



## Recruitment Notification No.01/2020 dt 01.01.2020

### Attention - Candidates short listed for Management Trainee (Chemical)

#### Guidelines for Online Interview Scheduled – 18.02.2021 to 27.02.2021

The **interview** will be conducted online on “**VCONSOL**” Platform. Kindly make yourself available on the said date and time and be ready with a LAPTOP/PC with webcam and microphone with high speed 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 prescribed time slot given or do not abide by all the instructions.

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

**Link:** Will be sent on or before 17.02.2021 to your registered e-mail id provided in 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).

#### **The 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.
- iv. You are instructed to use earphone or headphone for better communication.
- v. Ensure high speed 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**.

#### **How to join for the interview meeting:**

- 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.
- v. If you are not available online in the waiting room when your turn comes, you will be treated as absent.

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

Deputy General Manager (HR) IR

15.02.2021