

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

HUMAN RESOURCES DEPARTMENT

AGM(HR)S-HO-

13.05.2024

Sub: Document Verification for the post of Technician (Process) in Notification No.17/2023

Dear Candidate,

Following the CBT held on 24.02.2024 as part of the selection process to the post of **Technician (Process)** in Recruitment Notification No.17/2023, list of candidates shortlisted for the next stage of selection process was published in our website. Further to this, schedule for Document Verification for the post has now been published in our website [www.fact.co.in](http://www.fact.co.in) >> Careers >> Recruitment Notification No. 17/2023. You shall report for document verification at HR Department, FEDO Building, Udyogamandal, Kerala – 683501 at 9.00 AM on the date mentioned against your name in the website.

You are advised to produce at the time of document verification, originals of the following Certificates with a self-attested copy of each:

1. Proof of Date of Birth. (Tenth Class Certificate)
2. Proof of Educational Qualifications – Pass Certificate and Mark List of each Semester / Year as applicable from Class X onwards.
3. Experience Certificates to prove Experience as mentioned in the Online Application Form.
4. Apprenticeship Training – Certificate of Proficiency (COP). (Apprenticeship to be completed before the relevant date mentioned in the notification)
5. Caste /Community Certificate in the prescribed form up loaded in the website, issued by a Revenue Officer not below the rank of Tahsildar. OBC candidates may please note that the OBC (Non-Creamy Layer) Certificate furnished before joining, shall be not more than 6 months old as on the date of joining.
6. Self-declaration on OBC-NCL (applicable for OBC-NCL candidates).
7. Discharge Certificate / Service book, in case of Ex-Servicemen (ES) availing relaxation.
8. Income and Asset Certificate issued by a Competent Authority for the relevant year (Income for the financial year 2022-23), in the prescribed form uploaded in the website. (Applicable for EWS candidates).
9. No Objection Certificate (NOC) if employed in Central/State Govt. / PSUs / Autonomous bodies at the time of applying.
10. Any one of the Valid Photo ID Card (i) Aadhaar Card, (ii) Driving License, (iii) Electoral Identification card (iv) Passport.
11. The detailed FACT Application Form uploaded in the website. Photograph used shall be the same as used for the online application.
12. A self-attested print-out of the application submitted online against the notification under reference above.

Apprenticeship will not be considered as experience if the Certificate of Proficiency (COP) issued by Board of Apprenticeship Training is not produced at the time of document verification. In case you fail to produce the original certificates or do not meet any of the eligibility criteria as specified in the notification including age, qualification, experience, caste, community, EWS 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.

You are advised to visit our website regularly for updates with respect to dates and other details regarding the selection.

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

Assistant General Manager (HR)