



**THE FERTILISERS AND CHEMICALS TRAVANCORE LTD.(FACT)
A schedule 'A' multi-divisional Central PSU**

Recruitment Notification No. : Ad 1/2020

THE FERTILISERS AND CHEMICALS TRAVANCORE LTD., a multi-divisional Central PSE, and a pioneer in the manufacture of Fertilisers and Chemicals, with activities spread over Manufacturing, Engineering Design and Consultancy, Fabrication etc., invites applications from eligible candidates for appointment against Posts listed below.

SI No	Post Code	Name of Post	Type of Recruitment	No of posts					Reservation within the No of posts
				UR	SC	ST	OBC(NCL)	EWS	
1	01	SENIOR MANAGER (DESIGN- MECHANICAL)-PCE	All India	1					
2	02	SENIOR MANAGER (DESIGN-ELECTRICAL)	All India	2					1 for PWBD (VH)
3	03	ASSISTANT COMPANY SECRETARY	All India	1					
4	04	DEPUTY MANAGER (FINANCE)	All India		1				1 for PWBD (HH) SC backlog vacancy
5	05	ASSISTANT MANAGER (FINANCE)	All India					1	1 for PWBD (VH)
6	06	MANAGEMENT TRAINEE (CHEMICAL)	All India	2	2	1	4		1 for PWBD (VH) 1 for PWBD (OH)
7	07	MANAGEMENT TRAINEE (MECHANICAL)	All India	1					1 for PWBD (HH)
8	09	MANAGEMENT TRAINEE (FIRE & SAFETY)	All India	1			1		
9	10	MANAGEMENT TRAINEE (MARKETING)	All India	1	2		1	1	1 for PWBD (VH) 1 for PWBD (HH) 1 SC backlog vacancy
10	11	TECHNICIAN (PROCESS)	All India	24	5	13	12	7	8 ST backlog vacancies
11	12	TECHNICIAN (MECHANICAL)	All India	7		1	4	3	1 for PWBD (VH) 1 for PWBD (HH) 1 for PWBD (OH)
12	13	TECHNICIAN (ELECTRICAL)	All India			1		3	1 for PWBD (VH) 1 for PWBD (HH)
13	14	TECHNICIAN (INSTRUMENTATION)	All India	2			4	1	1 for PWBD (VH) 1 for PWBD (HH)
14	15	TECHNICIAN (CIVIL)	All India	3			1		1 for PWBD (HH)
15	16	DRAUGHTSMAN	Kerala	2					1 for PWBD (OH), 1 for PWBD (HH). 1 post Chemical, 1 post Electrical
16	17	CRAFTSMAN FITTER CUM MECHANIC	Kerala		2		3	2	1 for ES



17	18	CRAFTSMAN INSTRUMENTATION	Kerala				1		
18	19	ASSISTANT GENERAL	Kerala	1	1		1	1	1 for ES
19			Karnataka	1			1		
20			Andhra Pradesh	2					
21	20	ASSISTANT FINANCE	Kerala		1			1	1 for PWBD (HH)
22	21	DEPOT ASSISTANT	Karnataka				1		
23			Tamilnadu				1		1 for ES
24	22	STENOGRAPHER	Kerala		1			1	1 for ES
25	23	CANTEEN SUPERVISOR	Kerala	1			1		1 for ES

UR-Unreserved; SC-Scheduled Caste; ST-Scheduled Tribe; OBC (NCL)- Other Backward Community (Non-Creamy Layer); PWBD- Person with Benchmark Disability (40% and above); HH-Hearing Handicapped; OH – Orthopedically Handicapped; VH – Visually Handicapped : ES – Ex-servicemen: EWS – Economically Weaker Sections.

Posts with codes 01 to 10 are in the Managerial cadre and posts with codes 11 to 23 are in the Non managerial cadre.

Only Indian nationals are eligible to apply.

As per the Government of India directives, persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs 8 lakh are to be identified as EWS for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application (i.e. 2018-19). Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential, plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority, before the last date for submitting application (**See 9.12 below**).

1.1 **Specifications:**

Minimum essential educational qualifications and experience required for each Post, Age limit are given below



Post Code	Scale of pay and emoluments	Specifications	Upper Age limit as on 1.1.2020
01	Rs. 29100-54500 (E4). The total of Basic + DA+ HRA will be around Rs. 78770/ per month at the current rates	Bachelors degree in Engineering in Mechanical with 9 years full time executive experience in Process Combustion Equipment design in an engineering consultancy firm. (Executives of other PSUs holding analogous posts or with minimum three years in E3 grade (Rs. 24900-50500 or Rs. 60000-180000) are only eligible. For private sector, the candidate must be employed in regular capacity with CTC Rs. 12 lakhs per annum)	45 years i.e. born on or after 1.1.1975. Maximum age after relaxations shall be 50 years
02	Rs. 29100-54500 (E4). The total of Basic + DA+ HRA will be around Rs. 78770/ per month at the current rates	Bachelors degree in Engineering in Electrical with 9 years full time executive experience in Electrical design of Process/Oil industries in an engineering consultancy firm. (Executives of other PSUs holding analogous posts or with minimum three years in E3 grade (Rs. 24900-50500 or Rs. 60000-180000) are only eligible. For private sector, the candidate must be employed in regular capacity with CTC Rs. 12 lakhs per annum)	45 years i.e. born on or after 1.1.1975. Maximum age after relaxations shall be 50 years
03	Rs. 29100-54500 (E4). The total of Basic + DA+ HRA will be around Rs.78770/ per month at the current rates	Graduate with Associate Membership in Institute of Company Secretaries of India (ACS) with 9 years post qualification experience. Preferred additional qualifications - Degree in Law/ Post Graduate Degree in Business Management or Post Graduate Diploma in Business Management.	45 years i.e. born on or after 1.1.1975. Maximum age after relaxations shall be 50 years
04	Rs. 24900-50500 (E3). The total of Basic + DA+ HRA will be around Rs. 67623/ per month at the current rates	Pass in final examination of : (i) Chartered Accountant (CA) from the Institute of Chartered Accountants of India or (ii) Cost and Management Accountant (CMA)/ (ICWAI) from the Institute of Cost and Management Accountants of India with 4 years post qualification experience	38 years i.e. born on or after 1.1.1982.
05	Rs. 20600-46500 (E2). The total of Basic + DA+ HRA will be around Rs. 55943/ per month at the current rates	Pass in final examination of : (i) Chartered Accountant (CA) from the Institute of Chartered Accountants of India or (ii) Cost and Management Accountant (CMA)/ (ICWAI) from the Institute of Cost and Management Accountants of India	35 years i.e. born on or after 1.1.1985.
06	Consolidated pay of Rs. 30,000 per month for one year. Posting as AM (Designate) in second year on Consolidated pay of Rs. 35,000 per month. After two years training, will be absorbed in Scale of pay of Rs. 20600-46500 (E2) as Assistant Manager at the minimum of Scale. The	Bachelors Degree in Engineering with 60% marks (in Chemical Engineering or Petrochemical Engineering or Chemical Technology or Petrochemical Technology or Petroleum Refining & Petrochemical Engineering or Polymer Technology)	26 years ie born on or after 1.1.1994.



07	total of Basic + DA+ HRA will be around Rs. 55943/ per month at the current rates	Bachelors Degree in Engineering in Mechanical with 60% marks	26 years i.e. born on or after 1.1.1994.
09		Bachelors Degree in Engineering in Fire & Safety with 60% marks	26 years i.e. born on or after 1.1.1994.
10		2 years Post Graduate Degree in Management (with specialization or elective in Marketing Management) or full time 2 years Post Graduate Diploma in Management (with specialization or elective in Marketing Management) with 60% marks. Candidates shall have working knowledge (speak, read, write) of at least one of the languages viz. Malayalam, Tamil, Telugu, Kannada, in addition to English. Preference will be given to candidates with BSc degree in Agriculture	26 years i.e. born on or after 1.1.1994.
11	Rs. 9250-32000. Consolidated pay for 2 years. Consolidated pay per month for those with two years experience will be Rs. 22000/- during the 1st year and increase of 3% annually. Candidates with one to two years experience, if appointed, will be paid a consolidated pay of Rs.20, 000/- per month during 1st year and increase of 3% annually. Candidates with less than one year experience/no experience, if appointed, will be paid consolidated pay of Rs.18, 000/- per month during 1st year and increase of 3% annually.	B.Sc. Degree in Chemistry/Industrial Chemistry or Diploma in Engineering (Chemical Engineering/Chemical Technology (including Petrochemical Technology)) and 2 years experience in the operation of a large Fertilizer /Chemical/Petrochemical Plant. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualifications and one to two years' of prescribed experience will be considered. SC/ST candidates without experience will also be considered in the absence of candidates with experience as above. In such case, they will be posted as Technician cum trainee on applicable consolidated pay.	35 years. Candidate. As the work involves shift working, only male candidates are eligible.
12		Diploma in Mechanical Engineering and 2 years experience in Mechanical Maintenance/ Construction in a large Fertilizer /Chemical/Petrochemical Plant or large Thermal power plant operation/maintenance or in fabrication/maintenance in a large Engineering Industry. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualifications and one to two years of prescribed experience will be considered. ST candidates without experience will also be considered in the absence of candidates with experience as above. In such case, they will posted as Technician cum	35 years. Candidate should be born on or after 1.1.1985. As the work involves shift working, only male candidates are eligible.



trainee on applicable consolidated pay.

13	Diploma in Electrical Engineering and 2 years experience in Electrical Maintenance/Construction in large Fertilizer /Chemical/Petrochemical Plant or large Power plant operation/maintenance or in maintenance/operation in a large Engineering Industry. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualifications and one to two years of prescribed experience will be considered. ST candidates without experience will also be considered in the absence of candidates with experience as above. In such case, they will posted as Technician cum trainee on applicable consolidated pay.	35 years. Candidate should be born on or after 1.1.1985. As the work involves shift working, only male candidates are eligible.
14	Diploma in - Instrumentation Engineering and 2 years experience in Instrumentation field in a large Fertilizer /Chemical/Petrochemical Plant/Engineering Industry. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualifications and one to two years' of prescribed experience will be considered.	35 years. Candidate should be born on or after 1.1.1985. As the work involves shift working, only male candidates are eligible.
15	Diploma in Civil Engineering and 2 years experience in construction/maintenance department in a large Fertiliser /Chemical/Petrochemical Plant/Engineering Industry. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualifications and one to two years of prescribed experience will be considered.	35 years. Candidate should be born on or after 1.1.1985.



16	Rs. 9250-25700 Consolidated pay for 2 years. Consolidated pay per month will be Rs. 22000/- during the 1st year and increase of 3% annually.	Diploma in relevant engineering (Chemical/Electrical) discipline and 2 years experience in drawing and estimating of materials and equipment. Proficiency in CAD is an essential requirement	35 years. Candidate should be born on or after 1.1.1985
17	Rs. 8650-27300. Consolidated pay for 2 years. Consolidated pay per month for those with 2 years' experience will be Rs. 20,000/- during the 1st year and increase of 3% annually. Candidates with one to two years experience, if appointed, will be paid a consolidated pay of Rs.18,000/- per month during 1st year and increase of 3% annually. Candidates with less than one year experience/no experience, if appointed, will be paid consolidated pay of Rs.16,000/- per month during 1st year and increase of 3% annually.	Std X pass with National Trade Certificate in the trade of Fitter/Mechanic with 2 years experience in the trade in a large Fertilizer /Chemical/Petrochemical Plant/Engineering Industry. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualifications and one to two years' of prescribed experience will be considered. SC candidates without experience will also be considered in the absence of candidates with experience as above. In such case, they will be posted as Craftsman cum trainee on applicable consolidated pay.	35 years. Candidate should be born on or after 1.1.1985. As the work involves shift working, only male candidates are eligible.
18		Std X pass with National Trade Certificate in the trade of Instrumentation with 2 years experience as Craftsman Instrumentation in a large Fertiliser /Chemical/Petrochemical Plant/Engineering Industry. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualifications and one to two years of prescribed experience will be considered.	38 years (OBC-NCL only). Candidate should be born on or after 1.1.1982. As the work involves shift working, only male candidates are eligible.
19	Rs. 8650-23300. Consolidated pay for 2 years. Consolidated pay per month will be Rs. 20,000/- during the 1st year and increase of 3% annually.	Graduate in any discipline (3 year course) with minimum 50% marks, and knowledge in Office Automation Systems/Computer knowledge especially word processing and spreadsheet like MS Word and MS Excel.	35 years. Candidate should be born on or after 1.1.1985. As the work involves shift working, only male candidates are eligible.
20		Graduate in Commerce (3 year course)with minimum 50% marks and knowledge in Office Automation Systems/Computer knowledge especially word processing and spreadsheet like MS Word and MS Excel.	35 years. Candidate should be born on or after 1.1.1985.
21		Graduate in any discipline (3 year course) with minimum 50% marks. Knowledge of local language essential.	35 years. Candidate should be born on or after 1.1.1985. Considering the nature of duties, only male candidates are eligible



22	Graduate in any discipline (3 year course) with Typewriting Higher (English) KGTE or equivalent qualification and Shorthand Lower (English) OR Diploma in Commercial Practice. Proficiency in operation of Computer and Word processor is essential	35 years. Candidate should be born on or after 1.1.1985.
23	Std X pass with Diploma/Certificate in catering of minimum one year duration and 5 years experience in a Canteen/hotel administration	35 years. Candidate should be born on or after 1.1.1985. As the work involves shift working, only male candidates are eligible.

A candidate shall apply only for any one of the posts notified as above. If applied for more than one post, all applications will be rejected.

1.2 Educational Qualifications

- 1.2.1 Only full time regular courses will be considered for the prescribed educational qualification specified under the qualifications column in Table above. Qualification acquired through part time /correspondence/distance/ private study/off campus will not be considered. Candidates having 5 years BE/B Tech + ME/M Tech integrated dual degree in engineering in the relevant discipline shall also be considered, wherever applicable.
- 1.2.2 Wherever Post Graduation is specified as prescribed qualification, their Graduation shall also be a full time regular course
- 1.2.2 Qualifications must be approved /recognized by UGC/ AICTE / AIU (Association of Indian Universities). Candidates with qualifications acquired from foreign universities should produce order/ letter in this regard under which it has been approved/recognized by AIU.
- 1.2.3 Wherever the essential educational qualification has a mention of dual specialization, one of the specializations necessarily needs to be function specific for the post notified.

1.3 Percentage of Marks

- 1.3.1 The minimum percentage of marks in educational qualification in respect of reserved posts for SC,ST and PWBD candidates is 50% where minimum 60% marks and 40% where minimum 50% marks is specified.
- 1.3.2 Wherever CGPA/OGPA/CPI/DGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes (norms to be produced when called for).
- 1.3.3 Candidates awaiting results of qualifying examination for posts may also apply, if they have secured the required qualifying percentage in aggregate up to the last semester/yearly examination at the time of applying. However, they should produce the mark list of all the semesters / years of the course, with the required qualifying percentage, at the time of Interview/Skill test, failing which their candidature will not be considered, even if they clear the online test.

1.4 Experience



- 1.4.1 Only post qualification experience as on 01.01.2020 will be considered.
- 1.4.2 For non-managerial posts listed with post codes 11 to 18, the period of apprenticeship training relevant in the areas prescribed under the specification column for each post, if any in the relevant discipline/trade will be treated as experience to the extent of apprenticeship training period, on furnishing Certificate of Proficiency (COP)/ National Apprenticeship Certificate (NAC) along with application.
- 1.4.3 Experience on part time basis, daily wages, experience in a firm which had undertaken contract works in the specified industries shall not be considered.
- 1.5 Employees of the Company who have the required qualifications/experience may apply, as per Company's internal notification.

2.0 AGE LIMIT & RELAXATION IN UPPER AGE LIMIT:

The upper Age Limit is relaxable by 5 years for SC/ST candidates and 3 years for OBC (Non Creamy Layer) candidates applying for posts reserved for SC/ST/OBC-NCL as the case may be.

Ex-servicemen (ES) will be eligible for age relaxation as per rules in this regard.

Age is relaxable by 10 years for PWBD candidates except for the post listed as Post Code 09 – Management Trainee (Fire & Safety) and Post Code 11- Technician (Process), which is not identified for PWBD. (Age is relaxable by 10 years for PWBD- General and PWBD-EWS for applying for identified posts. Age is relaxable for 15 years for PWBD-SC/ST and 13 years for PWBD- OBC (NCL) applying for identified posts reserved for SC/ST or OBC (NCL). For candidates who have successfully completed apprenticeship in FACT, age is further relaxable to the extent of the period of apprenticeship, for posts in Non managerial cadres listed under post codes 11 to 18.

- 3.0 **Application fee:** (Non refundable) Including GST Rs. 1180 (excluding bank charges) for managerial posts listed under Post Codes 01 to 10 and Rs. 590 (excluding bank charges) for Non managerial posts listed under Post Codes 11 to 23. SC/ST/PWBD/ES candidates are exempted from application fee subject to furnishing documents in proof of eligibility for exemption along with the application.

4.0 Method of Selection:

Selection to posts listed as post Code 01 to 03 will be made based on Interview at Udyogamandal, Kochi. For other posts, the selection will be based on online test and skill test/ interview. On the basis of details given in the application, eligible candidates will be called for an online test (Computer based test) on **date that will be notified in our website**. The candidates will also be informed through sms and e-mail. The test is proposed to be held at Delhi, Hyderabad, Chennai and Kochi for managerial posts with Post Codes 04 to 10. For non managerial posts with post codes 11 to 23, the test is proposed to be held at Kochi only. The Company reserves the right to cancel any of the centers if sufficient number of candidates is not available in that centre and in that event candidates will be directed to take the examination at any of the other centres.

The decision of the Management about the mode of selection, number of posts, eligibility criteria, shortlisting of candidates etc. shall be final and binding. No correspondence will be entertained in this regard.

4.1 For Managerial Posts listed under Post Codes 04 to 10

The online test will consist of 2 parts. Part I-Management Aptitude consisting of Aptitude, General English and General Knowledge and Part II-Technical Aptitude / subject knowledge in the respective discipline. The questions will be multiple-choice, objective type and prepared in English and Hindi. Negative marks will be applicable for wrong answers. Based on the test score, candidates not less than



five times the number of vacancies in each post will be called for personal interview and Group Discussion as the case may be at Udyogamandal, Kochi, in the order of merit.

4.2 For Non Managerial Posts listed under Post Codes 11 to 23

The on line test will consist of 2 parts. Part I- Aptitude & Reasoning, and Part II- Subject knowledge. The questions will be multiple-choice, objective type and prepared in English and Hindi. Negative marks will be applicable for wrong answers. For posts with post codes 16 to 18 and 22, candidates shortlisted in the online test will be called for skill test at Udyogamandal, Kochi.

5.0 EMOLUMENTS

5.1 Candidates selected for Post codes 01 to 05 will be appointed on probation for a period of six months in the applicable grade with Basic + DA and other allowances. Appointment to posts codes 06 to 23 will be initially on consolidated pay for two years, besides other statutory benefits. After completion of two years, they will be absorbed in the applicable Grade with Basic + DA. On extension of applicable grade, in addition to Basic+DA, they will be eligible for other perks like medical reimbursement/Medical insurance coverage, accommodation in township or HRA, local travel allowance for those maintaining vehicles / transport subsidy, subsidized meals, Uniform, Accident Insurance coverage etc.as per rules in force and as amended from time to time. All are eligible for Provident Fund as per statute. ES candidates selected will be appointed directly in the scale of pay on probation for a period of six months.

5.2 For posts listed as codes 01 to 03, protection of pay to the extent of Basic pay + DA for candidates currently working on permanent rolls in Public Sector firms, institutes under the Government, Government departments etc. will be considered.

6.0 PLACEMENT / ASSIGNMENTS:

The candidates appointed are liable to serve anywhere in India or abroad as per the Company's requirement. They may be posted at any of the installations/ projects/ offices, etc. of FACT Limited or any of the subsidiaries/ Joint Ventures of FACT Limited or deputed to any Department of Government of India/ other PSUs/Business partners, etc. as per requirement of the Company. The selected candidates may be assigned jobs/functions/assignments as per the business requirements of the company including shift operations.

7.0 SERVICE AGREEMENT BOND

Selected candidates for posts listed under Post Codes from 05 to 23 will have to execute a bond to serve the Company for a minimum period of 5 years or to pay compensation to the Company at the amounts as mentioned below. Candidates will have to furnish a surety bond for equivalent amount, to be executed by solvent parents/guardian/reliable surety acceptable to the Company. The bond shall be backed by Fixed Deposit Receipt from nationalized/scheduled bank or NSC for the corresponding amount in the name of the candidate or surety, valid till end of the bond period, with lien marked to FACT. In the event an employee under bond obligation to serve the Company for 5 years would like to leave services, he will be liable to pay liquidated damages as per the above amount.

Bond amount for a period of 5 years from joining		
Post Codes	All except SC/ST Candidates	SC/ST Candidates
05 to 10	Rs. 1,50,000	Rs. 75,000
11 TO 23	Rs. 40,000	Rs. 20,000



8.0 HEALTH/MEDICAL FITNESS:

Every candidate offered appointment in the Company shall be subjected to Pre-employment medical examination before being allowed to join the services of the Company. The opinion of the Company Medical Officer in this regard shall be final.

9.0 How to apply

- 9.1 Applications to be submitted online through the website of The Fertilisers and Chemicals Travancore Ltd., Udyogamandal- www.fact.co.in only will be considered. **The online application will be open from 01.01.2020 to 22.01.2020.**
- 9.2 Candidates shall visit the web site, read the notification and instructions given therein, and open the link for filling the Online Application. Detailed instructions given in the link for submitting online applications shall be followed. 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 there.
- 9.3 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.
- 9.4 SC/ST/OBC(NCL)/PWBD/EWS candidates should upload scanned copy of their caste/community/disability certificate/Income and Asset Certificate as the case may be, in English, Hindi or Malayalam, at the appropriate place prompted by the system. In case the certificates are not in English, Hindi or Malayalam, a self-certified translation of the same shall also be scanned and uploaded. OBC (NCL) candidates shall upload a scanned copy of self-declaration in English in the format attached in this website, in addition to the caste/community certificate evidencing OBC(NCL) status. ES availing relaxation shall upload copy of service book.
- 9.5 OBC candidates who belong to "CREAMY LAYER" are not entitled for concessions and such candidates have to indicate their category as "Unreserved".
- 9.6 Once the Category has been declared in the application, relaxation/concession applicable for any other category will not be admissible later on.
- 9.7 All candidates should upload their photograph and signature at the appropriate place when prompted by the system. The online application will not be registered unless the candidate's photo and signature are uploaded as per instructions. Documents in proof of Age (School leaving certificate/Birth certificate), Qualification (Degree/Diploma/ITI/Std X pass certificate) are to be uploaded at the appropriate place prompted by the system. The online application will not be registered unless the candidate's age, qualifications, experience proof are uploaded.
- 9.8 Once all the details are entered, documents uploaded, and fees (if applicable paid, the candidate gets the prompt that application has been submitted successfully, he/she will be permitted to take print-out of the submitted application. Email /SMS will be sent to the applicants regarding the status of the application.
- 9.9 Candidates should keep at least 6 copies of the 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.
- 9.10 For all future correspondence, candidates shall quote his/her application number generated by the system during online application process.



9.11 Candidates may ascertain their eligibility before applying and remitting the application fee. Fee once remitted will not be refunded.

9.12 Last date for submitting application is **22.01.2020**.

9.13 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 in to the website of FACT www.fact.co.in on account of heavy load on the internet or website jam during last days. FACT shall not accept any responsibility for the candidates for not being able to submit their application within the last day on account of aforesaid reasons or any other reasons.

10.0 OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS:

10.1 Candidates should possess a valid e-mail ID. Candidates are advised to keep the e-mail ID (to be entered compulsorily in the online application form) active for at least one year. No change in the e-mail ID given in the online application will be allowed once application is submitted online. All future correspondence with candidates shall be done through the email ID given in the online application only. 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 Company website in time.

10.2 Once online application is submitted, requests for change of address/ e-mail ID/mobile number/ category/ discipline / post/examination centre etc. will not be entertained.

10.3 Relaxations / Reservations are applicable as per Government Directives. In the case of candidates under the reserved category shortlisted after Online test/Interview, valid Caste / Community/Disability/ex-service/Income and Assets certificate as per the respective formats prescribed by the Government shall be submitted to the Company in original before joining, failing which candidature is liable to be rejected. Please note that the Caste / Community / Income and Assets certificate shall be issued by competent authority not below the rank of Tahsildar. The OBC (NCL) Certificate in the prescribed format to be furnished before joining shall be not more than 6 months old on the date of joining.

10.4 PWBD candidates may be considered for posts not reserved for PWBD, provided the posts are identified for PWBD, and they fulfil the standards prescribed for Unreserved candidates. Age relaxation of 10 years shall be applicable in such cases. No relaxation in marks of qualifying degree shall be applicable.

10.5.1 SC/ST/OBC(NCL)/EWS candidates may apply for posts not reserved for them, against unreserved posts, provided they fulfill the standards prescribed for unreserved candidates. No relaxation in age or marks in qualifying degrees shall be applicable.

10.5.2 Domicile certificate of the respective state for candidates applied against posts in post codes 19 to 21, and of Kerala, for post codes 16 to 18 and 22 to 23.

10.6 Candidates presently employed in Central/State Govt. / PSUs / Autonomous bodies must produce No Objection Certificate (NOC) at the time of Interview from their present employer. Candidates may take the requisite approvals from the employer, before submitting application, so as to ensure that NOC can be produced at the time of Interview/Skill test or when called for. In case the candidate fails to produce the NOC from his/her employer, his/her candidature will be cancelled.

10.7 Candidates currently employed shall furnish release letter from the present employer before being allowed to join.



- 10.8.1 Number of posts mentioned above may increase or decrease depending upon the requirement of the Company. The Company reserves the right to fill or not to fill all or any of the above positions, to cancel/restrict/enlarge/modify the recruitment process if need so arises, without assigning any reason whatsoever. The Company reserves the right to create and operate a panel of suitable candidates for filling up of future vacancies. The Company also reserves the right to raise the minimum eligibility standards notified.
- 10.8.2 The Company will not undertake detailed scrutiny of online applications for eligibility and other aspects at the time of test and therefore the candidature is provisional. Eligibility for calling for test/interview will be based on the details furnished in the on-line application and declarations/documents uploaded by the applicant. The candidates are required to submit originals of the certificates related to qualification, age, caste/ community/PWBD/Income & Asset Certificates etc. at the time of Interview/Skill test or when called for. The documents submitted with the application will be verified against original certificates produced at the time of the interview or when called for. Those who do not meet the requirements as to age, qualification, eligibility etc. on verification of the original certificates, will not be considered for selection and no TA, if applicable will be paid to them. Therefore, before applying, candidates are advised to go through the requirements of essential qualification, experience, age etc and satisfy themselves that they are eligible for the post.
- 10.9 Outstation SC/ST/PWBD candidates called for interview/Skill test, who meet the eligibility criteria on verification of the original documents/ certificates, will be paid (through their bank account), 2nd class to and fro railway fare in the shortest route as per rules, on production of documentary proof of expense. Outstation candidates called for interview for managerial posts listed under post codes 01 to 03, who meet the eligibility criteria on verification of the original documents/certificates, will be paid (through their bank account), 2nd class AC 2 tier to and fro railway fare in the shortest route as per rules, on production of documentary proof of expense. The TA payable will be limited for the journey between the correspondence address as declared by the candidates in their application form and the venue of interview.
- 10.10 Candidature of an applicant is liable to be rejected at any stage of recruitment process or after joining, if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the notification. Appearing for Online test, Interview, and Medical Test will not confer any right on the applicant for selection. The Company reserves the right to debar/disqualify any candidate at any stage of selection proceedings for any reason whatsoever.
- 10.12 Candidates who had resigned/taken voluntary retirement/terminated from FACT shall not be eligible to apply except ex-employees of FACT Schools who left under VRS during 2004 and are covered under the scheme for employment announced for ex-school staff.
- 10.13 Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- 10.14 All appointments are subject to verification of antecedents. Appointment shall be valid only if candidate is cleared after antecedent's verification.
- 10.15 Any dispute with regard to recruitment against this advertisement will be settled in Courts within the jurisdiction of Kochi only.
- 11.0 **Hall Tickets and id proof**
- 11.1 Hall Tickets will be generated online and eligible candidates shall download their Hall Tickets from our website as per instructions, **between dates that will be notified in our website.** Candidates shall carry the Hall Ticket (with photograph and signature) and one of the following valid photo identification card **in original** viz. Electoral ID, Passport, Aadhar card, Driving license, while reporting for the Online test. Candidates reporting without the downloaded hall ticket and identity proof as specified above shall not be allowed to take the test.



- 11.2 While reporting for the Interview/Skill test, valid photo identification card in original (Electoral id, Passport, Aadhar card, Driving license) shall be produced and a self-attested copy shall be submitted.
- 12.0 Any further notifications including any corrigenda regarding this recruitment will be published in our website **www.fact.co.in** only and will not be published in newspapers. Candidates are required to check our website and candidate's email/SMS regularly to obtain updates on this selection process like any amendments, notifications, instructions to candidates, dates for downloading of hall tickets, date of online test, Interview, and any other notifications regarding this recruitment.

01/01/2020

DEPUTY GENERAL MANAGER (HR)