



**THE FERTILISERS AND CHEMICALS TRAVANCORE LTD (FACT)
A Schedule 'A' Multi-Divisional Central PSU**

Recruitment Notification No. : Ad 07/2020

INVITES EXPERIENCED PERSONNEL FOR EXCITING CAREERS

SENIOR MANAGER (CORPORATE COMMUNICATIONS)

**SENIOR MANAGER/ASSISTANT GENERAL MANAGER
(ADMINISTRATION)**

The Fertilisers And Chemical Travancore Ltd (FACT), India's first large- scale fertiliser manufacturing unit, set up in 1943, is a multidivisional Government of India Enterprise located at Udyogamandal, Kochi, Kerala. The Company is engaged primarily in the manufacture of Fertilisers, Chemicals & Petrochemicals and has two manufacturing units at Udyogamandal and Ambalamedu. FACT, which also has a Design & Consultancy Division (FACT Engineering and Design Organisation, FEDO) and an Engineering Division (FACT Engineering Works, FEW), and a large Marketing network spread over many States, invites applications from experienced personnel for appointment against posts specified below.

SENIOR MANAGER (CORPORATE COMMUNICATIONS) - 1 post

The incumbent will be responsible for developing and executing the communications strategy of the Company including social media strategies, identifying initiatives proactively that will drive and build the Company name externally and work closely & to manage Media. He/She will be responsible for creating a PR Strategy and Communications Road-map in line with the Company's objectives and serve as a first contact person for all media queries, messages, press releases, media announcements, and other communication.

Post Code	Scale of pay and emoluments	Specifications	Upper Age limit as on 1.5.2020
01	Rs. 29100-54500 (E4). The total of Basic + DA+ HRA will be around Rs. 81301/ per month at the current rates	<p>Post Graduate Degree in Public Relations or Mass Communication or Journalism</p> <p>(or)</p> <p>Post Graduate Diploma of two years duration in Public Relations or Mass Communication or Journalism</p> <p>and</p> <p>9 years full time executive experience in Public Relations/ Advertising/Media. (For private sector, the candidate must be employed in regular capacity with CTC Rs. 13 lakhs per annum. Executives of PSUs with minimum three years in E3 grade (Rs. 24900-50500 or Rs. 60000-180000) or above only are eligible.</p>	45 years ie born on or after 1.5.1975. Age relaxable as in 2.0 below. Maximum age after relaxations: 50 years.

SENIOR MANAGER (ADMINISTRATION)/

ASSISTANT GENERAL MANAGER (ADMINISTRATION)- 2 posts

The incumbent will be responsible for maintaining the entire estate and buildings of the Company, execution of deeds, maintenance planning (proactive/preventive/reactive), upkeep of offices and township, gardening, beautification and allotment of quarters.

Post Code	Scale of pay and emoluments	Specifications	Upper Age limit as on 1.5.2020
02	For SENIOR MANAGER		
	Rs. 29100-54500 (E4). The total of Basic + DA+ HRA will be around Rs. 81301/ per month at the current rates	Graduate and retired as Major or Lieutanant Commander or Squadran Leader or equivalent in Defence	45 years ie born on or after 1.5.1975. Age relaxable as in 2.0 below. Maximum age after relaxations: 53 years.
	For ASST GENERAL MANAGER		
	Rs. 32900-58000 (E5). The total of Basic + DA+ HRA will be around Rs. 91770/ per month at the current rates	Graduate; and retired as Lt. Colonel or Commandant or Wing Commander or Equivalent in Defence	48 years i.e. born on or after 1.5.1972. Age relaxable as in 2.0 below. Maximum age after relaxations: 55 years.

1.2 EXPERIENCE:

1.2.1 Only post qualification experience prior to 1.5.2020 will be considered.

2.0 AGE LIMIT & RELAXATION IN UPPER AGE LIMIT:

Ex-servicemen and PWD will be eligible for age relaxation as per rules in this regard.

3.0 APPLICATION FEE (Nonrefundable):

An application fee of Rs. 1180/- including GST will be levied from candidates applying against the above posts. SC/ST/PWD/Ex Servicemen candidates are exempted from payment of application fee.

4.0 METHOD OF SELECTION:

Selection will be made based on Interview at Udyogamandal, Kochi. On the basis of details given in the application, eligible candidates will be called for an **Interview on a date that will be notified in our website.**

The decision of the Management 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.

5.0 **EMOLUMENTS:**

5.1 Selected candidates will be appointed on probation for a period of six months in the applicable grade with Basic + DA and other allowances. In addition to Basic +DA, they will be eligible for Provident Fund as per statute and other perks like medical reimbursement/medical insurance coverage, accommodation in township or HRA, local travel allowance for those maintaining vehicles / transport subsidy, subsidized meals, Accident Insurance coverage etc. as per rules in force and as amended from time to time.

5.2 Protection of pay to the extent of Basic pay + DA for candidates currently working on permanent rolls in Public Sector firms, institutes under the Government, Government departments etc. will be considered.

6.0 **PLACEMENT / ASSIGNMENTS:**

The candidates appointed 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 Government 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 including shift operations.

7.0 **HEALTH/MEDICAL FITNESS:**

Every candidate offered appointment in the Company 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.

8.0 **HOW TO APPLY:**

8.1 Interested candidates may submit their duly filled application in the prescribed form downloaded from our web-site www.fact.co.in. Candidates may read the "Notes for Application" attached with the Application Form for compliance and for details on various aspects.

- 8.2 The candidate's passport size photograph shall be firmly affixed in the space provided on the downloaded Application Form.
- 8.3 Candidates should keep at least 6 copies of the photograph used for the application, till the end of the selection process. Candidates shall use the same photograph wherever required in this selection process.
- 8.4 An application fee) in the form of non-refundable Demand Draft drawn in favour of The Fertilisers And Chemicals Travancore Ltd, payable at Udyogamandal (State Bank of India/Bank of Baroda /Bank of India) should be attached along with the application. The candidate's full name, post applied for and Advertisement number shall be written on the reverse of the DD. SC/ST/PWD/Ex-Servicemen candidates are exempted from payment of application fee, subject to furnishing relevant documents to prove eligibility for exemption (copy of valid Caste certificate in the case of SC/ST candidates). **Candidates may ascertain their eligibility before applying and remitting the application fee. Fee once remitted will not be refunded.**
- 8.5 Application shall be accompanied by self-attested copies of certificates to prove age, qualification, experience and caste/community, etc. wherever applicable. Originals of all documents shall be furnished for verification, when called for the Interview.
- 8.6 Caste /Community Certificate shall be issued by competent authority not below the rank of Tahsildar, as per the respective Government prescribed formats made available in the website. In case the certificates are not in English, Hindi or Malayalam, a self-certified translation of the same shall also be send. Ex Servicemen availing relaxation shall attach copy of service book. Please see "Notes for Application" attached with the Application Form.
- 8.7 Once the Category has been declared in the application, relaxation/concession available for any other category will not be admissible later on.
- 8.8 The duly filled, downloaded application, with required attachments shall be submitted to the Assistant General Manager (IE&HR), Human Resources Department, FEDO Building, FACT Ltd., Udyogamandal, Kerala. PIN 683 501 on or before the due date specified below. Incomplete applications are liable to be rejected.
- 8.9 Envelopes containing application form should be superscribed with "**Application for the post of Assistant General Manager/Senior Manager - FACT 2020**".
- 8.10 Last date for receipt of application is **17 / 06 /2020**
- 9.0 **OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS:**
- 9.1 Candidates should possess a valid e-mail ID. Candidates are advised to keep the e-mail ID (to be entered compulsorily in the application form) active for at least one year.

All future correspondence with candidates shall be done through the email ID given in the application. 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.

- 9.2 Once application is submitted, requests for change of address/ e-mail ID/ mobile number / category/ discipline / post etc. will not be entertained.
- 9.3 Relaxations / Reservations are applicable as per Government Directives. In the case of candidates under the reserved category are shortlisted for Interview, valid Caste/Ex-servicemen as per the respective formats prescribed by the Government shall be submitted to the Company in original before joining, failing which candidature is liable to be rejected.
- 9.4 Candidates presently employed in Central/State Govt./PSUs/Autonomous bodies must produce No Objection Certificate (NOC) at the time of Interview from their present employer. Candidates may take the requisite approvals from the employer, before submitting application, so as to ensure that NOC can be produced at the time of Interview or when called for.
- 9.5 Candidates currently employed shall furnish release letter from the present employer before being allowed to join.
- 9.6 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 for filling up of future vacancies.
- 9.7 Eligibility for calling for interview will be based on the details furnished in the application and declarations/documents attached by the applicant. The candidates are required to submit originals of the certificates related to qualification, age, caste/ community Certificates etc. at the time of Interview or when called for. The documents submitted with the application will be verified against original certificates produced at the time of the interview or when called for. Those who do not meet the requirements as to age, caste, qualification, experience etc. on verification of the original certificates, will not be considered for selection and no TA applicable, if any, and will be paid to them.
- 9.8 Outstation candidates called for interview, who meet the eligibility criteria on verification of the original documents/ certificates, will be paid (through their bank account), 2nd class AC to and fro railway fare in the shortest route as per rules, on

production of documentary proof of expense. The TA payable will be limited for the journey between the correspondence address as declared by the candidates in their application form and the venue of interview.

- 9.9 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. Appearing for Interview, and Medical Test will not confer any right on the applicant for selection. The Company reserves the right to debar/disqualify any candidate at any stage of selection proceedings for any reason whatsoever.
- 9.10 Any canvassing directly or indirectly by the applicant will disqualify his candidature.
- 9.11 All appointments are subject to verification of antecedents. Appointment shall be valid only if candidate is cleared after antecedent's verification.
- 9.12 Any dispute with regard to recruitment against this advertisement will be settled in Courts within the jurisdiction of Kochi only.
- 9.13 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 regularly to obtain updates on this selection process like any amendments, notifications, and instructions to candidates, date of interview, and any other notifications regarding this recruitment.

DEPUTY GENERAL MANAGER (HR) IR

Date: 27/05/2020