



THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED
Schedule 'A' multi-divisional Central PSE

Recruitment Notification No. : 17/2023 dated 27.12.2023

THE FERTILISERS AND CHEMICALS TRAVANCORE LTD., a multi-divisional Central PSE, and pioneers in the manufacture and marketing of Fertilisers, Chemicals and Caprolactam, with activities spread over Manufacturing, Engineering Design and Consultancy, Fabrication etc., invites applications from eligible candidates for recruitment to the following posts:

1. Posts & Reservation

Post Code	Name of Post	Number of vacancies					Reservation within the number of vacancies
		UR	ST	OBC-NCL	EWS	TOTAL	
1	SENIOR MANAGER (HUMAN RESOURCES & ADMINISTRATION)	3				3	1 PwBD (HH)
2	DEPUTY MANAGER (HUMAN RESOURCES & ADMINISTRATION)						
3	SENIOR MANAGER (CORPORATE COMMUNICATIONS)	1				1	
4	DEPUTY MANAGER (CORPORATE COMMUNICATIONS)						
5	ASSISTANT MANAGER (RESEARCH & DEVELOPMENT)	1				1	
6	ASSISTANT MANAGER (INDUSTRIAL ENGINEERING)	1				1	
7	TECHNICIAN (PROCESS)	27	8	18	3	56	Includes 4 ST Backlog

Abbreviations used : UR-Unreserved; ST-Scheduled Tribe; OBC (NCL)- Other Backward Community (Non-Creamy Layer); PwBD-Person with Benchmark Disability (40% disability and above); HH-Deaf and hard of hearing; ESM - Ex-servicemen; EWS - Economically Weaker Sections.

- 1.1. The number of vacancies indicated above includes vacancies, existing and anticipated, and therefore will be filled only over the period of the validity of the merit panels prepared for the posts.
- 1.2. The number of vacancies are tentative and may increase or decrease at the sole discretion of FACT. FACT 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. FACT also reserves the right to fill/ not to fill all or any of the above vacancies notified.
- 1.3. For Technician (Process) at Post Code 7, the panel of candidates shall be prepared for filling vacancies in excess of those notified, that arise during the validity of the merit panels. Vacancies shall be filled in compliance of the Government Orders on reservation at the time of appointment, according to reservation position.
- 1.4. Discretion to fill the post either at the level of Senior Manager / Deputy Manager, (Post Codes 1 or 2, 3 or 4) as deemed fit, will vest with the Management based on suitability/ credentials of candidates. Candidate applying for the post of Senior Manager need not submit separate application for the post of Deputy Manager in the same discipline. They will be considered for selection to the post as Senior Manager or Deputy Manager in the same discipline, based on eligibility.
- 1.5. Position at Post Code 7, Technician (Process), involve working in shift duties on round the clock basis in plant area and therefore only male candidates are eligible to apply.
- 1.6. PwBD reservation is applied on horizontal inter-locking basis in any of the vacancies shown as reserved for UR/ST/OBC(NCL)/ EWS, as per Government of India guidelines.
- 1.7. Vacancies notified are for recruitment on all India basis.

2. Posts & Specification : Minimum essential educational qualifications & experience and Maximum Age prescribed for each Post, are given below:

Post Code	Post & Scale of Pay	Specification	Maximum Age
1	SENIOR MANAGER (HUMAN RESOURCES & ADMINISTRATION) Rs 70000-200000 (E4)	Two years Post Graduate Degree in HR or Personnel Management or Industrial Relations or Labour Welfare or Social Work (specialisation in Personnel/HR Management) or Business Administration (specialisation in Personnel/HR Management) OR two years Post Graduate Diploma in HR or Personnel Management or Industrial Relations or Labour Welfare or Social Work (specialisation in Personnel/HR Management) or Business Administration (specialisation in Personnel/HR Management), and minimum 9 years executive experience (managerial cadre) in Personnel / HR / Welfare / IR functions in a manufacturing unit/PSU, of which last 3 years shall be (a) if executives of CPSEs on IDA scales, in E3 grade i.e. Rs.60000-180000 (if 2017 based IDA scales) or equivalent / higher grade, or (b) if working in other establishments, drawing a minimum CTC of Rs.15.5 lakhs per annum. Degree in Law will be preferred additional qualification.	45 Years
2	DEPUTY MANAGER (HUMAN RESOURCES & ADMINISTRATION) Rs 60000-180000 (E3)	Two years Post Graduate Degree in HR or Personnel Management or Industrial Relations or Labour Welfare or Social Work (specialisation in Personnel/HR Management) or Business Administration (specialisation in Personnel/HR Management) OR two years Post Graduate Diploma in HR or Personnel Management or Industrial Relations or Labour Welfare or Social Work (specialisation in Personnel/HR Management) or Business Administration (specialisation in Personnel/HR Management), and minimum 6 years executive experience (managerial cadre) in Personnel / HR / Welfare / IR functions in a manufacturing unit/PSU, of which last 3 years shall be (a) if executives of CPSEs on IDA scales, in E2 grade i.e. Rs.50000-160000 (if 2017 based IDA scales) or equivalent / higher grade, or (b) if working in other establishments, drawing a minimum CTC of Rs.13 lakhs per annum. Degree in Law will be preferred additional qualification.	40 Years
3	SENIOR MANAGER (CORPORATE COMMUNICATIONS) Rs 70000-200000 (E4)	Two years Post Graduate Degree in Public Relations or Mass Communication or Journalism OR two years Post Graduate Diploma in Public Relations or Mass Communication or Journalism, and minimum 9 years executive experience (managerial cadre) in Public Relations/Advertising/ Media, of which last 3 years shall be (a) if executives of CPSEs on IDA scales, in E3 grade i.e. Rs.60000-180000 (if 2017 based IDA scales) or equivalent / higher grade, or (b) if working in other establishments, drawing a minimum CTC of Rs.15.5 lakhs per annum.	45 Years
4	DEPUTY MANAGER (CORPORATE COMMUNICATIONS) Rs 60000-180000 (E3)	Two years Post Graduate Degree in Public Relations or Mass Communication or Journalism OR two years Post Graduate Diploma in Public Relations or Mass Communication or Journalism, and minimum 6 years executive experience (managerial cadre) in Public Relations/Advertising/ Media, of which last 3 years shall be (a) if executives of CPSEs on IDA scales, in E2 grade i.e. Rs.50000-160000 (if 2017 based IDA scales) or equivalent / higher grade, or (b) if working in other establishments, drawing a minimum CTC of Rs.13 lakhs per annum.	40 Years

Post Code	Post & Scale of Pay	Specification	Maximum Age
5	ASSISTANT MANAGER (RESEARCH & DEVELOPMENT) Rs.50000-160000 (E2)	M.Sc. in Chemistry with minimum 3 years executive experience (managerial cadre) in Research & Development. PhD in the relevant area is desirable.	35 Years
6	ASSISTANT MANAGER (INDUSTRIAL ENGINEERING) Rs.50000-160000 (E2)	Bachelors Degree in Industrial Engineering OR Bachelors Degree in Engineering with two year Post Graduate Degree / Diploma in Industrial Engineering, and minimum 3 years executive experience (managerial cadre) in Industrial Engineering.	35 Years
7	TECHNICIAN (PROCESS) Rs 23350-115000 (WG18)*	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/ Analytical field / Quality Control / Chemical Control / Process Control / R&D in a large Fertilizer/ Chemical/Petrochemical Plant. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualification and one to two years' of prescribed experience will be considered. Against reserved posts, SC/ST candidates without experience will also be considered in the absence of candidates with experience as above.	35 Years

* See clause (4) infra

- 2.1. Maximum Age indicated in the table is as applicable for posts categorised as UR. For relaxations applicable to Age, please see (3) infra.
- 2.2. Wherever specialisation in particular subject is part of the Specification, letter from the University/ College specifying the specialisation is to be produced if the specialisation is not specified in the Mark sheet/ Degree / Diploma certificate.

3. Age Limit & Relaxation in Maximum Age Limit :

Post & Post Code		UR/EWS	OBC-NCL	ST
Senior Managers (Post Codes 1 & 3)	Maximum Age limit	45	N.A.	N.A.
	Born on or after	01.12.1978	-	-
Deputy Managers (Post Codes 2 & 4)	Maximum Age limit	40	N.A.	N.A.
	Born on or after	01.12.1983	-	-
Assistant Manager (Post Code 5 & 6)	Maximum Age limit	35	N.A.	N.A.
	Born on or after	01.12.1988	-	-
Technician (Process) (Post Code 7)	Maximum Age limit	35	38	40
	Born on or after	01.12.1988	01.12.1985	01.12.1983

- 3.1. In respect of posts identified as suitable for PwBD, Maximum Age Limit is relaxable by 10 years, [not applicable for the post listed as Post Code 7 – Technician (Process), which is not identified for PwBD].
- 3.2. Relaxation in Age limit is applicable to Ex-Servicemen for Post Codes 2, 4, 5, 6 & 7 as prescribed by Government of India i.e. ESM candidates shall be allowed to deduct the period of such service from



his/her 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, he/she be deemed to satisfy the condition regarding age limit.

- 3.3. For post listed under Post Code 7, for candidates who have successfully completed Apprenticeship in FACT in the relevant area, prior to the relevant date, age is further relaxable by maximum one year towards the period of apprenticeship, subject to submission of relevant certificates for all posts.
- 3.4. **For all posts, maximum age after all relaxations shall be 53 years.**
- 3.5. Matriculation / School Leaving Certificate granted by Board of Secondary Education shall be the only acceptable document in support of proof of age.

4. Emoluments

Post & Post Code	Emoluments
Senior Managers (Post Codes 1 & 3)	Selected candidates will be appointed on probation for a period of six months at the minimum in managerial scale of pay of Rs.70000-200000 (E4).
Deputy Managers (Post Codes 2 & 4)	Selected candidates will be appointed on probation for a period of six months at the minimum in managerial scale of pay of Rs. 60000-180000 (E3).
Assistant Manager (Post Code 5 & 6)	Selected candidates will be appointed on probation for a period of six months at the minimum in managerial scale of pay of Rs. 50000-160000 (E2).
Technician (Process) (Post Code 7)	Appointment will be initially on consolidated pay for two years, besides other benefits. Those appointed with two years experience, will be paid a consolidated pay of Rs. 27,000/- per month during the 1st year, with 3% annual increase in the next year. Candidates appointed with one to less than two years experience, will be paid a consolidated pay of Rs.25,000/- per month during 1st year, with 3% annual increase in the next year. ST candidates with less than one year experience / no experience, will be paid consolidated pay of Rs.22,000/- per month during 1st year and with 3% annual increase in the next year. After successful completion of two years on consolidated pay, will be absorbed as Technician (Process) at the minimum in non-managerial scale of pay of Rs.23350-115000 (WG18).

- 4.1. For posts listed as Post Codes 1 to 6, protection of pay to the extent of Basic pay + DA as on date of offer of appointment will be considered for candidates working on permanent rolls in Central Public Sector Enterprises (CPSEs) listed under DPE. No subsequent revisions in the previous CPSE with or without retrospective effect will be considered for protection, at a later date.
- 4.2. For Post Code 7, during the consolidated pay period, candidates will be eligible for EPF / ESI as applicable.
- 4.3. When on applicable scales of pay, candidates will be eligible for IDA, EPF and other applicable allowances and perks like medical reimbursement / medical insurance coverage / ESI, township accommodation / HRA, subsidised meals/ meal subsidy, uniform, accident insurance coverage, performance related pay etc. as per rules in force and as amended from time to time.
- 4.4. Selected ESM candidates will be appointed directly in the scale of pay applicable to the post.
- 4.5. All candidates appointed directly in the scale of pay will be on probation for a period of six months from the date of joining, and candidates absorbed in scale of pay after successful completion of consolidated pay period will be on probation for a period of six months from the date of order of absorption.

5. Reservation & Relaxations

- 5.1 Relaxations / Reservations are applicable as per Government Directives.
- 5.2 SC/ST/OBC(NCL)/EWS candidates can apply for posts not reserved for them i.e. against unreserved posts, provided they fulfil the standards prescribed for unreserved candidates. No relaxation in age or marks of prescribed essential qualification shall be applicable for the same. Candidates availing any relaxation (including marks of CBT for shortlisting, where applicable) will be considered only against reserved positions within their category.
- 5.3 As per Government directives, PwBD will be considered for posts not reserved for PwBD, provided the posts are identified for PwBD. Age relaxation of 10 years shall be applicable in such cases subject to clause (3.4) supra.
- 5.4 Once the Category has been declared in the application, change of category, relaxation/concession applicable for any other category will not be admissible at any stage.
- 5.5 In the case of candidates shortlisted under reserved categories after test/interview, valid Caste / Community / Ex -Service / Income and Assets certificate as per the respective formats prescribed by the Central Government shall be submitted to the Company in original at the time of document verification or when called for, before joining, failing which candidature is liable to be rejected. The OBC (NCL) Certificate in the prescribed format to be furnished shall be not more than 6 months old on the date of joining. The Caste / Community / Income and Assets certificate shall be issued by Competent Authority not below the rank of Tahsildar.
- 5.6 In the case of PwBD, the degree of disability should be minimum of 40%. The candidate is required to submit a valid Certificate of Disability issued through UDID portal as per the Rights of Persons with Disabilities Rules, 2017.
- 5.7 EWS certificate shall be one issued with income for the financial year 2022-23.
- 5.8 ESM candidates shall submit Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces. Those ESM candidates having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces, wherever experience is prescribed. Candidates claiming equivalency of qualification should produce the endorsement in the Discharge Certificate or certificate of equivalency from the same authority. They should produce certificates of work experience in the relevant discipline in the Armed Forces from the Authorities concerned, towards proof of experience.
- 6. Relevant Date: Relevant date for determining eligibility with regard to all eligibility criteria such as qualification, experience, age etc. stipulated in the notification will be "01.12.2023".**

7. Educational Qualifications

- 7.1 Only full time regular courses will be considered for the prescribed educational qualification specified under Posts & Specifications under Clause(2) supra. Qualification acquired through part time / correspondence / distance / private study / off campus will not be considered. For the post of Assistant Manager (Industrial Engineering), candidates having 5 years BE/B.Tech + ME/M.Tech integrated dual degree in Engineering in Industrial Engineering shall also be considered. For the post of Technician (Process), candidates having 5 years (B.Sc. + M.Sc.) integrated dual degree in Chemistry / Industrial Chemistry shall also be considered.
- 7.2 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.
- 7.3 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.
- 7.4 No claim of possession of educational qualification(s) equivalent to the notified educational qualification would be entertained.
- 7.5 Wherever Post Graduation is specified as prescribed qualification, their Graduation shall also be a full time regular course.
- 7.6 ST candidates appeared for final year / final semester exam and awaiting results of prescribed essential qualification specified for Post Code 7 may also apply. **Acquiring the essential**



qualification by appearing for exams subsequent to the relevant date will not be accepted under any circumstances.

7.7 Candidates should submit documentary proof of the final results of having acquired the prescribed essential qualification with required qualifying percentage, along with mark list of all the semesters/years of the course, at the time of document verification/Interview, failing which their candidature will not be considered for further selection process, even if they clear the CBT. Extension of time for producing proof of having passed the examination of the prescribed essential qualification shall not be granted.

8. Experience

8.1 Only relevant, in the line, post-qualification experience will be considered where ever experience is mentioned as part of the Specification under Clause (2).

8.2 Candidate's work experience as Management Trainee / Graduate Engineer Trainee would be counted only in case he/she has been regularized in the same organisation after this said period.

8.3 Experience certificate indicating the date of joining as well as relieving should be submitted. The candidates should submit certificates to establish, the relevant prescribed experience claimed in their application, failing which their candidature shall be cancelled and they shall not be considered for further selection. Candidates who are presently working in any Company (Private/ Public sector /Govt.), in the absence of experience certificate, should submit reasonable proof of work experience to the satisfaction of the Management, which includes copy of Appointment/Offer letter issued by the Company, date of joining, latest pay slip etc.

8.4. Certificate issued by employer for experience in particular grade (scale of pay) in CPSEs / proof of having minimum CTC prescribed for the number of years specified (Detailed certificate issued by employer showing split up of CTC incurred, Form 16 with all Annexures, EPF pass book showing employer contribution) shall also be produced wherever applicable. Only the CTC that has been incurred by the Company will be considered, for example; only the actual PRP paid will be considered and not the maximum PRP payable or that has become due but not paid etc will not be considered.

8.5. All candidates who are not in IDA scales in CPSEs, shall meet the CTC requirement.

8.6. For posts with Post Code 7, the period of apprenticeship training if any in the relevant areas prescribed under 'Specification' in Clause 2 for the respective post, in the relevant discipline in the relevant industry, will be treated as experience to the extent of apprenticeship training period (maximum period of one year), on furnishing Certificate of Proficiency (COP)/ National Apprenticeship Certificate (NAC), provided the apprenticeship training was completed on or before the 'relevant date' mentioned in Clause (6).

8.7. For the post of Technician (Process), Ex-Servicemen having equivalency/trade certificate with prescribed experience in the relevant field issued by the Armed Forces, will be eligible to apply. Such experience will be treated as post qualification experience.

8.8. Experience in specified industries will be considered only if it is suitable and relevant to the requirement of FACT with respect to its operation for the relevant post notified.

8.9. Experience on part time basis or on daily wages or experience in an establishment which had undertaken contract works in the specified industries will not be considered.

8.10. Certificate for relevant experience claimed in an establishment outside India will only be considered if the VISA has been issued for the job in which experience is claimed, and endorsement in Passport to that effect is submitted.

8.11. FACT reserves the right to call for any additional documentary evidence from candidates in support of educational qualification / experience / other notified eligibility requirements as indicated in their application. FACT 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.



9. Application fee:

- 9.1 (Non-refundable) Rs. 1180/- including GST (excluding bank charges) for Managerial posts listed under Post Codes 1 to 6 and Rs.590/- including GST (excluding bank charges) for Non managerial post listed under Post Code 7. SC/ST/PwBD/ESM are exempted from application fee, subject to furnishing documents in proof of eligibility for exemption along with the application.
- 9.2 Candidates shall ascertain their eligibility before applying for a post and remitting the application fee. Fee once remitted will not be refunded in any circumstances.
- 9.3 If a candidate who avails exemption from payment of application fee is later found to be not eligible 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 ascertain their eligibility before availing the exemption.

10. Method of Selection:

Post Codes 1 to 6	Post Code 7
Candidates provisionally short-listed based on the initial screening of applications will be called for Personal Interview to be held at Kochi .	Based on Test (CBT). The test is proposed to be held at Kochi .

- 10.1 For Post Codes 1 to 6, from among the applications received, the Company reserves the right to call only those candidates for personal interview, who according to its decision rank high in terms of eligibility criteria based on the data furnished.
- 10.2 For Post Code 7, on the basis of details given in the application, eligible candidates will be called for Test on date that will be notified in the Company's website.
- 10.3 Test will be a Computer Based Test (CBT), and will consist of two parts as detailed below:

Post	Test Duration	Part 1	Part 2	Marks Part 1	Marks Part 2
Technician (Process)	90 minutes	30 questions on Aptitude & Reasoning	60 questions on Subject knowledge in the respective discipline	1 mark for every right answer & 0.33 negative marks for every wrong answer	1.5 marks for every right answer and 0.50 negative marks for every wrong answer

- 10.4 Questions of the CBT will be objective type, multiple-choice, and prepared in English and Hindi.
- 10.5 For the post of Technician (Process), listed under Post Code 7, successful candidates in CBT will be shortlisted for next stage of selection process i.e document verification.
- 10.6 FACT reserves the right to fix minimum marks for pass in the CBT (subject to minimum 40% marks, and 30% for ST candidates) for the purpose of short listing candidates for next stage in the selection process.
- 10.7 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 interview/shortlisting for further selection process. No correspondence will be entertained in this regard.
- 10.8 Additional marks for experience in FACT : Wherever CBT is involved, candidate's experience in FACT on fixed tenure /ad hoc basis (including work charged) excluding employment on daily wages, if applying for the same / equivalent post notified as of employment on fixed tenure /ad hoc basis, will be given additional marks at the rate of 0.5 marks for every completed 6 months of relevant experience at FACT, subject to a maximum of 4 marks. These marks will also form part of CBT marks and total CBT marks of such candidates will be aggregate of Part 1, Part 2 and marks for FACT experience. Candidates who have resigned or who were relieved other than at the end of term of contract / completion of work from such fixed tenure /ad hoc engagement of FACT will not be eligible for any additional marks as above.



- 10.9 For posts to which Personal interview is part of selection (Posts Codes 1 to 6), candidates are required to qualify separately in the Interview with minimum of 50% marks, and 40% for PwBD candidates if posts are reserved for PwBD.
- 10.10 Selection for Post Codes 1 to 6 will be based on the total marks scored by the candidates in the interview and for Post Code 7 will be based on number of years of relevant experience & CBT mark.
- 10.11 For Post Code 7, in case of marks for CBT (each rounded off to 2 decimal places), of two or more candidates are equal, those who scored higher marks in Part 2 in CBT would be ranked higher while preparing the merit panels. In case such marks are also equal, candidate with earlier date of birth will be ranked higher. In case date of birth is also same, candidate who acquired the essential educational qualification prescribed for the post earlier will be ranked higher (month and year of last examination leading to the qualification will be considered for this).
- 10.12 The decision of the Management about the mode of selection, number of vacancies, eligibility criteria, relevancy of experience, shortlisting of candidates etc. shall be final and binding. No correspondence will be entertained in this regard.

11. Hall Tickets (Admit Card) and ID proof

- 11.1 Hall Ticket for CBT for Post Code 07 will be generated online and eligible candidates shall download their Hall Ticket from our website-during the period 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 CBT. **Candidates reporting without the downloaded hall ticket and identity proof as specified above shall not be allowed to attend the test.**
- 11.2 While reporting for Test / Interview, valid photo identification card in original (Electoral id, Passport, Aadhaar card, Driving license) shall be produced.

12. **Medical/Physical Fitness:** Candidates will be required to undergo pre-employment medical examination and those certified fit by the Company's Medical Officer will only be offered appointment. Candidates should have sound health and should meet the medical /physical standards as prescribed by the PEME procedure of FACT (available at www.fact.co.in >>HR>>Policy>>PEME). No relaxation in Medical/Physical standards will be allowed. The opinion of the Company Medical Officer in this regard shall be final.

13. **Service Agreement Bond:** Selected candidates for posts listed under Post Code 7 will have to execute a bond to serve the Company for a minimum period of 5 years from the date of joining or to pay liquidated damages to the Company of 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 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 who is under bond obligation to serve the Company for 5 years would like to leave services, he will be liable to pay liquidated damages of the said amount.

Bond amount for a period of 5 years from Joining		
Post	All except SC/ST Candidates	SC/ST Candidates
Technician (Process)	Rs.40,000/-	Rs.20,000/-

14. **Placement / Assignments:** The candidates appointed are liable to serve anywhere in India or abroad as per the Company's requirement. They can 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 shall be assigned jobs/functions/assignments as per the business requirements of the Company including shift operations.

15. How to apply

- 15.1 Applications submitted online through the website of The Fertilisers and Chemicals Travancore Ltd., Udyogamandal - www.fact.co.in will only be considered. The online application will be open from 03.01.2024 to 23.01.2024.
- 15.2 Candidates shall visit the web site, read the notification and instructions given, 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,



uploaded. Details of Helpline available, for telephonic support if required in the online process, will also be provided therein.

- 15.3 While applying, the candidates should mention their full name as it appears in the matriculation/secondary examination certificate. Candidate is required to submit valid identity card (mentioned earlier) with the name exactly as in the examination certificate.
- 15.4 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.
- 15.5 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 will be required to submit a self-declaration, in addition to the caste/community certificate evidencing OBC(NCL) status. ESM availing relaxation shall upload copy of service book.
- 15.6 OBC candidates who belong to “CREAMY LAYER” are not entitled for concessions and such candidates have to indicate their category as “Unreserved”.
- 15.7 All candidates should upload their passport size 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. Passport Photograph shall be with plain background with both ears visible. Application without photographs as mentioned is liable to be rejected at any stage of selection process. Documents in proof of Age, Qualification (from standard X onwards) 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 (where required) are uploaded. Candidates shall preview the application and ensure that the passport size photograph is uploaded properly with the face clear and identifiable. Candidates with un identifiable and improper photo upload, will not be permitted to participate in the selection process.
- 15.8 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.
- 15.9 Candidates should keep at least 6 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.
- 15.10 For all future correspondence, candidates shall quote his/her application number generated by the system during online application process or the Roll Number issued for CBT.
- 15.11 Last date for submitting application is **23.01.2024**.
- 15.12 Biometrics/ photograph of candidates shall be captured at the time of CBT for further verification at the time of certificate verification/interview etc. as decided by FACT.
- 15.13 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 the 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 any reason including the aforesaid reason.

16. Other Terms & Conditions and General Instructions:

- 16.1 Only Indian nationals are eligible to apply.
- 16.2 A candidate shall apply only for any one of the posts notified as above. If a candidate applies for more than one post, i.e. in case of multiple applications, the last application shall be considered as final and all other applications made prior to the last one, shall be treated as null and void.
- 16.3 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 three years. 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, 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 in time.

- 16.4 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.
- 16.5 Candidates employed in Central/State Government /Quasi-Government/Public Sector Undertakings/ Autonomous Bodies at the time of applying should apply only under intimation to and with the permission of the Employer concerned. All such employed candidates shall be required to produce "No Objection Certificate" from their employer at the time of document verification. Such candidates, if offered appointment, shall be required to submit Relieving Order from their employer at the time of joining, without which they will not be allowed to join. Candidates, who may gain such employment, after submission of application in response to this notification, shall inform the employer concerned and these candidates shall also be required to submit Relieving Order from their employer at the time of joining, without which they will not be allowed to join.
- 16.6 FACT will not bear any liability on account of salary / leave salary / pension contribution etc., if any, of previous employment of any candidate already working in Central Government / State Government / Autonomous Body / Public Sector Undertaking.
- 16.7 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.
- 16.8 The validity period of the panels notified pursuant to this notification, shall be up to one year from date of publication of the panels, or extended validity period, if any, subject to a maximum of two years.
- 16.9 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. Number of vacancies mentioned above may increase or decrease depending upon the requirement of the Company. The Company reserves the right to create and operate a panel of suitable candidates for filling up future vacancies. The Company also reserves the right to raise the minimum eligibility standards notified.
- 16.10 The Company will not undertake detailed scrutiny of online applications for eligibility and other aspects at the time of test/interview and therefore the candidature will be provisional at all times during the selection process. Eligibility for calling for test/interview will be based on the details furnished in the on-line application and declarations/documents uploaded by the candidate. The candidates are required to submit originals of the certificates related to qualification, age, caste/community/PwBD/Income & Asset Certificates/ Ex Servicemen status / Domicile etc. at the time of Interview/ document verification or when called for. Caste / Community /Income & Asset certificates shall be in the prescribed format uploaded in our website. The documents submitted with the application will be verified against original certificates so produced. 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.
- 16.11 Outstation SC/ST/PwBD candidates called for interview, 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 Senior Manager posts listed under Post Codes 1 & 3, 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 / economy air 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.
- 16.12 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, Interview 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.

- 16.13 Those earlier employed on permanent basis and had resigned / taken voluntary retirement / terminated from FACT, shall not be eligible to apply.
- 16.14 Any canvassing directly or indirectly by the candidate will disqualify his/her candidature.
- 16.15 All appointments are subject to verification of character and antecedents. Appointment shall be valid only if candidate is cleared after character and antecedents verification and verification of caste / EWS certificates etc., where applicable.
- 16.16 Any dispute with regard to recruitment against this notification will be settled in Courts within the jurisdiction of Kochi only.
- 16.17 Any further notifications including any corrigenda regarding this recruitment will be published on the website of our Company www.fact.co.in only and will not be published in newspapers and individual messages may not be sent. Candidates are required to check our website besides 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/ test/ Interview, and any other notifications regarding this recruitment. The Company will not be responsible for delay/non-receipt of information if a candidate fails to access the Company website in time.
- 16.18 All documents related to this selection shall be preserved only for a period of two years from the date of publication of results.
- 16.19 Candidates are advised not to respond to unscrupulous advertisements appearing in any newspaper/ websites/ mobile apps etc. regarding employment in FACT. For authenticity of any information, candidates may visit detailed notification and information available / published on FACT website www.fact.co.in only. The general public is also cautioned not to fall prey to the dubious agencies/ organizations/ individuals/ aiming at fleecing money from the innocent public.

Assistant General Manager (HR)