

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

**HUMAN RESOURCES DEPARTMENT**

DGM (HR) IR-HO-

08.03.2022

<<Name of candidate  
<<Registration no.

Dear Sir/Madam,

Sub: Online Interview – Management Trainee (Marketing)

Ref: Your application in response to Recruitment Notification  
No. Ad 1/2020 dated 01.01.2020

1. Further to your application and the online test you had for the selection to the post of Management Trainee (Marketing) in FACT, you are requested to be present for Online Interview **on the date and time prescribed against your name given in the document uploaded in the website [www.fact.co.in](http://www.fact.co.in)** (Please see - Career>>Results>>).
2. You are being provisionally permitted for attending the online interview and this call letter is issued based on your declaration while submitting the online application that you meet the eligibility criteria prescribed in the notification. Therefore, before appearing for the Online Interview, you may ensure that you fulfil the eligibility criteria as stipulated in the notification. In case you fail to produce the original certificates, 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.
3. Please note that if you are a candidate who resigned/was terminated from permanent service of FACT, you are not eligible for selection.
4. You shall submit / inform through e-mail to [recruitment2021@factltd.com](mailto:recruitment2021@factltd.com) **on or before 15.03.2022**.
  - i. NOC from employer if you were employed at the time of applying in Central / State Govt. / PSUs / Autonomous bodies and if the same is not yet submitted. In case the candidate fails to produce or attends the interview without producing the NOC, from his/her employer, his/her candidature will be cancelled.
  - ii. Willingness for attending the interview as scheduled. Change of date, time etc will not be entertained.

5. **Candidates who do not inform their willingness to attend the interview as above and those who don't submit the documents specified by the prescribed date will be deemed to be not interested in participating in the selection process, and they will not be interviewed.**

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. 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.

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

The Platform, Link for interview will be informed in due course to your email id mentioned in the online application form on or before 18.03.2022 and further technical details pertaining to online interview if any, will be intimated / uploaded in the website.

**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. 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.
- iv. 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.
- v. 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.
- vi. The room should be well lit at the time of interview.
- vii. You shall be alone in a room at the time of interview and you shall not record interview proceedings by any means. You will be disqualified in case any malpractice is detected.

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 for specialisation / elective in Marketing as specified in notification.
- iv. 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.
- v. Caste /Community Certificate, if applicable, 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.
- vi. Certificate by an Authority as prescribed in the Rights of Persons with Disabilities Rules, 2017 (applicable for PWBD candidates).
- vii. EWS certificate (Income and Asset for the year 2018-19) issued by a Competent Authority as per Central government guidelines (applicable for EWS candidates).

- viii. Discharge Certificate / Service book, in case of Ex-Servicemen (ES) availing relaxation.
- ix. No Objection Certificate (NOC) as applicable from present employer, if employed in Central/State Govt. / PSUs / Autonomous bodies. Relieving Order shall be produced at the time of joining.
- x. The detailed application form available in our website [www.fact.co.in](http://www.fact.co.in) (Please see - Career>>Results>>), duly filled in. Photograph used shall be the same as used for the online application.
- xi. A print-out of the application submitted online against the notification under reference above.
- xii. 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.**

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

Maria Varghese  
Deputy General Manager (HR) IR

Help Desk Phone Nos : 0484 2568773; 2568772