo and signature and click on submit button.

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## How to make Payment

- 1- Select the position applied for from the dropdown.
- 2- Enter the valid email id as entered while filling the online form.
- 3- Enter the date of birth as entered in the application form.
- 4- Enter the application number.
- 5- Click on Next.

RASHT		ण्ड फर्टिलाइजर्स MICALS AND म ROAD, CHEMILUR, MILIME	FERTILIZERS LIMI	TED	
istory Apply Pay	ment Print	Change Password	Logaut		
Enter Details as per Applicat	AYMENT				
	Select One		and the second se		
Position applied for: E-mail:	Select One				
Position applied for:					

6- By clicking the next button, system will show following details:

Apply	Payment Print	Call Letter	Change Password	Logout		
		,	<u>आवेटन फार्म</u> Application Form			
	आवेदित पर	/Post Appli	Sector Carlo	ie		
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	पूरा नाम Name:	-				
	जन्म तारीस					
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	पत्राचार के लिए पता Address for correspondence:					
	Amount	_			1	
	Second Press and					
	Select Payment Option:		One ~			

- 7- Select the payment options from the dropdown.
- 8- Click on "Click here to Pay" button.
- 9- System will redirect you the payment gateway page.
- 10- Enter all the necessary details and pay the respective amount.
- 11- On successful payment system will display the message as shown below-

राष्ट्रीय केमिकल्स साथ के मुझीय के ओर तठमाहास्त्राप्य हो और तठमाहास्त्राप्य हो होता.	HEMICALS A	ND FERTILIZERS LIN	NITED
History Apply Payment P	rint Call Letter	Change Password Logout	
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	BILLING EMAIL		
	APPLICATION NO		
	POSITION APPLIED		
	MOBILE NO		
	DATE OF BIRTH		
	AMOUNT	-	
		lick Here To Print	

Application form status can be tracked with "History" tab as shown below:

आरसी एक RA	श्रीय केमिकल्स SHTRIYA C IOVERNMENT OF INDIA UN ININISTRATIVE BUILDIN		AND FERTI	LIZERS LIM	ITED
History Apply	Payment Pri	int Call Letter	Change Passwor	d Logout	
Position	Application No	Application Status	Payment Status	Final Status	

After successful payment if payment status is shown as pending against application no then wait for 1 hour to update the payment status.

## **Print Out of Application Form**

1- Fill all the fields on the page as shown below-

	RAS	HTRIYA			इज़र्स लिमिटेड ND FERTILIZ R, MUMBAJ - 400074	ERS LIMITED	
History	Apply	Payment	Print	Call Letter	Change Password	Logout	
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	E-mail:		ect One				
Date of DD):	Date of Birth(YYYY-MM- DD):						
Applica	tion No :		1				
	j.	Submit Form					

- 2- Click on Submit button.
- 3- On correct submission of data, system will generate the application form.
- 4- It can be printed by pressing the print button.