



**THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED**  
Schedule 'A' multi-divisional Central PSU

Recruitment Notification No. 19/2021 dated 30.12.2021

**THE FERTILISERS AND CHEMICALS TRAVANCORE LTD.**, a multi-divisional Central PSE, and a pioneer in the manufacture of Fertilisers and Chemicals, with activities spread over Manufacturing, Engineering Design and Consultancy, Fabrication etc., invites applications from eligible candidates who have successfully completed Apprenticeship training under the Apprentices Act from FACT Training School prior to 01.01.2021, in the following category for empaneling to consider for engagement on Fixed Tenure Contract (Adhoc Basis) to the following post:

<b>Sl No</b>	<b>Post</b>	<b>Specification</b>	<b>Age limit as on 01.12.2021</b>
1	<b>Clerk cum Typist on Fixed Tenure Contract (Adhoc Basis)</b>	Completed Apprenticeship in Diploma in Computer Engineering from FACT Training School	Less than 35 years & above 18 years (See clause 3)

**Note:**

1. Apprentices who have completed / are completing Apprenticeship in the year 2021 need not apply, as they will be considered for engagement against requirements, if any, based on list of such candidates sourced directly from the FACT Training School.
2. Candidates who submit (Upload) both Certificate of Proficiency (COP) and Certificate issued from FACT Training School along with online form will only be considered for inclusion in the Panel.

**General terms and conditions for appointment**

1. The engagement shall be for a term of two years, renewable for a maximum period of 2 spells of one year each, at the discretion of the Management, subject to requirement, performance, assessment etc. Engagement is also liable to be terminated by the Management with 15 days' notice or pay in lieu of notice, at its discretion without assigning any reason.
2. Candidates engaged as above will be paid a consolidated pay of Rs. 20,000/- per month and an increase of 3% on completion of each year. Leave, ESI, Provident Fund, Shift allowance, TA & DA for duty travel will be applicable based on eligibility, as per Rules of the Company.
3. Later engagements from the Panel drawn up based on this notification will be subject to meeting the maximum age limit prescribed, as on the date of engagement. Relaxation in maximum age limit is permissible up to 5 years for SC/ST candidates and 3 years for OBC-NCL candidates and 10 years for PWBD candidates. Std X certificate having date of birth shall only be considered for proof of date of birth.



4. Reservation for SC, ST, OBC-NCL, EWS and PWBD candidates will be applicable as per Government Directives. EWS candidates shall submit EWS certificate of relevant year (income of FY 2020-21 for engagement during the FY 2021-22). OBC-NCL candidates shall submit self-declaration in addition to OBC-NCL certificate along with the application, in the prescribed format provided in the website and if engaged shall produce OBC-NCL certificate from Competent Authority issued within 6 months prior to joining. PWBD candidate shall submit certificate from the Authority as prescribed in Rights of Person with Disabilities Rules 2017.
5. The engagement will be subject to the candidate being medically fit and continues to be medically fit during the period of contract as per the standards prescribed by the Company. Decision of the Medical Officer of the Company in this regard, shall be final.
6. Engagement under this notification is only for fixed term and will not in any way directly or indirectly confer any right for extension of term of engagement or for permanent appointment or preferential treatment in appointment in the Company.
7. Candidates after preliminary scrutiny of documents and application submitted, will be ranked on the basis of the following criteria in the order given below:
  - i. Earlier year of passing Apprenticeship
  - ii. In the order of Apprenticeship Token Number
8. Meeting the eligibility criteria / inclusion in the Panel etc by itself will not confer any right on the applicant for selection or for engagement.
9. Engagement from the Panel will be at the discretion of Management based on requirements, Shift Working, Projects etc.
10. Interested candidates from the panel may be considered for engagement for periods of shorter duration too, based on requirements of the Company at rates/terms fixed by the Company for such engagement.
11. Candidates desiring to apply for the post against this notification can apply themselves by filling and submitting the details in the Online Form by clicking the Online Application link provided in the website [www.fact.co.in](http://www.fact.co.in) >> Careers >> Job Openings >> Recruitment Notification 19/2021. The following shall be ensured while submitting the application through online method.
  - a. All necessary data shall be filled in the Online Forms as prescribed. Data filled in the Online Form and corresponding data in the prescribed Application Form uploaded, shall be same.
  - b. Following documents shall be mandatorily uploaded in PDF format in the prescribed place provided in the Online Form. (Online Forms submitted



without these essential documents or uploading Application Form without being duly filled up is liable to be rejected).

- i. Application Form in the **prescribed format** (given as “Application Form” in the website along with notification), shall be manually filled, signed, photo affixed.
  - ii. Standard X Certificate with date of birth.
  - iii. Diploma in Computer Engineering (Pass) Certificate.
  - iv. Certificate of Proficiency (COP) as in the specification.
  - v. Apprenticeship Training Certificate issued by FACT Training School.
  - vi. Caste / EWS / Disability Certificate, if reservation/relaxation is claimed.
  - vii. Self-declaration by OBC-NCL candidates.
- c. After filling and uploading the documents as above, the Online Form shall be submitted by clicking the **Submit** button.
- d. Online Form along with prescribed Application Form and other certificates submitted online alone will be considered. Application received by any other mode (other than online) will be rejected.
- e. Application Form in original (as mentioned in 10(b)(i) above) and self attested copies of all relevant certificates / documents to prove eligibility and experience, along with the original certificates, shall be submitted/ produced when called for.
- f. Last date for submission of Online Form will be **4.00 PM on 07.01.2022**.
12. All further notifications shall be through the Company website and therefore candidates shall visit our website [www.fact.co.in](http://www.fact.co.in) >> Careers for updates. Individual communications to the candidates may not be send and communications, if any, will be only through the e-mail id used for submitting Online Form and candidate shall keep the said e-mail id, valid and functional at all times. Company will not be held responsible for failure of communication sent through the said e-mail id.
13. Applications and all connected documents of those applicants not included in the Panel will not be retained for more than one year from the date of publication of the Panel.
14. Any dispute with regard to recruitment against this notification will be settled in courts within the jurisdiction of Ernakulam, Kerala State only.

Deputy General Manager (HR) IR