



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

**Requires  
Assistant (General), Assistant (Finance)**

Recruitment Notification no.: Ad 5/2018-HR-Assistants dated 20.9.2018

1. The Fertilisers And Chemicals Travancore Ltd (FACT), 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 the post of **Assistant (General) and Assistant (Finance)**. The details regarding number of posts, Qualification requirements are as follows:

Post	Number of vacancies	Reservation #	Essential qualification
Assistant (General)	2	UR-2	Graduate with minimum 50% marks, and knowledge in Office Automation Systems/Computer knowledge especially word processing and spreadsheet like MS Word and MS Excel.
Assistant (Finance)	4	UR-4. Out of 4, one is reserved for PWBD-HH	Graduate in Commerce with minimum 50% marks *, and knowledge in Office Automation Systems/Computer knowledge especially word processing and spreadsheet like MS Word and MS Excel.

\*- Relaxed to pass marks for candidates applying under reservation for PWBD-HH.

NOTE: One candidate shall apply only for any one of the above posts. If applied for more than one post, both applications will be rejected.

Only Indian nationals are eligible to apply.

# - Reservation eligibility of candidates shall be as per applicable rules and based on documents evidencing the same.



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.

Ex-employees of FACT Schools who left under VRS during 2004 and are covered under the "Scheme for Employment of School Staff who availed Voluntary Retirement during 2004" , announced for ex-school staff, will also be considered.

1.1 **Essential Qualification:**

Graduate Degree shall be Government approved/recognized. Only regular full-time course shall be considered for the qualifying graduate Degree.

2. **Age:** Maximum age limit is 35 years as on 1.9.2018. Candidate should be born on or after 1.9.1983. Age is relaxable by 10 years for PWBD-General candidates. Ex-servicemen will be eligible for relaxation as per applicable rules.

3. **Application fee:** ` 500/- (excluding bank charges) for Unreserved and OBC (creamy and non-creamy layer) candidates. SC/ST/PWBD/ex-servicemen candidates and ex- FACT school staff are exempted from payment of application fee, subject to furnishing documents in proof of eligibility for exemption along with the application.

4. **Method of Selection:**

4.1 Selection will be made based on online test. The Company reserves the right to also conduct practical/Skill test.

4.2 On the basis of details given in the application, all eligible candidates will be called for an online test (Computer based test) to be held at Kochi, on date that will be notified in our website.

4.3 The test will consist of 2 parts. Part I- Aptitude & Reasoning, and Part II- Subject, in which computer knowledge also will be assessed. The questions will be multiple-choice, objective type and prepared in English and Hindi. Negative marks will be applicable for wrong answers.

4.4 The decision of the Company 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.

5. **Emoluments**

5.1 Candidates selected will be offered appointment on consolidated pay during the initial 2 years. Consolidated pay per month will be `13,000/- during the 1<sup>st</sup> year and `14,000/- during the 2<sup>nd</sup> year.

5.2 On successful completion of 2 years on consolidated pay, the appointees shall be assessed further, and those found suitable will be absorbed in scale of pay of ` 8650-23300 (wage group VI), at the minimum of the scale. At the minimum of the scale, the total of Basic+ DA+ HRA will be around ` 21,450/- per month at the current rates. They will be eligible for Provident Fund, perks like medical reimbursement, accommodation in township, local travel allowance for those maintaining vehicles / transport subsidy, subsidized meals, etc. as per rules in force and as amended from time to time.

5.3 All the above benefits will be governed by the policy of the Company in force and as amended from time to time.

6. **Placement / Assignments**

The selected candidates will be utilized in any of the divisions of the Company. The candidates 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 Govt. 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.

7. **Service Agreement Bond**

Selected candidates will have to execute a bond to serve the Company for a minimum period of 5 years including consolidated pay period, or to pay as compensation to the Company 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. 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 of employee under Bond obligation to serve the company for 5 years would like to leave, the liquidated damages as per the above amounts shall be recovered.

Bond amount for a period of 5 years from joining	
All General and OBC candidates	All SC/ST candidates
₹ 40,000	₹ 20,000

**8. Health/Medical Fitness**

- 8.1 Appointment will be subject to the candidate being medically fit as per the Standards prescribed for the post by the Company.
- 8.2 Every candidate who is offered appointment shall be required to obtain medical fitness certificate before being allowed to join the Services of the Company. The opinion of the Medical Officer authorized by the Company in this regard shall be final.

**9. How to apply**

- 9.1 Application should be submitted in "on-line" mode only. Applications received otherwise will not be considered.
- 9.2 Candidates should visit FACT's website [www.fact.co.in](http://www.fact.co.in) , 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. Helpline will be available for telephonic support if required in the online process.
- 9.3 Documents in proof of Age (School leaving certificate/Birth certificate), Qualification (degree 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 and qualification proof are uploaded.
- 9.4 Application fee applicable for Unreserved and OBC candidates (creamy and non-creamy layer) shall be remitted through electronic fund transfer, as instructed in the link. Any charges applicable for making online payment shall be borne by the candidate. Applications from Unreserved and OBC candidates without the requisite fee

will not be entertained. Candidates should retain copy of the e-receipt as they can be asked to produce it for reference.

- 9.5.1 SC/ST/PWBD/Ex-Servicemen candidates should upload the scanned copy of their caste/community/Disability/Service certificate 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. Ex-servicemen shall upload copy of service book.
- 9.5.2 OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession and such candidates have to indicate their category as "Unreserved".
- 9.5.3 Once the Category has been declared in the application, relaxation/concession etc. applicable for any other category will not be admissible later on.
- 9.6 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.
- 9.7 Once all the details are entered and the documents uploaded, and the candidate gets the prompt that application has been submitted successfully, he 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.
- 9.8 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.
- 9.9 For all future correspondence, candidates shall quote his/her application number generated by the system during online application process.
10. Candidates may ascertain their eligibility before applying and remitting the application fee. Fee once remitted will not be refunded.
11. Last date for submitting application is 11.10.2018.
12. Applications submitted online through the website of The Fertilisers and Chemicals Travancore Ltd., Udyogamandal [www.fact.co.in](http://www.fact.co.in) only will be considered. Applications submitted through any other mode will not be entertained and will be summarily rejected.

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](http://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.

14. **OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS**

14.1 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.

14.2 Once online application is submitted, request for change of Mailing address/ e-mail ID/ category/ as declared in the online application will not be entertained.

14.3 Relaxations / Reservations are applicable as per Government Directives. In the case of candidates under the reserved category, valid Caste / Community/disability/ex-service certificate as per the respective format 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 certificate shall be issued by competent authority not below the rank of Tahsildar. The OBC (Non-Creamy Layer) Certificate in the prescribed format to be furnished before joining, shall be not older than 6 months as on date of joining.

14.4 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.

- 14.5 SC/ST/OBC-NCL candidates may apply for posts not reserved for them, against unreserved posts, provided they fulfil the standards prescribed for Unreserved candidates. No relaxation in age shall be applicable.
- 14.6 Candidates presently employed in Central/State Govt. departments/ PSUs / Autonomous bodies with Govt participation, etc., if selected, shall furnish No Objection Certificate and release letter including conduct certificate from the present employer before being allowed to join. Please ensure that requisite approvals are taken before application.
- 14.7 Candidates presently employed in private sector shall produce release letter including conduct certificate from the employer before being allowed to join.
- 14.8 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.
- 14.9 Eligibility for calling for test will be based on the details furnished in the online application and declarations/documents uploaded by the applicant. The candidates are required to submit originals of the documents when called for. The documents submitted with the application will be verified against originals to be submitted when called for. Those who fail to furnish original documents or do not meet the requirements as to age, qualification, eligibility, reservation status, etc. on verification of the original documents, will not be considered for selection.
- 14.10 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. Being called / appearing for the online test or medical test, or qualifying in the online test/medical test will not confer any right on the candidates for selection or appointment. The Company reserves the right to debar/disqualify any candidate at any stage of selection proceedings for any reason whatsoever.
- 14.11 Candidates who had resigned/taken voluntary retirement (other than Ex-employees of FACT Schools covered under "Scheme for Employment of School Staff who availed



Voluntary Retirement during 2004") /terminated from FACT shall not be eligible to apply.

- 14.12 Any canvassing directly or indirectly by the applicant will disqualify his candidature.
- 14.13 All appointments are subject to verification of antecedents. Appointment shall be valid only if candidate is cleared after antecedents verification.
- 14.14 Any dispute with regard to recruitment against this advertisement will be settled in courts within the jurisdiction of Kochi only.

15. **Hall Tickets and id proof**

- 15.1 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, Drivers license, while reporting for the Online test. Candidates reporting without the downloaded hall ticket and id proof as specified above shall not be allowed to take the test.
- 15.2 While reporting for joining, valid photo identification card in original (Electoral id, Passport, Aadhar card, Drivers license) shall be produced and a self-attested copy shall be submitted.
- 16.0 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 written test, joining etc. and any other notifications regarding this recruitment.

20.9.2018

DEPUTY GENERAL MANAGER (HR)