



## Recruitment Notification No.11/2020 dt 05.10.2021

### Attention - Candidates short listed for the post of Officer (Marketing) on Fixed Tenure Contract (Adhoc basis)

#### Guidelines for Online Test / Interview Scheduled on 02.12.2021 & 03.12.2021

The interview will be conducted online on “**VCONSOL**” Platform. Kindly make yourself available on the said date and time slot and be ready with a LAPTOP/PC with webcam and microphone with high speed broad band internet connection. **Candidates are advised to use earphone or headphone** for better communication. Please note that your candidature will summarily be rejected if you are unavailable for the interview at the beginning of prescribed time slot given or do not abide by the instructions.

**Time Slot:** Please see website [www.fact.co.in](http://www.fact.co.in)>>Careers>>Results

**Link:** Will be sent on or before 30.11.2021 to your e-mail id used for filling the online application. In case you do not receive the link through e-mail as mentioned, you may contact help desk (0484-2568773 / 2568772 / 9447986368 / 7306610943) for any assistance (Please check the spam folder before contacting the help desk).

#### **Instructions for online interview are here as under:**

- i. The interview link is confidential and should not be shared with anyone. Sharing of link will result in disqualification of your candidature.
- ii. You shall use LAPTOP or PC with webcam and microphone for joining the interview meeting.
- iii. Ensure that you have a working webcam and microphone to join the interview meeting. Webcam and Microphone shall be switched during the test / interview with candidate clearly visible.
- iv. You are instructed to use earphone or headphone for better communication.
- v. Ensure high speed broad band internet connection without interruption. You will not be interviewed if audio or video is unavailable and will be treated as absent for interview.
- vi. You shall be alone in a room at the time of interview. The room should be well lit at the time of interview and free of external sound.
- vii. You will be disqualified in case any malpractice is detected during interview.
- viii. You shall be available online at the start of schedule time for test / interview. If you are not available online in the waiting room of online interview platform when your turn comes for interview, you will be treated as absent.

#### **How to join for the interview meeting:** (Detailed guideline is uploaded separately in the website)

- i. Click on the interview meeting link, at the beginning of the time slot given to you.
- ii. Enter your credentials.
- iii. You can join from a browser while logging in from a LAPTOP or a PC.
- iv. On admission, you will be in waiting room and shall wait. Host will permit you to enter interview room on your turn of interview.

**Please visit our website [www.fact.co.in](http://www.fact.co.in) regularly for any updates/notifications. Individual e-mails to candidates will not be sent for updates/ notifications.**

29.11.2021

Deputy General Manager (HR) IR