

Advertisement for Company Secretary Trainee

The Fertilisers and Chemicals Travancore Limited (FACT), a Central Government Enterprise and one among the top 500 listed companies, with a paid up capital of **Rs. 647 crores** and turnover of **Rs. 4542 crores** proposes to engage one CS Trainee at its Head Office at Udyogamandal, Kerala.

1. Eligibility: ICSI Professional Program (Final) passed or ICSI Executive Programme (Intermediate) passed.
2. Duration of Training: 21 months as per training structure of ICSI.
3. Stipend: Rs. 10,000/- p.m in the first year and Rs. 12,000/- p.m. thereafter
4. How to Apply:

Interested candidates should send the updated resume along with copies of the following documents by post to the address mentioned at the bottom: -

- a) Proof of Date of Birth (Std. X Certificate with DOB).
- b) Proof of Qualifications (from Class X onwards) along with mark lists.
- c) Experience Certificates if applicable.
- d) Caste /Community Certificate (applicable for SC/ST/OBC-NCL) 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.
- e) Certificate by an Authority as prescribed in the Rights of Persons with Disabilities Rules, 2017 {applicable for PwBD candidates}.
- f) EWS certificate (Income and Asset for the year 2021-22) issued by a Competent Authority as per Central government guidelines (applicable for EWS candidates).
- g) Aadhaar Card

5. Last date of application: 25.10.2022

No reimbursement of travel expenses will be made if called for the interview.

ADDRESS: -

OFFICE OF THE GENERAL MANAGER (TRAINING & DEVELOPMENT),

FACT TRAINING CENTRE

UDYOGAMANDAL P O

PIN - 683501

DGM(Training)