



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

**HUMAN RESOURCES DEPARTMENT**

DGM (HR) IR-HO-

29.11.2021

Dear Sir/Madam,

Sub: Online Interview – Officer (Marketing) on Fixed Tenure Contract (Adhoc Basis)

Ref: Recruitment Notification No. 11/2021 dt 05.10.2021

Further to your application against Recruitment Notification No.11/2021, you are requested to be present for language proficiency test and online interview **as per schedule published** in our website (www.fact.co.in) for selection for empanelment to the post of **Officer (Marketing) on Fixed Tenure Contract (Adhoc basis)**.

**Test on working knowledge in the language of the State applied for will be held at 9.45 AM on the respective dates of the online interview.** You shall keep ready in advance, for test, A4 size paper with your Signature, Name, Reference No & State Applied. Immediately on completion of test, you shall send the answer sheets by WhatsApp to the number 09447986368. Only those candidates who have submitted the answer sheets as above will be considered for selection.

**Once the language test is completed, you shall re-login for interview at the respective timeslot given for interview.**

Your candidature is provisional and is based on your declarations made in the application. Before appearing for the online test / interview, you may ensure that you fulfill the eligibility criteria as stipulated in the notification. In case you fail to produce the original certificates/documents at the time of document verification of documents or, as and when called for or it is found later that you do not meet the eligibility criteria pertaining to age, qualification, marks, caste, community, EWS, PWBD etc you will be disqualified and will not be considered for selection / engagement.

**Language test / Interview Guidelines**

You may make yourself available on the scheduled date and times and be ready with a Laptop/PC with high speed broad band internet connection. Please note that your candidature will summarily be rejected if you are unavailable for the test / interview at the prescribed time or do not abide by the instructions.

Date & Time for language proficiency test and interview: As mentioned in the website [www.fact.co.in](http://www.fact.co.in) (Please see - Career>>Results>>)

The Platform, Link for test/interview will be informed in due course to your email id mentioned in the online application form on or before 30.11.2021 and further technical details pertaining to online interview if any, will be intimated/uploaded in the website.



**General instructions for language test / online interview are here as under:**

- i. You shall use laptop / desktop with webcam and microphone for joining the test / interview.
- ii. The test / interview link is confidential and should not be shared with anyone. Sharing of link will result in disqualification of your candidature.
- iii. Ensure that you have a working webcam and microphone to join the test/interview meeting. Webcam and Microphone shall be switched on during the test / interview with the candidate clearly visible.
- iv. Ensure a high speed broad band internet connection. You will not be tested / interviewed if your audio OR video is unavailable and will be treated as absent for interview.
- v. You shall be alone in a room at the time of test / interview. The room should be well lit at the time of test / interview.
- vi. You will be disqualified in case any malpractice is detected during test / interview.
- vii. 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.

For document verification or as and when called for, you shall produce the following certificates **in original**:

- i. Proof of Date of Birth (Std X Certificate with DOB).
- ii. Proof of Qualifications (from Class X onwards)
- iii. 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 into marks/percentage of marks.
- iv. Caste /Community Certificate (applicable if selected as SC/ST/OBC-NCL candidates) in original applicable for central government employment, issued by a revenue officer not below the rank of Tahsildar. OBC candidates may please note that, the OBC (Non-Creamy Layer) Certificate furnished at the time of joining, shall be not more than 6 months old as on the date of joining.
- v. Certificate by an Authority as prescribed in the Rights of Persons with Disabilities Rules, 2017 (applicable for PWBD candidates).
- vi. EWS certificate (Income and Asset for the year 2020-21) issued by a Competent Authority as per Central government guidelines (applicable for EWS candidates).
- vii. Valid Photo ID Card (i) Passport, (ii) Driving License, (iii) Electoral Identification card (iv) Aadhaar Card.

Note: In case any of the certificates are not in Hindi, English or Malayalam, a self-certified translation of the same shall also be brought.

**Please visit our website regularly for any updates/notifications. Individual e-mails to candidates may not be sent for updates/ notifications.**

Dy. General Manager (HR)/IR