



THE FERTILISERS AND CHEMICALS TRAVANCORE LTDUDYOGAMANDAL

Notification reference number : Notification no. Ad 3/2018 dated 14.6.2018

FACT REQUIRES RETIRED PERSONNEL FOR EMPANELMENT FOR ENGAGING ON FIXED TENURE CONTRACT (AD HOC) BASIS

The Fertilisers And Chemicals Travancore Ltd , Udyogamandal (FACT) invites applications from persons retired from the permanent rolls of the Company, for empanelment for engaging in various posts as follows on Fixed Tenure Contract (AD HOC) basis.

- (i) Depot Assistant for Ongole
- (ii) Liaison Assistant/Trivandrum
- (iii) Assistant (General) for CD Estate
- (iv) Assistant (General) for Gypsum Marketing
- (v) Assistant(Finance)
- (vi) Officer(Finance)

Period of contract: 6 months.

Extension if any shall be at the option of FACT, as per requirement.

Upper age limit for applying: 64 years as on 1.6.2018 ie., should have born on or after 1.6.1954.

Upper age limit for working under the contract : 65 years.

The engagement is subject to the condition that the candidate is medically fit and continues to be medically fit during the period of contract.

Experience and Eligibility requirements for the posts are given in the Annexure.

Eligible and suitable candidates shall be included in select panel, which shall be valid for 2 years. Continuance of candidates in the select panel shall be subject to age not crossing the upper limits as above.

Selection for empanelment from among eligible applicants shall be based on written test/ practical test/interview as decided by the Company. FACT reserves the right to decide on the mode of selection. 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.

Meeting the eligibility criteria and /or appearing for selection test /written test/ practical test /interview will not confer any right on the applicant for selection. FACT reserves the right to debar/disqualify any candidate at any stage of selection proceedings for any reason whatsoever.

The duly filled applications in the format attached shall be submitted with required attachments to the **Assistant Manager (HR), Human Resources Department, FACT Ltd, FEDO Building, Udyogamandal – 683501** on or before 2.7.2018.

Application shall be accompanied by self-attested copies of certificates to prove age, qualifications and experience in FACT. Originals of the documents shall be furnished when called for.

Incomplete applications, applications without signature and photograph, and/or without documents in proof of eligibility are liable to be rejected.

All further notifications shall be through the company website.

Any dispute with regard to recruitment against this notification will be settled in courts within the jurisdiction of Kochi only.

ANNEXURE to Notification no. Ad 3/2018 dated 14.6.2018 -Experience and eligibility

1.Post	Depot Assistant for Ongole depot.
Required Experience and Eligibility to apply	Employees retired from the Company from Marketing Division in Wage Group V or above and having at least 3 years' experience in Depots of the Company.
Consolidated Pay per month	₹ 18,000/-
TA &DA for official travel	As applicable to regular employees in Wage Group V
Shift Allowance if applicable	As applicable to regular employees in Wage Group V

2.Post	Assistant(General) for Gypsum Marketing
Required Experience and Eligibility to apply	Employees retired from the Company in the Wage Group VI or above and having at least 3 years' experience in Marketing Division related to sale of Gypsum and other Industrial products, Procurement and Bill processing. Should have knowledge of SAP Sale and Procurement entries.
Consolidated Pay per month	₹ 20,000/-
TA &DA for official travel	As applicable to regular employees in Wage Group VI
Shift Allowance if applicable	As applicable to regular employees in Wage Group VI

3.Post	Assistant(General) for Estate/CD
Required Experience and Eligibility to apply	Employees retired from the Company in the Wage Group VI or above and having at least 3 years' experience as Assistant or Officer in land leveraging activities like survey, liaison, co-ordination with village, panchayath, register offices etc.
Consolidated Pay per month	₹ 20,000/-
TA &DA for official travel	As applicable to regular employees in Wage Group VI
Shift Allowance if applicable	As applicable to regular employees in Wage Group VI

4.Post	Liaison Assistant/Trivandrum
Required Experience and Eligibility to apply	Employees retired from the Company in Wage Group V or above and having at least 3 years' experience in liaising with State government departments, Offices of Agriculture, Revenue, Tax etc.in Kerala.
Consolidated Pay per month	₹ 18,000/-
TA &DA for official travel	As applicable to regular employees in Wage Group V
Shift Allowance if applicable	As applicable to regular employees in Wage Group V

5.Post	Assistant(Finance) for (i) Payroll (ii) Bank,Bills,Tax
Required Experience and Eligibility to apply	Employees retired from the Company from Finance department in Wage Group VI or above and having at least 3 years' experience in (i) Payroll thru SAP.(ii) vendor payments, Imprest accounts, Bank accounts, Tax related reports, tender opening etc.
Consolidated Pay per month	₹ 20,000/-
TA &DA for official travel	As applicable to regular employees in Wage Group VI
Shift Allowance if applicable	As applicable to regular employees in Wage Group VI

6.Post	Officer(Finance)
Required Experience and Eligibility to apply	Employees retired from the Company from Finance department in Layer 1 or above and having at least 3 years' experience in arrangement of credit facilities including ad hoc, SLC, LC, Buyers credit, Reports & Returns.
Consolidated Pay per month	₹ 25,000/-
TA &DA for official travel	As applicable to regular employees in Layer 1
Shift Allowance if applicable	As applicable to regular employees in Layer 1

**APPLICATION FOR EMPANELMENT OF RETIRED EMPLOYEES FOR ENGAGEMENT ON
FIXED TENURE AD HOC CONTRACT BASIS IN FACT**

Notification vide Ad 3/2018 dated 14.6.2018

<i>Post applied for:</i>	:						<u>AFFIX RECENT PASSPORT SIZE PHOTO HERE</u>
<i>Name , FACT Badge no.</i>	:						
<i>Father's name</i>	:						
<i>Date of Birth (enclose proof)</i>							<i>Mobile No:</i> <i>Land line with STD code:</i> <i>Email :</i>
<i>Address for communication</i>							
	<i>(Please tick the relevant box)</i>						
<i>Gender</i>	<i>Male</i>	<i>Female</i>					
<i>Category</i>	SC	ST	OBC	PH	EX - Ser	Gen	
Educational qualifications							
<i>Name of school/Institution</i>	<i>From</i>	<i>To</i>	<i>Std/Course</i>		<i>Percentage of marks</i>		
<i>Experience in FACT</i> (use additional Sheets)							
<i>Post held (Designation, Division, Pay scale)</i>	<i>From</i>	<i>To</i>	<i>Nature of Duties</i>		<i>Total Experience</i>		
Have you been under disciplinary action during the last 3 three of your service in FACT?						Yes _____/ No _____	
If yes, give details:							
<u>Declaration</u>							
<i>I hereby declare that the details given above are true and complete to the best of my knowledge and belief. I understand that suppression of any facts in the application will entail disqualification for appointment.</i>							
<i>Place:</i>			<i>Signature of applicant</i>				
<i>Date:</i>							