



**THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED**

Schedule 'A' multi-divisional Central PSU

**Recruitment Notification No. : 07/2022 dated 06.07.2022**

**THE FERTILISERS AND CHEMICALS TRAVANCORE LTD.**, a multi-divisional Central PSU, and pioneers in the manufacture and marketing of Fertilisers, Chemicals and Caprolactam, with activities spread over Manufacturing, Engineering Design and Consultancy, Fabrication etc., invites applications from eligible candidates for recruitment to the following posts:

**1. Posts & Reservation**

Post Code	Name of Post	No of vacancies						Reservation within the number of vacancies
		UR	SC	ST	OBC-NCL	EWS	TOTAL	
01	SENIOR MANAGER (MATERIALS)	2			1		3	
02	SENIOR MANAGER (HUMAN RESOURCES & ADMINISTRATION)	1			1		2	1 for PwBD(HH)
03	SENIOR MANAGER (CORPORATE COMMUNICATIONS)	1					1	
04	SENIOR MANAGER (ESTATE)	1					1	For those retired from Defence Services
05	SENIOR MANAGER (QUALITY ASSURANCE)	1					1	
06	SENIOR MANAGER (RESEARCH & DEVELOPMENT)	1					1	
07	OFFICER (SALES)	4	2	1	1		8	1 for PwBD(VH)
08	MANAGEMENT TRAINEE (CHEMICAL)	9	2	1	5	1	18	1 for PwBD(OH)
09	MANAGEMENT TRAINEE (MECHANICAL)	7	1	1	3	1	13	1 for PwBD(OH)
10	MANAGEMENT TRAINEE (ELECTRICAL)	5		1	3	1	10	
11	MANAGEMENT TRAINEE (INSTRUMENTATION)	1	1				2	1 for PwBD(VH)
12	MANAGEMENT TRAINEE (CIVIL)	2					2	
13	MANAGEMENT TRAINEE (INFORMATION TECHNOLOGY)	1			1		2	
14	MANAGEMENT TRAINEE (FIRE & SAFETY)	3	1	1	1		6	
15	MANAGEMENT TRAINEE (INDUSTRIAL ENGINEERING)	1					1	
16	MANAGEMENT TRAINEE (HUMAN RESOURCES)	1			1		2	1 for PwBD(HH)
17	MANAGEMENT TRAINEE (MATERIALS)	1	1				2	1 for PwBD(HH)
18	TECHNICIAN (PROCESS)	18	5	12	8	2	45	10 ST backlog
19	TECHNICIAN (MECHANICAL)	4	1		2	1	8	1 OBC backlog 1 each for PwBD(VH),(HH),(OH)
20	TECHNICIAN (ELECTRICAL)	2			1		3	1 each for PwBD(VH),(HH)
21	TECHNICIAN (INSTRUMENTATION)	2			1		3	1 for PwBD(VH)
22	TECHNICIAN (CIVIL)	3					3	1 for PwBD(HH)

Abbreviations used : UR-Unreserved; SC-Scheduled Caste; ST-Scheduled Tribe; OBC (NCL)- Other Backward Community (Non-Creamy Layer); PwBD- Person with Benchmark Disability (40% disability and above); HH-Deaf and hard of hearing, OH - Locomotor disability, VH - Blindness and Low vision, IH : Autism, Intellectual disability, Learning disability and Mental illness, Multiple disability ESM - Ex-servicemen; EWS - Economically Weaker Sections.

1.1. The number of vacancies indicated above includes existing and vacancies that are anticipated, and therefore will be filled only over the period of the validity of the panels prepared for the posts.



- 1.2. The number of vacancies are tentative and may increase or decrease at the sole discretion of FACT. FACT reserves the right to cancel / restrict / enlarge / modify / alter the requirements notified, if need so arises, without any further notice or assigning any reason thereof. FACT also reserves the right to fill/ not to fill all or any of the above positions notified.
- 1.3. For posts at post codes 18 to 22, the panel of candidates shall be prepared for future vacancies also arising during the validity of the panels, i.e. in addition to the notified vacancies. Vacancies shall be filled in compliance of the Government Orders on reservation at the time of appointment, according to reservation position. **Accordingly, candidates belonging to SC/ST/OBC(NCL)/EWS/PwBD categories are encouraged to apply against these posts, irrespective of the categories for which the vacancies have been notified.**
- 1.4. All positions at post codes 18 to 21 involve working in shift duties on round the clock basis in plant area and therefore only male candidates are eligible to apply.
- 1.5. EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation pending in any Court.
- 1.6. PwBD reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC(NCL)/EWS vacancies as per Government of India guidelines.
- 1.7. All vacancies notified are for recruitment on all India basis.
- 2. Posts & Specification :** Minimum essential educational qualifications and experience required for each Post, Maximum Age are given below:

Post Code	Post & Scale of Pay	Specification	Maximum Age
01	SENIOR MANAGER (MATERIALS)  Rs 29100 – 54500 (E4)	Degree in Engineering OR two years Post Graduate Degree in any discipline OR two year Post Graduate Diploma in Management with minimum 9 years executive experience in Materials Management functions (procurement of goods & services/stores/logistics), of which last 3 years shall be (a) if executives of CPSEs, in E3 grade i.e. Rs.24900-50500 (if 2007 based IDA scales) or equivalent/higher grade or (b) if working in other establishments, drawing a minimum CTC of Rs. 12 lakhs per annum.	45 Years
02	SENIOR MANAGER (HUMAN RESOURCES & ADMINISTRATION)  Rs 29100 – 54500 (E4)	Two years Post Graduate Degree in HR or Personnel Management or Industrial Relations or Labour Welfare or Social Work (specialisation in Personnel/HR Management) or Business Administration (specialisation in Personnel/HR Management) OR two years Post Graduate Diploma in HR or Personnel Management or Industrial Relations or Labour Welfare or Social Work (specialisation in Personnel/HR Management) or Business Administration (specialisation in Personnel/HR Management) with minimum 9 years executive experience in Personnel/HR/Welfare/IR functions in a manufacturing unit/PSU, of which last 3 years shall be (a) if executives of CPSEs, in E3 grade i.e. Rs.24900-50500 (if 2007 based IDA scales) or equivalent/higher grade or (b) if working in other establishments, drawing a minimum CTC of Rs.12 lakhs per annum. Degree in Law will be preferred additional qualification.	45 Years
03	SENIOR MANAGER (CORPORATE COMMUNICATIONS)  Rs 29100 – 54500 (E4)	Two years Post Graduate Degree in Public Relations or Mass Communication or Journalism OR two years Post Graduate Diploma in Public Relations or Mass Communication or Journalism and minimum 9 years executive experience in Public Relations/Advertising/Media, of which last 3 years shall be (a) if executives of CPSEs, in E3 grade i.e. Rs.24900-50500 (if 2007 based IDA scales) or equivalent/higher grade or (b) if working in other establishments, drawing a minimum CTC of Rs. 12 lakhs per annum.	45 Years

<b>Post Code</b>	<b>Post &amp; Scale of Pay</b>	<b>Specification</b>	<b>Maximum Age</b>
04	SENIOR MANAGER (ESTATE) Rs 29100 – 54500 (E4)	Bachelors Degree in any discipline and retired as Major or Lieutenant Commander or Squadron Leader or equivalent or higher positions in Defence Services.	45 Years
05	SENIOR MANAGER (QUALITY ASSURANCE) Rs 29100 – 54500 (E4)	M.Sc in Chemistry with minimum 9 years executive experience in Quality Assurance (Process Control Laboratory) experience in a Fertilizer/Chemical/Petrochemical Plant, of which last 3 years shall be (a) if executives of CPSEs, in E3 grade i.e. Rs.24900-50500 (if 2007 based IDA scales) or equivalent/higher grade or (b) if working in other establishments, drawing a minimum CTC of Rs. 12 lakhs per annum.	45 Years
06	SENIOR MANAGER (RESEARCH & DEVELOPMENT) Rs 29100 – 54500 (E4)	M.Sc in Chemistry with minimum 9 years executive experience in Research & Development, of which last 3 years shall be (a) if executives of CPSEs, in E3 grade i.e. Rs.24900-50500 (if 2007 based IDA scales) or equivalent/higher grade or (b) if working in other establishments, drawing a minimum CTC of Rs. 12 lakhs per annum. Candidate should also possess PhD in relevant area.	45 Years
07	OFFICER (SALES) Rs 12600-32500 (E0)	B. Sc. Degree in Agriculture with 60% marks. Candidates shall have working knowledge (speak, read, write) of at least one of the languages viz. Kannada Malayalam, Tamil, Telugu, in addition to English.	26 Years
08	MANAGEMENT TRAINEE (CHEMICAL) Rs 20600-46500 (E2)	Bachelors Degree in Engineering (in Chemical Engineering or Petrochemical Engineering or Chemical Technology or Petrochemical Technology or Petroleum Refining & Petrochemical Engineering or Polymer Technology), with 60% marks.	26 Years
09	MANAGEMENT TRAINEE (MECHANICAL) Rs 20600-46500 (E2)	Bachelors Degree in Mechanical Engineering with 60% marks.	26 Years
10	MANAGEMENT TRAINEE (ELECTRICAL) Rs 20600-46500 (E2)	Bachelors Degree in Engineering (in Electrical or Electrical & Electronics or Electrical & Instrumentation), with 60% marks.	26 Years
11	MANAGEMENT TRAINEE (INSTRUMENTATION) Rs 20600-46500 (E2)	Bachelors Degree in Engineering (in Instrumentation or Instrumentation & Control or Electronics & Instrumentation or Electrical & Instrumentation), with 60% marks.	26 Years
12	MANAGEMENT TRAINEE (CIVIL) Rs 20600-46500 (E2)	Bachelors Degree in Civil Engineering with 60% marks.	26 Years
13	MANAGEMENT TRAINEE (INFORMATION TECHNOLOGY) Rs 20600-46500 (E2)	Bachelors Degree in Engineering (in Computer Science or Information Technology), with 60% marks.	26 Years
14	MANAGEMENT TRAINEE (FIRE & SAFETY) Rs 20600-46500 (E2)	Bachelors Degree in Engineering in Fire & Safety with 60% marks.	26 Years

<b>Post Code</b>	<b>Post &amp; Scale of Pay</b>	<b>Specification</b>	<b>Maximum Age</b>
15	MANAGEMENT TRAINEE (INDUSTRIAL ENGINEERING)  Rs 20600-46500 (E2)	Bachelors Degree in Industrial Engineering with 60% marks.	26 Years
16	MANAGEMENT TRAINEE (HUMAN RESOURCES)  Rs 20600-46500 (E2)	Two years Post Graduate Degree in HR or Personnel Management or Industrial Relations or Labour Welfare or Social Work (specialisation in Personnel/HR Management) or Business Administration (specialisation in Personnel/HR Management) OR two years Post Graduate Diploma in HR or Personnel Management or Industrial Relations or Labour Welfare or Social Work (specialisation in Personnel/HR Management) or Business Administration (specialisation in Personnel/HR Management), with 60% marks.	26 Years
17	MANAGEMENT TRAINEE (MATERIALS)  Rs 20600-46500 (E2)	Bachelors Degree in Engineering OR two years Post Graduate Degree in any discipline (including Business Management) or two years Post Graduate Diploma in Management, with 60% marks.	26 Years
18	TECHNICIAN (PROCESS)  Rs 9250-32000 (WG18)	B.Sc. Degree in Chemistry/Industrial Chemistry OR Diploma in Engineering (Chemical Engineering/Chemical Technology (including Petrochemical Technology)) and 2 years experience in the operation of a large Fertilizer/Chemical/Petrochemical Plant. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualification and one to two years' of prescribed experience will be considered. SC/ST candidates without experience will also be considered in the absence of candidates with experience as above.	35 Years
19	TECHNICIAN (MECHANICAL)  Rs 9250-32000 (WG18)	Diploma in Mechanical Engineering and 2 years experience in Mechanical Maintenance/ Construction in a large Fertilizer/Chemical/Petrochemical Plant or large Thermal power plant operation/maintenance or in fabrication/maintenance in a large Engineering Industry. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualification and one to two years of prescribed experience will be considered. SC/ST candidates without experience will also be considered against positions reserved for them, in the absence of candidates with experience as above.	35 Years
20	TECHNICIAN (ELECTRICAL)  Rs 9250-32000 (WG18)	Diploma in Electrical Engineering and 2 years experience in Electrical Maintenance/Construction in large Fertilizer /Chemical/Petrochemical Plant or large Power plant operation/maintenance or in maintenance/operation in a large Engineering Industry. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualification and one to two years of prescribed experience will be considered. SC/ST candidates without experience will also be considered against positions reserved for them, in the absence of candidates with experience as above.	35 Years

Post Code	Post & Scale of Pay	Specification	Maximum Age
21	TECHNICIAN (INSTRUMENTATION) Rs 9250-32000 (WG18)	Diploma in Instrumentation Engineering and 2 years experience in Instrumentation field in a large Fertilizer /Chemical/Petrochemical Plant/Engineering Industry. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualification and one to two years of prescribed experience will be considered. SC/ST candidates without experience will also be considered against positions reserved for them, in the absence of candidates with experience as above.	35 Years
22	TECHNICIAN (CIVIL) Rs 9250-32000 (WG18)	Diploma in Civil Engineering and 2 years experience in construction/maintenance department in a large Fertiliser /Chemical/Petrochemical Plant/Engineering Industry. In the absence of sufficient suitable candidates with the prescribed experience of 2 years, candidates with the prescribed qualification and one to two years of prescribed experience will be considered. SC/ST candidates without experience will also be considered against positions reserved for them, in the absence of candidates with experience as above.	35 Years

- 2.1. Maximum Age indicated in the table is as applicable for posts categorised as UR. For relaxations applicable to Age, please see (3) infra.

**3. Age Limit & Relaxation in Maximum Age Limit :**

Post & Post Code		UR/EWS	OBC-NCL	SC / ST
Senior Managers (Post Codes 01 to 06)	Maximum Age limit	45	48	N.A.
	Born on or after	01.07.1977	01.07.1974	-
Officer / Management Trainees (Post Codes 07 to 17)	Maximum Age limit	26	29	31
	Born on or after	01.07.1996	01.07.1993	01.07.1991
Technicians (Post Codes 18 to 22)	Maximum Age limit	35	38	40
	Born on or after	01.07.1987	01.07.1984	01.07.1982

- 3.1. In respect of posts identified as suitable for PwBD, Maximum Age Limit is relaxable by 10 years, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC-NCL [not applicable for the post listed as Post Code 14 – Management Trainee (Fire & Safety) and Post Code 18 - Technician (Process), which are not identified for PwBD]. Therefore age is relaxable by 10 years for PwBD-General and PwBD-EWS candidates applying for identified posts, 15 years for PwBD-SC/ST and 13 years for PwBD- OBC (NCL) applying for identified posts reserved for SC/ST or OBC (NCL), as the case may be.
- 3.2. Relaxation in Age limit is applicable to Ex-Servicemen as prescribed by Government of India i.e. ESM candidates shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed by more than three years of the maximum age limit prescribed for the post for which a candidate seeks appointment, he/she be deemed to satisfy the condition regarding age limit.
- 3.3. For posts listed under post codes 08 to 22, for candidates who have successfully completed Apprenticeship in FACT in the relevant area of the post applied for, prior to the relevant date, age is further relaxable to the extent of the period of apprenticeship (one year), subject to submission of relevant certificates.

- 3.4. **Maximum age for all posts after all relaxations shall be 53 years.**
- 3.5. Matriculation/ Secondary Examination Certificates shall be the only acceptable document in support of proof of age.

#### 4. Emoluments

Post & Post Code	Emoluments
Senior Managers (Post Codes 01 to 06)	Selected candidates will be appointed on probation for a period of six months at the minimum of scale of pay of Rs.29100-54500* (E4).
Officer (Sales) (Post Code 07)	Selected candidates will be appointed on probation for a period of six months at the minimum of scale of pay of Rs.12600-32500* (E0).
Management Trainees (Post Codes 08 to 17)	Consolidated pay of Rs. 30,000/- per month for one year, besides other benefits. Posting as Assistant Manager (Designate) in the second year on consolidated pay of Rs. 35,000/- per month. On successful completion of two years training, will be absorbed in managerial scale of pay of Rs.20600- 46500* (E2) at the minimum of scale, as Assistant Manager.
Technicians (Post Codes 18 to 22)	Appointment will be initially on consolidated pay for two years, besides other benefits. Those appointed with two years experience, will be paid a consolidated pay of Rs. 22,000/- per month during the 1st year, with 3% annual increase in the next year. Candidates appointed with one to two years experience, will be paid a consolidated pay of Rs.20,000/- per month during 1st year, with 3% annual increase in the next year. SC/ST candidates with less than one year experience / no experience, will be paid consolidated pay of Rs.18,000/- per month during 1st year and with 3% annual increase in the next year. After successful completion of two years on consolidated pay, will be absorbed in non-managerial scale of pay of Rs. 9250-32000* (WG 18) at the minimum of scale, as Technician.

**\* scales are 2007 based IDA scales for CPSEs and are likely to be revised shortly.**

- 4.1. For posts listed as codes 01 to 06, protection of pay to the extent of Basic pay + DA as on date of appointment will be considered for candidates working on permanent rolls in Central Public Sector Enterprises (CPSEs) listed under DPE at the time of issue of offer of employment. No subsequent revisions in the previous CPSE with or without retrospective effect will be considered for protection, at a later date.
- 4.2. For post codes 8 to 22, during the training/ consolidated pay period, candidates will be eligible for EPF / ESI as applicable.
- 4.3. When on applicable scales of pay, candidates will be eligible for IDA, EPF and other applicable allowances and perks like medical reimbursement / medical insurance coverage / ESI, township accommodation / HRA, local travel allowance for those maintaining vehicles / transport subsidy, subsidised meals/ meal subsidy, uniform, accident insurance coverage etc. as per rules in force and as amended from time to time.
- 4.4. ESM candidates will be appointed directly in the scale of pay applicable to the post.
- 4.5. All candidates appointed directly in the scale of pay will be on probation for a period of six months from the date of joining, and candidates absorbed in scale of pay after successful training will be on probation for a period of six months from the date of order of absorption.

#### 5.0 Reservation & Relaxations

- 5.1 Relaxations / Reservations are applicable as per Government Directives.
- 5.2 SC/ST/OBC(NCL)/EWS candidates can apply for posts not reserved for them i.e. against unreserved posts, provided they fulfil the standards prescribed for unreserved candidates. No relaxation in age or marks of prescribed essential qualification shall be applicable. Candidates availing any relaxation (including marks of CBT for shortlisting, where applicable) will be considered only against reserved positions within their category.



- 5.3 PwBD will be considered for posts not reserved for PwBD, provided the posts are identified for PwBD, and they fulfil the standards prescribed for unreserved candidates. Age relaxation of 10 years shall be applicable in such cases subject to clause 3.4 supra. No relaxation in marks of prescribed essential qualification shall be applicable.
- 5.4 In case suitable PwBD with prescribed disability are not available for a post notified for PwBD, it will be filled by interchange among the other categories of benchmark disabilities identified for reservation. Accordingly, candidates belonging to PwBD categories can apply against these posts, irrespective of the category of disability for which the vacancies have been notified. In case of non-availability of suitable PwBD with any of the benchmark disability, the post shall be filled up by the persons other than PwBD. Appointments against these posts will be based on candidate's medical fitness with respect to the job profile of the identified post i.e. will be after considering that the condition is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of the candidate's health.
- 5.5 Once the Category has been declared in the application, change of category, relaxation/concession applicable for any other category will not be admissible at any stage.
- 5.6 In the case of candidates shortlisted under reserved categories after test/interview, valid Caste / Community / Disability/ Ex -Service / Income and Assets certificate as per the respective formats prescribed by the Central Government shall be submitted to the Company in original before joining, failing which candidature is liable to be rejected. The OBC (NCL) Certificate in the prescribed format to be furnished shall be not more than 6 months old on the date of joining. The Caste / Community / Income and Assets certificate shall be issued by Competent Authority not below the rank of Tahsildar.
- 5.7 In the case of PwBD, the degree of disability should be minimum of 40%. The candidate should submit a valid Certificate of disability to this effect in the prescribed format issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017.
- 5.8 EWS certificate shall be one issued with income for the financial year 2021-22.
- 5.9 ESM candidates shall submit Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces. Those ESM candidates having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Candidates claiming equivalency of qualification should produce the endorsement in the Discharge Certificate or certificate of equivalency from the same authority. They should produce certificates of work experience in the relevant discipline in the Armed Forces from the Authorities concerned, towards proof of experience.
- 6.0 Relevant Date: Relevant date for determining eligibility with regard to all eligibility criteria such as qualification, experience, age etc. stipulated in the notification will be "01.07.2022".**
- 7.0 Educational Qualifications**
- 7.1 Only full time regular courses will be considered for the prescribed educational qualification specified under Posts & Specifications under para (2). Qualification acquired through part time / correspondence / distance / private study / off campus will not be considered. Candidates having 5 years BE/B.Tech + ME/M.Tech integrated dual degree in engineering in the relevant discipline shall also be considered, wherever applicable.
- 7.1 Qualifications must be approved / recognized by UGC / AICTE / AIU (Association of Indian Universities). Candidates with qualifications acquired from foreign universities should produce order/ letter in this regard under which it has been approved / recognized by AIU.
- 7.2 Wherever the essential educational qualification has a mention of dual specialization, one of the specializations necessarily needs to be function specific for the post notified.
- 7.3 No claim of possession of equivalent educational qualification(s) to the notified educational qualification would be entertained.
- 7.4 Wherever Post Graduation is specified as prescribed qualification, their Graduation shall also be a full time regular course.
- 8.0 Percentage of Marks**
- 8.1 The minimum percentage of marks in educational qualification in respect of reserved vacancies for SC, ST and PwBD candidates is 50% where minimum 60% marks is specified.

- 8.2 Rounding off the percentage of marks for reckoning the minimum percentage of marks of educational qualification in the specification column, will not be acceptable under any circumstances for consideration for appointment. Eg. 59.99% will be treated as less than 60%.
- 8.3 Minimum percentage of marks in the specification column shall be the percentage of aggregate of all semesters/years irrespective of the weightage given to any particular semester/year by the Institute/University.
- 8.4 Wherever CGPA/OGPA/CPI/DGPA or letter grade for the prescribed essential qualification is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes. Candidates having CGPA/OGPA/ CPI/DGPA or letter grade in a prescribed essential qualification, shall invariably produce a copy of these conversion norms of the University/Institute from which qualification has been acquired, at the time of document verification/ when called for. Even in cases where the University/Institute does not have any norms, a certificate to that effect shall be produced from the University/Institute.
- 8.5 Candidates appeared for final year / final semester exam and awaiting results of prescribed essential qualification specified for posts may also apply. **Acquiring the essential qualification by appearing for exams subsequent to the relevant date will not be accepted under any circumstances.**
- 8.6 Candidates should submit documentary proof of the final results of having acquired the prescribed essential qualification with required qualifying percentage, along with mark list of all the semesters/years of the course, at the time of document verification/Interview, failing which their candidature will not be considered for further selection process, even if they clear the CBT. Extension of time for producing proof of having passed the examination of the prescribed essential qualification shall not be granted.

## **9.0 Experience**

- 9.1. Only relevant, in the line, post-qualification experience will be considered where ever experience is mentioned as part of the Specification under para (2).
- 9.2. Candidate's work experience as Management Trainee / Graduate Engineer Trainee would be counted only in case he/she has been regularized in the same organisation.
- 9.3. Experience certificate indicating the date of joining as well as relieving should be submitted. The candidates should submit certificates to establish the relevant prescribed experience claimed in their application, failing which their candidature shall be cancelled and they shall not be considered for further selection. Candidates who are presently working in any Company (Private/ Public sector /Govt.), in the absence of experience certificate, should submit reasonable proof of work experience to the satisfaction of the Management, which includes copy of Appointment/Offer letter issued by the Company, date of joining, latest pay slip etc.
- 9.4. Certificate issued by employer for experience in particular grade (scale of pay) in CPSEs / proof of having minimum CTC prescribed for the years specified, shall also be produced wherever applicable.
- 9.5. For posts with post codes 18 to 22, the period of apprenticeship training in the relevant areas prescribed under the specification column for each post, if any, in the relevant discipline in the relevant industry will be treated as experience to the extent of apprenticeship training period (one year), on furnishing Certificate of Proficiency (COP), provided the entire apprenticeship training was completed on or before the 'relevant date' mentioned in para (6).
- 9.6. Experience on part time basis, daily wages, experience in an establishment which had undertaken contract works in the specified industries will not be considered.
- 9.7. Certificate for relevant experience claimed in an establishment outside India will only be considered if the VISA has been issued for the job in which experience is claimed and endorsement in Passport to that effect is submitted.
- 9.8. FACT reserves the right to call for any additional documentary evidence from candidates in support of educational qualification / experience / other notified eligibility requirements as indicated in their application. FACT shall not be responsible for any delay/non-receipt of such communications within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.





**10.0 Internal Candidates:** Employees on the permanent rolls of FACT, who have the required qualifications/experience as given for a post under post codes 07 to 22, in Specification under para (2), and are eligible in all other respects as per the internal notification separately issued in the Company's website, will be eligible to apply for the post against open selection for which they will be considered along with external candidates.

**11.0 Application fee:**

11.1 (Non-refundable) Rs. 1180/- including GST (excluding bank charges) for managerial posts listed under Post Codes 01 to 17 and Rs.590/- including GST (excluding bank charges) for Non managerial posts listed under Post Codes 18 to 22. SC/ST/PwBD/ESM/Internal candidates (i.e. employees on permanent rolls of the Company who have been absorbed in scale of pay), are exempted from application fee, subject to furnishing documents in proof of eligibility for exemption along with the application.

11.2 Candidates may ascertain their eligibility before applying and remitting the application fee. Fee once remitted will not be refunded.

11.3 If a candidate who avails exemption from payment of application fee is later found to be not eligible for such exemption, his/ her application will be treated as one where no application fee has been remitted, and his/ her eligibility will be decided accordingly. Therefore all candidates shall ascertain their eligibility before availing the exemption.

**12.0 Method of Selection:**

Post Code 01 to 06	Post Code 07	Post Code 08 to 17	Post Code 18 to 22
Candidates provisionally short-listed based on the initial screening of applications will be called for Personal Interview to be held at <b>Udyogamandal, Kochi.</b>	Based on Test and Personal Interview. The test is proposed to be held at <b>Delhi, Hyderabad, Chennai, Bangalore, Thiruvananthapuram &amp; Kochi</b> and Personal Interview will be held at <b>Udyogamandal, Kochi.</b>	Based on Test, Group Discussion and Personal Interview. The test is proposed to be held at <b>Delhi, Hyderabad, Chennai, Bangalore, Thiruvananthapuram &amp; Kochi</b> and Personal Interview will be held at <b>Udyogamandal, Kochi.</b>	Based on marks in the Test. The test is proposed to be held at <b>Thiruvananthapuram &amp; Kochi.</b>

12.1 For post codes 01 to 06, from among the applications received, the Company reserves the right to call only those candidates for personal interview, who according to its decision rank high in terms of eligibility criteria based on the data furnished.

12.2 For post codes 7 to 22, on the basis of details given in the application, eligible candidates will be called for test (Computer Based Test)/group discussion / interview, on dates that will be notified in our website.

12.3 Test will be a Computer Based Test (CBT) and will consist of two parts as detailed below:

Post	Test Duration	Part 1	Part 2	Marks Part 1	Marks Part 2
Managerial Posts under Post Codes 07 to 17	120 minutes	60 questions on Management Aptitude (40), General English (10) and General Knowledge (10)	60 questions on Technical Aptitude/ Subject knowledge in the respective discipline	1 mark for every right answer & 0.33 negative marks for every wrong answer	1.5 marks for every right answer and 0.50 negative marks for every wrong answer
Non Managerial Posts under Post Codes 18 to 22	90 minutes	30 questions on Aptitude & Reasoning	60 questions on Subject knowledge in the respective discipline		

12.4 Questions of the CBT will be objective type, multiple-choice, and prepared in English and Hindi.

12.5 Shortlisting of candidates for Group Discussion/Interview for post codes 07 to 17 will be based on the CBT score; candidates not less than five times the number of vacancies notified for each category (UR,SC,ST,etc.), in the order of merit (subject to clause 12.7 infra), in each post will be called for Personal Interview/Group Discussion as the case may be.



- 12.6 For posts listed under post codes 18 to 22, successful candidates in CBT will be shortlisted for next stage of selection process i.e document verification.
- 12.7 FACT reserves the right to fix minimum marks for pass in the CBT (subject to minimum 40% marks, and 30% for SC/ST/PwBD candidates) for the purpose of short listing candidates for next stage in the selection process.
- 12.8 Merely meeting the qualification and eligibility requirements as indicated in the recruitment notification will not entail a right to a candidate for being called for interview/shortlisting for further selection process. No correspondence will be entertained in this regard.
- 12.9 Additional marks for experience in FACT : Wherever CBT is involved, candidates with experience in FACT on temporary/adhoc basis (including work charged) and applying for the same/ equivalent post notified, will be given additional marks at the rate of 0.5 marks for every completed 6 months of relevant experience at FACT, subject to a maximum of 4 marks. These marks will also form part of CBT marks and total CBT marks will be aggregate of Part 1, Part 2 and marks for FACT experience. Candidates who have resigned or relieved other than at the end of term of contract / completion of work from such temporary/adhoc engagement of FACT will not be eligible for any additional marks as above.
- 12.10 Posts to which Personal interview is part of selection (posts codes 07 to 17), candidates are required to qualify separately in the Interview with minimum of 50% marks, and 40% if for posts reserved for SC/ST & PwBD candidates.
- 12.11 For post codes 07 to 17, subject to 12.10 supra, in case total marks of two or more candidates are same, i.e. marks up to two decimals arrived at after CBT and Group Discussion/Interview (as applicable to posts as indicated in table under 12 above), those who scored higher marks in Part 2 in CBT would be preferred/ranked higher while preparing panels. In case such marks, if any, are also equal, candidate with earlier date of birth will be preferred/ ranked higher, while preparing panels. In case date of birth is also same, candidate who acquired the essential educational qualification prescribed for the post earlier will be ranked higher (month and year of last examination leading to the qualification will be considered for this).
- 12.12 The decision of the Management about the mode of selection, number of vacancies, eligibility criteria, shortlisting of candidates etc. shall be final and binding. No correspondence will be entertained in this regard.
- 12.13 The Company reserves the right to cancel any of the centres if sufficient number of candidates are not available in that centre or for any other reasons and in that event, candidates will be directed to take the examination at any of the other centres, including in a centre not opted by them. In such circumstances, candidates will have to bear the expenses incurred by them, if any, and the Company will not bear any expenses on that account.

### **13.0 Hall Tickets and ID proof**

- 13.1 Hall Ticket will be generated online and eligible candidates shall download their Hall Ticket from our website as per instructions, between dates that will be notified in our website. Candidates shall carry the Hall Ticket (with photograph and signature) and one of the following valid photo identification card in original viz. Electoral ID, Passport, Aadhar card, Driving license, while reporting for the CBT. **Candidates reporting without the downloaded hall ticket and identity proof as specified above shall not be allowed to attend the test.**
- 13.2 While reporting for Interview, valid photo identification card in original (Electoral id, Passport, Aadhar card, Driving license) shall be produced and a self-attested copy shall be submitted.

**14.0 Health/Medical Fitness:** Candidates provisionally selected and offered appointment will have to undergo pre-employment Medical Examination before joining. Candidates should have sound health and should meet the medical /physical standards prescribed by the Company. Appointment of selected candidates is subject to receipt of satisfactory medical report from the Company's Medical Officer as per the medical standards of the Company. No relaxation in health standards will be allowed. The opinion of the Company Medical Officer in this regard shall be final.

**15.0 Service Agreement Bond:** Selected candidates for posts listed under Post Codes from 07 to 22 will have to execute a bond to serve the Company for a minimum period of 5 years from the date of joining or to pay liquidated damages to the Company of amounts as mentioned below. Candidates will have to furnish a surety bond for equivalent amount, to be executed by solvent parents/guardian/reliable surety acceptable to the Company. The bond shall be backed by Fixed



Deposit Receipt from nationalized/scheduled bank or NSC for the corresponding amount in the name of the candidate or surety, valid till end of the bond period, with lien marked to FACT. In the event an employee under bond obligation to serve the Company for 5 years would like to leave services, he will be liable to pay liquidated damages of the said amount.

Bond amount for a period of 5 years from Joining		
Post Codes	All except SC/ST Candidates	SC/ST Candidates
07 to 17	Rs.1,50,000/-	Rs.75,000/-
18 to 22	Rs.40,000/-	Rs.20,000/-

## 16.0 Placement / Assignments:

The candidates appointed are liable to serve anywhere in India or abroad as per the Company's requirement. They can be posted at any of the installations/ projects/ offices, etc. of FACT Limited or any of the subsidiaries/ Joint Ventures of FACT Limited or deputed to any Department of Government of India/ other PSUs/Business partners, etc. as per requirement of the Company. The selected candidates shall be assigned jobs/functions/assignments as per the business requirements of the Company including shift operations.

## 17.0 How to apply

- 17.1 Applications submitted online through the website of The Fertilisers and Chemicals Travancore Ltd., Udyogamandal - [www.fact.co.in](http://www.fact.co.in) only will be considered. The online application will be open from 08.07.2022 to 29.07.2022.
- 17.2 Candidates shall visit the web site, read the notification and instructions given therein, and open the link for filling the Online Application. Detailed instructions given in the link for submitting online applications, shall be followed. All required details should be entered and the required documents, uploaded. Details of Helpline available, for telephonic support if required in the online process, will also be provided therein.
- 17.3 While applying, the candidates should mention their full name as it appears in the matriculation/ secondary examination certificate.
- 17.4 Application fee shall be remitted through electronic fund transfer, as instructed in the link. Any charges for effecting online payment shall be borne by the candidate. Candidates should retain copy of the e-receipt as they can be asked to produce it for reference.
- 17.5 SC/ST/OBC(NCL)/PwBD/EWS candidates should upload scanned copy of their caste/community/disability certificate/Income and Asset Certificate as the case may be, in English, Hindi or Malayalam, at the appropriate place prompted by the system. In case the certificates are not in English, Hindi or Malayalam, a self-certified translation of the same shall also be scanned and uploaded. OBC (NCL) candidates will be required to submit a self-declaration, in addition to the caste/community certificate evidencing OBC(NCL) status. ESM availing relaxation shall upload copy of service book.
- 17.6 OBC candidates who belong to "CREAMY LAYER" are not entitled for concessions and such candidates have to indicate their category as "Unreserved".
- 17.7 Candidates belonging to PwBD and requiring the service of scribe for attending the CBT should indicate this in the online application and shall bring valid certificate issued by Competent Authority for proof of minimum 40% disability for attending the CBT.
- 17.8 The PwBD will have to arrange his / her own scribe/ reader at his/her own cost. All PwBD candidates will be allowed compensatory time of 40 minutes where test duration is 120 minutes and 30 minutes where test duration is 90 minutes. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- 17.9 All candidates should upload their photograph and signature at the appropriate place when prompted by the system. The online application will not be registered unless the candidate's photo and signature are uploaded as per instructions. Documents in proof of Age, Qualification (from standard X onwards) are to be uploaded at the appropriate place prompted by the system. The online application will not be registered unless the candidate's age, qualifications, experience proof are uploaded.



- 17.10 Once all the details are entered, documents uploaded, and fees (if applicable) paid, the candidate gets the prompt that application has been submitted successfully, and he/she will be permitted to take print-out of the submitted application. Candidates shall keep copy of the application submitted and produce as and when called for.
- 17.11 Candidates should keep at least 6 copies of the passport size photograph used for the online application, till the end of the selection process. Candidates shall use the same photograph wherever required in this selection process.
- 17.12 For all future correspondence, candidates shall quote his/her application number generated by the system during online application process.
- 17.13 Last date for submitting application is **29.07.2022**.
- 17.14 Biometric/ photograph of candidates shall be captured at the time of CBT for further verification at the time of certificate verification/interview etc. as decided by FACT.
- 17.15 Candidates are advised to complete their registration process well before the last date to avoid last minute rush or because of any inadvertent possibility of inability/failure/technical snag while logging in to the website of FACT [www.fact.co.in](http://www.fact.co.in) on account of heavy load on the internet or website jam during last days. FACT shall not accept any responsibility for the candidates for not being able to submit their application within the last day on account of aforesaid reasons or any other reasons.

**18.0 Other Terms & Conditions and General Instructions:**

- 18.1 Only Indian nationals are eligible to apply.
- 18.2 A candidate shall apply only for any one of the posts notified as above. If applied for more than one post, i.e. in case of multiple applications, the last application shall be considered as final and all other applications made prior to the last one, shall be treated as null and void.
- 18.3 Candidates should possess a valid e-mail ID. Candidates are advised to keep the e-mail ID (to be entered compulsorily in the online application form) active for at least two years. No change in the e-mail ID given in the online application will be allowed once application is submitted online. All future correspondence with candidates, if any, shall be done through the email ID given in the online application. Responsibility of receiving, downloading and printing of notifications, information/communication etc. will be of the candidate. The Company will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or for delay/non-receipt of information if a candidate fails to access his mail or Company website in time.
- 18.4 Once online application is submitted, requests for change of address/ e-mail ID/mobile number/ category/ discipline / post/examination centre etc. will not be entertained.
- 18.5 Candidates employed in Central/State Government /Quasi-Government/Public Sector Undertakings/ Autonomous Bodies at the time of applying should apply only under intimation to and with the permission of the Employer concerned. All such employed candidates shall be required to produce "No Objection Certificate" at the time of document verification from their employer. Such candidates, if offered appointment, shall be required to submit Relieving Order from their employer at the time of joining, without which they will not be allowed to join. Candidates, who may gain such employment, after submission of application in response to this notification, shall inform the employer concerned and these candidates shall also be required to submit Relieving Order from their employer at the time of joining, without which they will not be allowed to join.
- 18.6 FACT will not bear any liability on account of salary / leave salary / pension contribution etc., if any, of previous employment of any candidate already working in Central Government / State Government / Autonomous Body / Public Sector Undertaking.
- 18.7 Candidates in the online application have to necessarily declare and provide details in case he/she has been arrested, prosecuted, kept under detention or fined, FIR filed in any Police Station, convicted by the Court of Law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination or if proceedings are pending against him/her in any Court of Law.
- 18.8 The validity period of the panels notified pursuant to this notification, shall be up to one year from date of publication of the panels, or extended validity period, if any, subject to a maximum of two years.



- 18.9 Company reserves the right to fill or not to fill all or any of the above positions, to cancel/restrict/enlarge/modify the recruitment process if need so arises, without assigning any reason whatsoever. Number of vacancies mentioned above may increase or decrease depending upon the requirement of the Company. The Company reserves the right to create and operate a panel of suitable candidates for filling up future vacancies. The Company also reserves the right to raise the minimum eligibility standards notified.
- 18.10 The Company will not undertake detailed scrutiny of online applications for eligibility and other aspects at the time of test/interview and therefore the candidature will be provisional at all times during the selection process. Eligibility for calling for test/interview will be based on the details furnished in the on-line application and declarations/documents uploaded by the candidate. The candidates are required to submit originals of the certificates related to qualification, age, caste/community/PwBD/Income & Asset Certificates/ Ex Servicemen status etc. at the time of Interview/document verification or when called for. The documents submitted with the application will be verified against original certificates produced at the time of the interview or when called for. Those who do not meet the requirements as to age, qualification, eligibility etc. on verification of the original certificates, will not be considered for selection, and no TA, if applicable, will be paid to them. Therefore, before applying, candidates are advised to go through the requirements of essential qualification, experience, age etc. and satisfy themselves that they are eligible for the post.
- 18.11 Outstation SC/ST/PwBD candidates called for Group Discussion / Personal Interview, who meet the eligibility criteria on verification of the original documents/ certificates, will be paid (through their bank account), 2<sup>nd</sup> class to and fro railway fare in the shortest route as per rules, on production of documentary proof of expense. Outstation candidates called for interview for managerial posts listed under post codes 01 to 06, who meet the eligibility criteria on verification of the original documents/certificates, will be paid (through their bank account), 2<sup>nd</sup> class AC 2 tier to and fro railway fare in the shortest route as per rules, on production of documentary proof of expense. 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.
- 18.12 Candidature of an applicant is liable to be rejected at any stage of recruitment process or after joining, if any information furnished by the candidate is false or is found to be not conforming to eligibility criteria mentioned in the notification. Appearing for CBT, Interview, and Pre Employment Medical Examination will not confer any right on the candidate for selection. The Company reserves the right to debar/disqualify any candidate at any stage of selection proceedings for any reason whatsoever.
- 18.13 Those earlier employed on permanent basis and had resigned/taken voluntary retirement/terminated from FACT, shall not be eligible to apply.
- 18.14 Any canvassing directly or indirectly by the candidate will disqualify his/her candidature.
- 18.15 All appointments are subject to verification of character and antecedents and caste verification if applicable. Appointment shall be valid only if candidate is cleared after character and antecedents verification and verification of caste / PwBD / EWS certificates etc., where applicable.
- 18.16 Any dispute with regard to recruitment against this notification will be settled in Courts within the jurisdiction of Kochi only.
- 18.17 Any further notifications including any corrigenda regarding this recruitment will be published on the website of our Company [www.fact.co.in](http://www.fact.co.in) only and will not be published in newspapers and individual messages may not be sent. Candidates are required to check our website besides candidate's email/SMS, regularly to obtain updates on this selection process like any amendments, notifications, instructions to candidates, dates for downloading of hall tickets, date of test, Interview, and any other notifications regarding this recruitment. The Company will not be responsible for delay/non-receipt of information if a candidate fails to access the Company website in time.
- 18.18 All documents related to this selection shall be preserved only for a period of two years from the date of publication of results.
- 18.19 Candidates are advised not to respond to unscrupulous advertisements appearing in any newspaper/ websites/ mobile apps etc. For authenticity of any information, candidates may visit detailed notification and information available / published on FACT website [www.fact.co.in](http://www.fact.co.in) only. The general public is also cautioned not to fall prey to the dubious agencies/ organizations/ individuals/ aiming at fleecing money from the innocent public.

Deputy General Manager (HR) IR