

THE FERTILISERS AND CHEMICAL TRAVANCORE LIMITED

HR Department, FEDO Building, Udyogamandal – 683501.

Dear Candidate,

With reference to your application in response to Recruitment Notification No. 10/2022 dated 30.07.2022 for empanelment to the post of **Stenographer** on Fixed Tenure Contract (Adhoc basis), you are requested to appear for Document Verification and Skill Test on date, time & venue mentioned below:

Date of Document Verification / Skill Test	04.09.2023
Reporting Time	8.30 AM
Venue	HR Department FEDO Building, FACT, Udyogamandal - 683501

Please note, admission to skill test is only provisional and does not confirm meeting the eligibility criteria.

1. For document verification you shall bring all certificates in original to prove your credentials mentioned in the application which includes the following
 - a. Standard Xth certificate (with DOB mentioned in the certificate).
 - b. Certificate & Mark list of educational qualifications from Xth onwards including Graduation (3 year / 6 semester courses only), Typewriting Higher (English) KGTE or equivalent qualification and Shorthand Lower (English) OR Diploma in Commercial Practice
 - c. Caste/Category Certificate (if applicable) issued by the competent Authority (Tahasildar & above) applicable to Central Government Establishments. (In case of selection, OBC-NCL candidates shall also be required to produce OBC-NCL certificate issued by competent authority within 6 months prior to joining).
 - d. EWS candidates shall submit EWS certificate of relevant year (income of 2021-22) as per Central Government guidelines.
 - e. In case of Ex-Servicemen – Service certificate issued by Competent Authority.
 - f. PwBD candidates (min 40% disability) is required to submit a valid Certificate of Disability issued through UDID portal as per the Rights of Persons with Disabilities Rules, 2017.
 - g. Candidate eligible on relaxed criteria, if any, shall submit certificate from Competent Authority in support of the same.
 - h. Domicile Certificate.
2. Original photo ID (such as Passport / Voter Card / Driving License / Aadhaar Card).
3. Any other relevant certificates/documents.
4. Please note that if you are not able to produce any of the aforesaid documents at the time of verification of documents to the satisfaction of FACT Management, your claim to that extent will not be considered and eligibility will be determined accordingly.
5. If at any stage of the recruitment process or after the appointment it is found that any information furnished by you is incorrect/false or you do not meet the eligibility criteria

pertaining to age, qualification, community, PwBD etc your candidature / appointment is liable to be cancelled.

6. No TA/DA will be paid for appearing in the Document Verification and Skill Test.

You are advised to confirm your attendance for the skill test on the prescribed date. Confirmation shall be submitted through online by clicking the link provided below / website (www.fact.co.in). No other mode will be accepted. Confirmation shall be submitted latest by 31.08.2023. Those who do not submit the confirmation as prescribed will be considered to be not interested for appearing for the skill test / selection process. Schedule for skill test will be based on the confirmation received from the candidates as mentioned.

Link for submitting the confirmation of attendance for skill test:

<https://forms.gle/px5hmPNvPktFHTvU6> OR [Click Here](#)

Senior Manager (HR)

25.08.2023