

**FACT  
HR DEPARTMENT**

AGM(HR)S-HO-163

12.02.2024

**RECRUITMENT NOTIFICATION No. 3/2024**

**Companywide Notification for Internal Candidates against the posts  
in Post Codes 1 to 14 of Recruitment Notification No.2/2024 dated 12.02.2024**

1. Notification for recruitment to various posts in the Company, vide Recruitment Notification No. 2/2024 dated 12.02.2024 has been published in the newspaper and Company's website [www.fact.co.in](http://www.fact.co.in)>> Careers>>Job Openings.
2. Employees on the permanent rolls of the Company who have been absorbed in scale of pay as on the "Relevant Date" mentioned Clause 6 of Notification No.2/2024, and who meet the specified qualification and experience for post codes 1 to 14 and conform to all other terms and conditions in the Notification No.2/2024, subject to relaxation to the extent mentioned below, may apply against the said posts :

Relaxation: Age shall be relaxed to the extent of actual period of service as a permanent employee in FACT, subject to maximum age of 53 years (after all relaxations applicable to Age in Recruitment Notification No.2/2024), as on the "Relevant Date" mentioned in Notification No.2/2024. Consolidated Pay period leading to permanent employment will be reckoned for this purpose.

- 2.1. All other relaxations as notified for external candidates in Notification No.2/2024 will be applicable.
- 2.2. Specified qualification (that conforms to Notification No. 2/2024 in all respects), if acquired while in service, shall be considered only if acquired with due permission from the Company.
3. Eligible applicants under this Notification will be considered along with external candidates against the open selection to the vacancies notified in the Notification No.2/2024.
4. Eligible applicants under this Notification are exempted from payment of Application Fee prescribed in Notification No. 2/2024. If a candidate who has availed such exemption from application fee is later found to be not eligible for such exemption, his/her application against notification No 2/2024, if any, will be treated as one where no application fee has been remitted, and eligibility decided accordingly. Therefore all candidates shall ascertain their eligibility before availing the exemption.
5. Interested employees shall apply online against the Notification No. 2/2024 (**Last Date 10.03.2024**) and the print out of the application so submitted, along with the format attached to this notification, shall be forwarded by **Registered Post** to "**Asst. General Manager (HR), HR Department, FEDO Building, Udyogamandal - 683501**", so as to reach **on or before 20.03.2024**.

Siju Jose T  
Asst. General Manager (HR)

(Hindi version follows)

**RECRUITMENT NOTIFICATION NO. 3 & 4/2024 DATED 12.02.2024**

(Form to be submitted along with printout of online application by Internal Candidate)

Online Application to be considered against: (mark '✓' in the relevant box)

1. Internal Notification No. **3/2024**2. Internal Notification No. **4/2024**

Name of Applicant	:
Badge No.	:
Designation & Division	:
Online Application No	:
Post Applied For	:
Post Code of the Post Applied	:

**DETAILS OF EDUCATIONAL QUALIFICATION MEETING THE SPECIFICATION NOTIFIED**

Educational Qualification **	Full Time Regular Course / Part Time Regular Course	Study Duration (From – To)	Passed Month & Year	Percentage of Marks

Whether essential qualification mentioned above is acquired after joining FACT. (Mention Yes/No)	If Yes, Letter No. & Date of Permission Letter issued for studying while in service

\*\* If qualification is from Foreign University, Order/Letter of approval/recognition of course by AIU to be produced.

**Documents to be attached mandatorily** (mark '✓')

- |   |                     |
|---|---------------------|
| 1. Online Application print out                                   | Enclosed - Yes / No |
| 2. Essential Qualification Certificate                            | Enclosed - Yes / No |
| 3. Essential Qualification mark lists                             | Enclosed - Yes / No |
| 4. Conversion of CGPA to marks formula certificate, if applicable | Enclosed - Yes / No |
| 5. Permission letter issued from FACT for studying, if applicable | Enclosed - Yes / No |

I declare that all the details furnished above are true &amp; correct and further declare that the educational qualification mentioned above is approved by UGC/AICTE/AIU.

Place:

Signature:

Date:

Name:

**For use of HR Department**

Relevant Qualification (Strike out which is not applicable)	Eligible	Verified		Roll. No. Allotted	Examination Centre
		HR Dept	SM (HR)		
Acquired qualification while in service with Permission issued / Possess qualification before joining FACT					