

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

HUMAN RESOURCES DEPARTMENT

AGM(HR)S-HO-

<Date>

<<Name of candidate>>

<<Roll No.>>

Dear Sir/Madam,

Sub: Document Verification / GD & Interview for the post of Management Trainee < >

Ref: Your application in response to Recruitment Notification No. 2/2024 dated 12.02.2024

Further to your online application and the CBT you had for the selection to the post of <Post> in FACT, you are requested to be present at our HR Department, FEDO Building, FACT Ltd, Udyogamandal, Kochi at **9.00 AM** for Document Verification on <Date> / GD& Interview on <Date>.

Please note that, this call letter is issued based on your declarations in the online application that you meet the eligibility criteria prescribed in the notification. Therefore, before reporting for the Group Discussion and Interview, you shall ensure yourself that you fulfill the eligibility criteria as stipulated in the notification.

While reporting for the above, you shall bring all necessary documents / certificates to prove eligibility for the post, **in original, along with a self-attested copy of each** which includes the following:

- a) Proof of Date of Birth. (Class X certificate with DOB)
- b) Proof of all Educational Qualifications (from Class X onwards) (Wherever specialization in particular subject is part of the Specification, letter from the University/ College specifying the specialization is to be produced if the specialization is not specified in the Mark sheet/ Degree / Diploma certificate.)
- c) Proof of marks of educational qualification where minimum percentage of marks is prescribed in the notification along with norms for conversion of CGPA/OGPA/CPI/DGPA or letter grade into marks/percentage of marks. In cases where the University/Institute does not have any norms, a certificate to that effect shall be produced from the University/Institute.
- d) Caste /Community Certificate (applicable if selected as SC/ST/OBC-NCL candidates) in original in the prescribed form available in our website www.fact.co.in, issued by a Revenue Officer not below the rank of Tahsildar for the purpose of employment in Central Government. In case of OBC candidates, the OBC (Non-Creamy Layer) Certificate furnished before joining shall be not more than 6 months old as on the date of joining.
- e) Valid Certificate of Disability issued through UDID portal as per the Rights of Persons with Disabilities Rules, 2017. (applicable for PWBD candidates)
- f) Discharge Certificate / Service book, in case of Ex-Servicemen (ESM) availing relaxation.
- g) Income and Asset Certificate issued by a Competent Authority in the prescribed form available in our website with income for the financial year 2022-23 (applicable for EWS candidates).

- h) Candidates employed in Central/State Government /Quasi-Government/Public Sector Undertakings/ Autonomous Bodies at the time of applying shall be required to produce “No Objection Certificate” from their employer.
- i) 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.

You must also bring the following when you report for the document verification, Group discussion / Interview:

- 1) The detailed FACT Application Form available in our website *www.fact.co.in* duly filled in. Photograph used shall be the same as used for the online application.
- 2) A print-out of the application submitted online against the notification under reference above (Self Attested).
- 3) Copy of call letter addressed to you.
- 4) Self-declaration by OBC-NCL candidates. (Format uploaded in website)
- 5) Self-Declaration regarding qualification / non involvement in criminal cases (Format uploaded in website)

You will be allowed to attend the GD/Interview only if, after verification of documents, you satisfy the conditions given in our recruitment notification. In case you fail to produce the original certificates or do not meet the specified conditions pertaining to age, qualification, caste, community, EWS, PWBD etc you will be disqualified and will not be considered for selection.

Please note that if you are a candidate who resigned/was terminated from permanent service of FACT, you are not eligible for selection.

SC, ST and PwBD candidates who meet the eligibility criteria as per the notification, are eligible for Second Class to and fro train fare in the shortest route from the correspondence address (that was provided in the online application), on production of documentary proof of expense incurred along with self-attested copy of bank pass book & PAN. Candidates not meeting the prescribed conditions as per the notification will not be eligible for reimbursement of travelling expenses.

Arrangements for accommodation for being present on the scheduled dates, is to be done by the candidate. Please note that candidates may have to be present at HR Department on the following day of the dates scheduled for Interview also, if required.

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,

Assistant General Manager (HR)