

**THE FERTILISERS AND CHEMICALS TRAVANCORE  
LIMITEDUDYOGAMANDAL  
KERALA – 683 501**

**HUMAN RESOURCES DEPARTMENT**

AGM(HR)S-HO-

01.06.2024

Dear Sir/Madam,

Sub: Selection of Officer (Sales) - Document Verification / Interview

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

Further to your online application and the CBT you had for the selection to the post of **Officer (Sales)** 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> / 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 Document Verification / Interview, you shall ensure yourself that you fulfill the eligibility criteria as stipulated in the notification. Your candidature at all stages of the selection will be provisional.**

While reporting for the above, you shall bring all the relevant 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 (Std X certificate with DOB)
- b) Proof of 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 in to marks / percentage of marks.
- d) Caste /Community Certificate in original (applicable in the case of SC/ST/OBC-NCL candidates), issued by a revenue officer not below the rank of Tahsildar for the purpose of employment in Central Government. In case of OBC candidates, OBC (NCL) certificate furnished before joining shall not be 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 for the purpose of employment in Central Government, 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 at the time of document verification.
- 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 bring the following also when you report for the document verification:

- i. 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.
- ii. A print-out of the application submitted online against the notification under reference above.
- iii. Copy of call letter addressed to you.
- iv. Self-Declaration by OBC-NCL candidates (Specimen uploaded in website)
- v. Self-Declaration regarding qualification / non-involvement in criminal cases (Format uploaded in website)

In case you fail to produce the original certificates or do not meet the specified conditions pertaining to age, qualification, caste, PwBD etc, you will be disqualified and you will also not be eligible for reimbursement of Traveling Expenses. **You will be allowed to attend the interview only if, after verification of documents, you satisfy the conditions given in our recruitment notification.**

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

Outstation SC/ST/PwBD candidates called for Personal Interview, who meet the eligibility criteria on verification of the original documents/ certificates, will be paid (through their bank account), 2nd class to and fro railway fare in the shortest route as per rules, on production of documentary proof of expense incurred. The TA payable will be limited for the journey between the correspondence address as declared by the candidates in their application form and the venue of interview. Candidate is required to submit self-attested copy of Bank Passbook showing Account Details, PAN Card, Aadhaar Card along with prescribed application Form for such reimbursement at the time of document verification.

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)

PS: Udyogamandal is 4 KMs west of Kalamassery (Premier/Apollo Junction), which is 6 KMs south of Aluva Railway Station, 12 KMs north of Ernakulam Junction Railway Station and 19 KM south of Cochin International Airport (CIAL).