

USER MANUAL FOR APPRENTICESHIP APPLICATION FOR FACT LTD

1. Go to FACT'S official website www.fact.co.in and access the link 'Apprentice Training' as per the enclosed screen-shot.



2. Go to link corresponding to the relevant post and will be headed to the application form . Screen-shots of Application forms for graduate apprenticeship is enclosed here. (Do the same for diploma apprenticeship)

3. Make relevant entries as per enclosed screen-shots .

4. Candidates must make sure that the specified NATS ID is correct. Candidates can refer http://mhrdnats.gov.in/sites/default/files/NATS_User_Manual_Student_Enrol.pdf for enrollment in NATS Portal.

<p>Email *</p> <p>training@facttd.com</p>
<p>Student ID / User ID (NATS) *</p> <p>SKLG111111111</p>
<p>Aadhar No *</p> <p>999999999999</p>
<p>Date of Birth *</p> <p>Date</p> <p>02/05/1996</p>
<p>Age as on 01.01.2020 *</p> <p>23</p>
<p>sex *</p> <p>Female</p>
<p>Father's Name (10th Certificate) *</p> <p>SAMPLE 1</p>
<p>Mother's Name (10th Certificate) *</p> <p>SAMPLE 2</p>
<p>Category *</p> <p><input type="radio"/> GEN</p> <p><input type="radio"/> SC</p> <p><input type="radio"/> ST</p> <p><input type="radio"/> OBC</p> <p><input checked="" type="radio"/> EWS</p>
<p>Weather belonging to PwBD Category *</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>
<p>Date of issue of ST/SC/OBC certificate (if applicable)</p> <p>Date</p> <p>mm/dd/yyyy</p>
<p>Date of issue of PwBD certificate (if applicable)</p> <p>Date</p> <p>mm/dd/yyyy</p>
<p>Date of issue of EWS certificate (if applicable)</p> <p>Date</p> <p>11/02/2019</p>
<p>Is /was your father/ mother employed in FACT? *</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>
<p>Discipline *</p> <p>Chemical</p>
<p>Year and month of passing *</p> <p>Date</p> <p>05/02/2018</p>
<p>Total marks secured on Max. Marks / CGPA *</p> <p>7.7</p>
<p>% Marks *</p> <p>77</p>
<p>First Class with minimum aggregate 60 %.*</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>

5. Upload photo, signature and relevant documents in prescribed file format, size and dimensions.

On clicking 'Add File', a window 'insert file' appears, where you can upload files by clicking 'Drag files here'.

The image illustrates the file upload process in a web application. It is divided into three main sections:

- Top Section:** Shows the 'Insert file' dialog box. It has tabs for 'Upload', 'My Drive', and 'Previously selected'. The 'Upload' tab is active, displaying 'Drag files here' and a 'Select files from your device' button. Below the dialog, a note states: '(Supported File Format : PDF ; Maximum File Size: 150 KB)'.
- Middle Section:** Shows the 'Insert file' dialog box with a Windows 'Open' file explorer window overlaid. The file explorer shows the 'Attendance' folder selected in the 'Libraries' pane. The 'Open' button is visible at the bottom right of the file explorer.
- Bottom Section:** Shows a form with several upload fields, each with a file name and a delete icon (X):
 - Name of Institution and University * (EXAMPLE 1)
 - Upload your recent passport size photo. * (Supported File Format : JPG or JPEG; Dimensions : 150 x 200 pixels; Maximum File Size: 50 KB; File name: your Name -photo - eg Ram-photo)
PHOTO.jpg X
 - Upload your signature * (Supported File Format : JPG or JPEG; Dimensions : 150 x 100 pixels; Maximum File Size: 50 KB; File name: Name -sign - eg Ram-sign)
SIGN.jpg X
 - Upload SSLC certificate * (Supported File Format : PDF ; Maximum File Size: 150 KB)
SSLC.pdf X
 - Upload Aadhar card * (Supported File Format : PDF ; Maximum File Size: 150 KB)
AADHAR.pdf X
 - Upload Graduate degree/provisional certificate * (Supported File Format : PDF ; Maximum File Size: 150 KB)
DEGREE.pdf X
 - Upload Graduate Degree Mark List * (Supported File Format : PDF ; Maximum File Size: 150 KB)
MARKLIST.pdf X
 - Upload ST / SC /OBC certificate (if applicable) (Supported File Format : PDF ; Maximum File Size: 150 KB)
Add File
 - Upload PwBD certificate (if applicable) (Supported File Format : PDF ; Maximum File Size: 150 KB)
Add File
 - Upload EWS certificate (if applicable) (Supported File Format : PDF ; Maximum File Size: 150 KB)
EWS.pdf X

6. Before submission, verify the details and confirm the declaration.

Upload Dependent certificate (If applicable)
(Supported File Format : PDF ; Maximum File Size: 150 KB)

[Add file](#)

Declaration *

I declare that all information in this application form are true to the best my knowledge and belief. If any of the information is found to be incorrect, I shall no objection to cancellation of my candidature.

[Submit](#)

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7. On submission , you would receive an acknowledgement as below.

 **FACT**
PIONEERS IN PROGRESS

THE FERTILISERS AND CHEMICALS TRAVANCORE LTD
TRAINING CENTER, UDYOGAMANDAL - 683501

**APPLICATION FOR APPRENTICESHIP
(GRADUATE)**

Your application form has been successfully submitted. Check www.fact.co.in for further updates.

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