



RECRUITMENT NOTIFICATION NO.01/2020

DOCUMENT VERIFICATION

The preliminary document verification of those candidates who have applied for the posts / included in the Short List in Recruitment Notification No. 01/2020 for selection to the posts mentioned below will be conducted Online to prevent the COVID-19 pandemic. Detailed physical verification will be conducted subsequently.

Post Code	Post
01	Senior Manager (Design – Mechanical) PCE
02	Senior Manager (Design – Electrical)
03	Assistant Manager (Finance)
19	Assistant (General) - Kerala
20	Assistant (Finance)
22	Stenographer

All the candidates applied for the posts included in Post Code 01 & 02 and those included in the Short List for the posts mentioned above (Post Code 03, 19, 20 & 22) are advised to send the **scanned copies, in PDF Format only**, of the following certificates, Declarations & Application duly filled and signed to the following e-mail id: **recruitment2021@factltd.com** with subject Line – **FACT Recruitment Notification: 01/2020 – Document Verification – (Mention Post here)**

Last date to submit documents : On or before 11.00 AM on 14.03.2022

Documents to be submitted

1. Proof of Date of Birth. (Tenth Certificate)
2. Proof of Educational Qualifications – Pass Certificate and Mark List of each Semester / Year as applicable from Class X onwards.
3. Proof of marks of educational qualification where minimum percentage of marks is prescribed in the notification along with norms for conversion of CGPA/OGPA or letter grade in to marks / percentage of marks.
4. Experience Certificates to prove Experiences mentioned in the Online Application Form.
5. Proof of minimum 3 years' experience in E3 grade for PSU employees or CTC of Rs.12 Lakshs per annum for others (Applicable for post code 01 & 02)
6. Domicile Certificate for post code 19, 20 & 22.
7. Caste /Community Certificate in the prescribed form issued by a revenue officer not below the rank of Tahsildar. In case of OBC candidates, the OBC (Non-



Creamy Layer) Certificate furnished before joining, shall be not more than 6 months old as on the date of joining.

8. Self-declaration on OBC-NCL in the prescribed format.
9. Self-Declaration in the prescribed format regarding applying for only one post in Recruitment Notification No. 01/2020 and Approved/Recognised full time regular course of educational qualification.
10. Certificate from Competent Authority (applicable for PWBD candidates).
11. Discharge Certificate / Service book, in case of Ex-Servicemen (ES) availing relaxation.
12. Income and Asset Certificate (Income for the year 2018-19) issued by a Competent Authority before the last date for submitting application, as prescribed. (Applicable for EWS candidates).
13. No Objection Certificate (NOC) if employed in Central/State Govt. / PSUs / Autonomous bodies at the time of applying.
14. Any one of the Valid Photo ID Card (i) Aadhaar Card, (ii) Driving License, (iii) Electoral Identification card (iv) Passport.
15. The detailed application form of FACT uploaded in the website along with this. Photograph used shall be the same as used for the online application.
16. A self-attested print-out of the application submitted online against the notification under reference above.

In case you fail to produce the original certificates at any point of the Selection Process or do not meet any of the eligibility criteria as specified in the notification including age, qualification, experience, caste, community, EWS, PWBD etc, you will be disqualified and will not be considered for selection. If any of the documents submitted is not in English or Hindi or Malayalam, a true translation in English duly certified by the candidate shall be attached along with such documents.

Please note that if we do not receive the scanned documents in PDF Format latest by 14.03.2022, it will be presumed that you are not interested and you will not be considered for further selection process.

Please visit our website (<http://fact.co.in/>) regularly for any updates / notifications. Individual e-mails to candidates may not be sent for updates/ notifications.

DEPUTY GENERAL MANAGER (HR)IR

Date: 05.03.2022

Help Desk Phone Numbers: 0484 – 2568773, 2568772.