

**THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED
UDYOGAMANDAL, KERALA – 683 501**

HUMAN RESOURCES DEPARTMENT

SM(HR)S-HO-

11.08.2023

<Candidate Name>

Application No. < >

Dear Sir,

Sub: Document Verification / Interview to the post of Senior Manager (Civil)

Ref: Your application in response to Recruitment Notification No. 4/2023 dated 19.04.2023

Further to your online application for selection to the post of **Senior Manager (Civil)** in FACT, you are requested to be present at **9.00 AM at our HR Department**, FEDO Building, FACT Ltd, Udyogamandal, Kochi for Document Verification / Interview on **19.08.2023**.

Please note that, this call letter is issued essentially based on your declarations in the online application that you satisfy the eligibility criteria prescribed in the notification. Therefore, before reporting for the Interview, you shall ensure that you fulfill the eligibility criteria stipulated in the notification.

While reporting for the above, you shall bring all necessary documents / certificates to prove eligibility for the post, **in original, along with a self-attested copy of each** which includes the following:

- a) Proof of Date of Birth. (Class X certificate with DOB)
- b) Proof of Qualifications (from Class X onwards)
- c) Proof of relevant experience
- d) Proof of working in E3 scale in CPSE for last 3 years of relevant experience. If not working in CPSE, proof of CTC of Rs.15 Lakhs for last 3 years of relevant experience shall be submitted. (Form 16 for payments or perquisites received, certificate from employer for employer contribution towards EPF, Gratuity)
- e) Caste /Community Certificate, if applicable, in original in the prescribed form available in our website www.fact.co.in, issued by a Revenue Officer not below the rank of Tahsildar.
- f) Certificate of Disability from Competent Authority (applicable for PWBD candidates).
- g) Discharge Certificate / Service book, in case of Ex-Servicemen (ESM) availing relaxation.
- h) Candidates employed in Central/State Government /Quasi-Government/Public Sector Undertakings/ Autonomous Bodies at the time of applying shall be required to produce "No Objection Certificate" from their employer.
- i) Valid Photo ID Card (i) Passport, (ii) Driving License, (iii) Electoral Identification card (iv) Aadhaar Card.

Note: In case any of the certificates are not in Hindi, English or Malayalam, a self-certified translation of the same shall also be brought.

You must also bring the following when you report for the Document Verification, Interview:

- 1) The detailed Application Form downloaded from our website www.fact.co.in, duly filled in. Photograph used shall be the same as used for the online application.

- 2) A print-out of the application submitted online against the notification under reference above.
- 3) Copy of this call letter.
- 4) Self-Declaration regarding qualification / non-involvement in criminal cases (Format uploaded in website)

You will be allowed to attend the Interview only if, after verification of documents, you satisfy the conditions given in our recruitment notification (See attached document on the nature of certificates to be produced for proving eligibility). In case you fail to produce the original certificates or do not meet the specified conditions pertaining to age, qualification, experience, etc you will be disqualified and will not be considered for selection.

Please note that if you are a candidate who resigned/was terminated from permanent service of FACT, you are not eligible for selection.

Candidates eligible for reimbursement of travel expense in accordance with Clause 19.11 of the Recruitment Notification will be reimbursed the expense incurred through bank account, on production of documentary proof of expense incurred. Eligible candidates shall submit copy of PAN and bank passbook along with confirmed tickets for reimbursement. Candidates not meeting the prescribed conditions as per the notification will not be eligible for reimbursement of travelling expenses.

Arrangements for accommodation for being present on the scheduled dates, is to be done by the candidate. Please note that candidates may have to be present at HR Department in the late hours on the day scheduled for interview / on the following day if required and therefore travel plans may be made accordingly.

You shall confirm your participation in the interview by e-mail to the id: recruitments@factltd.com on or before 16.08.2023. If the confirmation as mentioned is not received, it will be presumed that you are not interested to participate in the selection process.

Please visit our website regularly for any updates / notifications. Individual e-mails to candidates may not be sent for updates/ notifications.

Very truly yours,
For The Fertilisers and Chemicals
Travancore Limited,

Senior Manager (HR)

Recruitment Help Desk Ph: 0484 2568773 ; 2568772
E-mail: recruitments@factltd.com

PS: Udyogamandal is 4 KMs west of Kalamassery (Premier/Apollo Junction), which is 6 KMs south of Aluva Railway Station, 12 KMs north of Ernakulam Junction Railway Station and 19 KM south of Cochin International Airport (CIAL).