



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

HUMAN RESOURCES DEPARTMENT

DGM (HR) IR-HO-

03.05.2022

Dear Sir/Madam,

Sub: Online Interview – Senior Manager / Deputy Manager / Engineer - Design in various disciplines on Temporary Contract Basis for FEDO Project

Ref: Recruitment Notification No. 02/2022 dt 05.03.2022

Further to your application against Recruitment Notification No.02/2022, short listed candidates are requested to be present for online interview **as per schedule published** in our website (www.fact.co.in) for selection for empanelment to the post of **Senior Manager / Deputy Manager / Engineer - Design on Temporary Contract Basis**.

Your candidature is provisional and is based on your declarations made in the application. Before appearing for the 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 or, as and when called for or it is found later that you do not meet the eligibility criteria pertaining to age, qualification, experience, caste, community, EWS, PWBD etc you will be disqualified and will not be considered for selection / engagement.

Interview Guidelines

You may make yourself available on the scheduled date and time and be ready with a Laptop/PC with high speed broad band internet connection.

Date & Time for interview: As mentioned in the website www.fact.co.in (Please see - Career>>Results>>)

Interview will be conducted online on “**VCONSOL**” platform. Link for attending interview will be informed in due course to your email id used for uploading the online application form on or before the penultimate day of scheduled interview date. In case you do not receive the link through e-mail as mentioned, you may contact help desk for assistance (Please check spam folder before contacting the help desk).

General instructions for online interview are as here under:

- i. You shall use laptop / desktop with webcam and microphone for joining the interview.
- ii. The 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 interview meeting. Webcam and Microphone shall be switched on during the interview with the candidate clearly visible.
- iv. Ensure a high speed broad band internet connection. You will not be interviewed if your audio OR video is unavailable and will be treated as absent for interview.



- v. You are instructed to use earphone or headphone for better communication.
- vi. You shall be alone in a room at the time of interview. The room should be well lit at the time of interview.
- vii. Recording of interview is not permitted. You will be disqualified in case any malpractice is detected.
- viii. You shall be available online at the start of schedule time for 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.

Please note that your candidature will summarily be rejected if you are unavailable for the interview at the prescribed time or do not abide by the instructions.

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 name as in application in display name and enter password given.
- 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.

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. Experience Certificates for determining eligibility.
- 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

(Recruitment Help Desk Ph: 0484 2568773; 2568772)