

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

HUMAN RESOURCES DEPARTMENT

SM(HR)S-HO-

04.09.2023

Shri. <Name>  
Roll No < >

Sub: Selection of Craftsman (Fitter Cum Mechanic) – Document Verification / Skill Test – Reg:-

Ref: Your application in response to Recruitment Notification no. 04/2023

Further to the online test you had for selection to the post of **Craftsman (Fitter Cum Mechanic)** in FACT, you are requested to appear at **09:00 AM** on <Date> at HR Department, FEDO Building, Udyogamandal, Cochin for document verification / skill test (For updates, please check website [www.fact.co.in](http://www.fact.co.in) >> Careers).

**Please note that, this call letter is issued based on your declarations in the online application that you meet the eligibility criteria prescribed in the notification. Therefore,** before appearing for the skill test, you must ensure yourself that you fulfill the eligibility criteria as stipulated in the notification. Admission to the skill test does not imply meeting of eligibility criteria. Your admission for skill test is provisional and is subject to detailed verification of experience submitted by you, which will be done only later.

**Please note the following with respect to the relevancy of experience:**

1. Only post qualification experience as on 01.04.2023 will be considered.
2. Experience shall be in the prescribed trade in the prescribed industries as specified in the notification.
3. Apprenticeship training in the relevant trade and specified industries only will be treated as experience on production of NAC.
4. Experience on part time basis, daily wages, experience in a firm which had undertaken contract work in the specified industries will not be considered.

**While reporting for the above, you shall bring the following certificates in Original along with a self-attested copy of each. Originals will be returned after verification.**

- a) Proof of Date of Birth. (Class X certificate with DOB)
- b) Proof of all Educational Qualifications (from Class X onwards)
- c) Caste / Community Certificate (applicable in the case of SC/ST /OBC-NCL candidates) in the prescribed form available in this website, issued by a revenue officer not below the rank of Tahsildar. In case of OBC-NCL candidates, the OBC (Non-Creamy Layer) Certificate furnished before joining shall be not more than 6 months old as on the date of joining.
- d) Income and Asset Certificate issued by a Competent Authority in the prescribed form available in our website with income for the financial year 2022-23 (applicable for EWS candidates).
- e) Discharge Certificate / Service book, in case of Ex-Servicemen (ESM).
- f) Domicile Certificate.

- g) Valid Photo ID Card (i) Passport, (ii) Driving License, (iii) Electoral Identification card (iv) Aadhaar Card. Valid Photo identity issued by Government Authorities.
- h) Proof of experience.
- i) 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.

**You must bring the following also when you report for the document verification / skill test:**

- a) Self-Attested copy of application submitted online against the above notification.
- b) The detailed FACT Application Form uploaded in the website duly filled. Photographs shall be the same as used for the online application.

SC /ST / PwBD candidates are eligible for II Class to and fro train fare in the shortest route from the present address (as provided in the application), as per rules, on production of documentary proof, subject to satisfying the eligibility conditions. Such candidates shall submit self-attested copy of bank pass book, PAN & Aadhaar for payment through bank.

In case you fail to produce the original and self attested copies of certificates or do not meet the requirement of conditions specified like age, qualification, experience, caste, PwBD, ex-service certificate etc on the preliminary verification, you will be disqualified and will not be considered for further selection and you will not be eligible for reimbursement of Traveling Expenses.

Please note that if you are a candidate employed on permanent basis and had resigned/terminated from FACT, you are not eligible for recruitment.

**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

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 Railway Junction and 19 KM south of Cochin International Airport CIAL).