



DOCUMENT VERIFICATION TO THE POST OF ASSISTANT (GENERAL) IN RECRUITMENT NOTIFICATION DATED 04.01.2020 FOR DEPENDENTS OF EMPLOYEES WHO DIED WHILE IN SERVICE.

Ref: Recruitment Notification No.01/2020 dated 01.01.2020

DOCUMENT VERIFICATION

The document verification of those candidates who have applied for the post of **Assistant (General)** and included in the Short List dated 24.03.2022 in Recruitment Notification dated 04.01.2020 for dependents of employees who died while in service will be conducted on **02.04.2022**, for which they shall report at **9.00 AM** at HR Department, FEDO Building, Udyogamandal.

Candidates can also report at HR Department for completion of the document verification process on any working day prior to 02.04.2022, with prior intimation.

All the candidates included in the Short List for the posts mentioned above shall submit original certificates to prove eligibility for the post which includes the following

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. Domicile Certificate issued by Tahasildar.
5. 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.
6. Certificate from Competent Authority (applicable for PWBD candidates).
7. 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).
8. No Objection Certificate (NOC) if employed in Central/State Govt. / PSUs / Autonomous bodies at the time of applying.
9. Any one of the Valid Photo ID Card (i) Aadhaar Card, (ii) Driving License, (iii) Electoral Identification card (iv) Passport.



10. 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.
11. Documents to prove the details mentioned in the application submitted.

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, as relevant, 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 you do not report for document verification and submit the original certificates / documents as advised, 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 communication to candidates may not be sent for updates/ notifications.

DEPUTY GENERAL MANAGER (HR)IR

Date: 24.03.2022

Help Desk Phone Numbers: 0484 – 2568773, 2568772.