



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

**Recruitment Notification No. : 10/2022 dated 30.07.2022**

**THE FERTILISERS AND CHEMICALS TRAVANCORE LTD.**, a multi-divisional Central PSE, and pioneers in the manufacture of Fertilisers, Chemicals and Caprolactam, with activities spread over Manufacturing, Engineering Design and Consultancy, Fabrication etc., invites applications from eligible candidates for engagement on **Fixed Tenure Contract (Adhoc basis)** to the following posts:

Post Code	Post	Specification	State	Age
01	<b>Clerk</b> on Fixed Tenure Contract (Adhoc basis)	Graduate in any discipline (3 year / 6 semester courses only) with minimum 50% marks.	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telengana	Maximum of 26 years.
02	<b>Stenographer</b> on Fixed Tenure Contract (Adhoc basis)	Graduate in any discipline (3 year / 6 semester courses only) with Typewriting Higher (English) KGTE or equivalent qualification and Shorthand Lower (English) OR Diploma in Commercial Practice.	Kerala	

**Note:**

- a. Relevant date for determining eligibility with regard to all eligibility criteria such as qualification, age, apprenticeship etc. stipulated in the notification will be **"01.07.2022"**.
- b. Candidates will be eligible to apply only for one State and shall submit domicile certificate for that State at the time of document verification.
- c. Candidates who have resigned or were relieved other than at the end of term of contract / completion of work, from temporary/adhoc engagement of FACT will not be considered for engagement.
- d. Candidates with Graduation where the prescribed course duration is higher than three years /six semesters are not eligible to apply.
- e. Only candidates who pass the skill test will be considered for empanelment to the Post Code 02 of Stenographer.

**General terms and conditions for appointment**

1. The engagement will be for a term of two years, renewable for a maximum period of 2 spells of one year each, at the discretion of the Management, subject to requirement, performance, assessment etc. Engagement is also liable to be terminated by the Management with 15 days' notice, at its discretion without assigning any reason.



2. Candidates offered engagement as above will be paid a consolidated pay of Rs.20,000/- per month and an increase of 3% on successful completion of each year. Leave, ESI, Provident Fund, TA & DA for duty travel will be applicable based on eligibility, as per Rules of the Company.
3. Reservation for SC, ST, OBC (NCL), EWS, PwBD and Ex-Servicemen category will be applicable as per Government Directives. EWS candidates shall submit EWS certificate of relevant year (income of 2021-22). OBC-NCL Candidates shall submit self-declaration along with the application, in the prescribed format provided in the website and if engaged, shall produce OBC-NCL certificate issued by competent authority within 6 months prior to joining.
4. Eligible candidates should have been born on or between 01.07.1996 and 30.06.2004. Relaxation in maximum age limit is permissible up to 5 years for SC/ST candidates, 3 years for OBC (NCL) candidates and 10 years for PWBD (Disability 40% and above) candidates. Relaxation to Ex-Service personnel will be applicable as per GOI guidelines.
5. Educational Qualification 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.
6. Educational qualification shall be acquired by full time regular course. Those who have studied part time or through correspondence /distance/ private study/off campus course are not eligible to apply. (For Ex-servicemen, the essential qualification acquired/awarded as part of their service and certificate issued by Armed Forces will be considered as eligible).
7. The minimum percentage of marks in educational qualification under “Specification” in respect of reserved vacancies for SC, ST and PwBD candidates is 40% where minimum 50% marks is specified.
8. Minimum percentage of marks in the specification column shall be the percentage of aggregate of all semesters/years irrespective of the weightage given to any particular semester/year by the Institute/University.
9. Rounding off the percentage of marks for reckoning the minimum percentage of marks of educational qualification in the specification column, will not be acceptable under any circumstances for consideration for appointment. Eg. 49.99% will be treated as less than 50%.
10. Wherever CGPA/OGPA/CPI/DGPA or letter grade for the prescribed essential qualification is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes. Candidates having CGPA/OGPA/ CPI/DGPA or letter grade in a prescribed essential qualification, shall invariably produce a copy of these conversion norms of the University/Institute from which qualification has been acquired, at the time of document verification/ when called for. Even in cases where the University/Institute does not have any norms, a certificate to that effect shall be produced from the University/Institute.



11. The engagement will be subject to the candidate being fit and continuing to be fit during the period of contract as per the standards prescribed by the Company.
12. Engagement under this notification is only for fixed term and will not in any way directly or indirectly confer any right for extension of term of engagement or for permanent appointment or preferential treatment in appointment in the Company.
13. Candidates after preliminary scrutiny of documents submitted along with the application, will be ranked on the basis of the following criteria in the order given below:
  - a. Completed Apprenticeship Training from FACT Training School for the relevant course and submission of COP issued by Board of Apprenticeship Training (applicable for the post of Stenographer only ie; apprenticeship of Diploma in Commercial Practice).
  - b. Earlier year of passing the relevant qualifications. (Year as mentioned in Degree / Diploma Certificate).
  - c. Earlier Date of birth.
14. Management reserves the right to (i) short list candidates by adopting such methods or criteria found suitable at the discretion of the Management, and (ii) modify the mode of selection etc.. The decision of the Company about the mode of selection, requirements, eligibility criteria, shortlisting of candidates etc. shall be final and binding. No correspondence will be entertained in this regard.
15. Meeting the eligibility criteria / attending or being successful in the test by itself will not confer any right on the applicant for selection or to be included in the Panel or for engagement.
16. For Post Code 01, separate State wise panels of eligible candidates shall be prepared. In addition, a separate panel of eligible candidates (Kerala State) having Graduation in Commerce will be prepared for considering against requirements in Finance Department. However, engagements from any of the panels of Post Codes 1 and 2, will be at the sole discretion of the Management, based on requirements, shift working etc, following reservation rules.
17. Interested candidates from the panel may be considered for engagement for periods of shorter duration too, based on requirements of the Company at rates/ terms fixed by the Company for such engagement.
18. Candidates desiring to apply for the post against this notification shall fill and submit their details in the Online Form by clicking the **Online Registration link** provided in the website [www.fact.co.in](http://www.fact.co.in) >> Careers >> Job Openings >> Recruitment Notification 10/2022. The following shall be ensured while submitting the application through Online method.
  - a. All necessary data shall be filled in the Online Forms as prescribed.
  - b. Application Form in the prescribed format (given as “Application Form” in the website along with notification), shall be printed, manually filled, signed, photo affixed and uploaded in PDF format in the prescribed place provided in the Online Form. Relevant data furnished in the Application Form shall not differ from that in Online Form.



- c. After filling and uploading the Application, the Online Form shall be submitted by clicking the **Submit** button.
- d. **Print Out of Uploaded Application Form in original** (mentioned in (b) above) along with **self-attested copy** of (1) First page of acknowledgement mail received for submitting online Form (2) Proof of Date of Birth (3) Certificates to prove educational qualification from Std X onwards (both mark sheet and Pass Certificate) (4) COP issued by Board of Apprenticeship Training (5) Training completion certificate issued by FACT Training School (6) Certificate showing proof of Caste / PWBD/ Ex-Servicemen etc, if reservation/relaxation is claimed on account of these (7) Self Declaration for OBC-NCL candidates (8) Aadhaar, shall be sent **by Speed Post / Registered Post** to **DGM (HR) IR, HR Department, FEDO Building, FACT, Udyogamandal, PIN – 683 501** so as to reach latest within 10 days from the last date of submitting online form.
- e. Envelope containing the application shall be superscribed with “Application for the post of (Mention here the post applied) - Ad.10/2022”.
- f. **Applications received by post without submitting online Form and Online Form submitted, without uploading Application Form or not receiving Application or Application received late, will not be considered.**
- g. Last date for submission of Online Form will be **4.00 PM on 07.08.2022**

<b>How to Apply</b>	
<b>Stage 1</b>	<b>Stage 2</b>
Submit Online Form / Upload Application on or before <b>4.00 PM on 07.08.2022.</b>	Send the original Application Form uploaded with all relevant certificates / documents by <b>Speed Post / Registered Post</b> so as to reach us on or before <b>17.08.2022</b>

19. Incomplete applications, applications without signature and photograph, and/or without documents in proof of eligibility, is liable to be rejected. Originals of the documents shall be furnished as and when called for.
20. All further notifications including corrigendum, if any, shall be through the Company website and therefore candidates shall visit our website [www.fact.co.in](http://www.fact.co.in) for updates. Individual communications to the candidates will be only through the e-mail id used for submitting Online Form and therefore candidates shall keep the said e-mail id, valid and functional at all times. Company will not be held responsible for failure of communication sent to the said e-mail id.
21. Applications and all connected documents of those applicants not included in the Panel will not be retained for more than one year and all documents related to this selection shall be preserved only for a period of two years from the date of publication of results.
22. Any dispute with regard to recruitment against this notification will be settled in courts within the jurisdiction of Ernakulam, Kerala State only.

Deputy General Manager (HR)IR