

THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED  
UDYOGAMANDAL  
KERALA – 683 501

HUMAN RESOURCES DEPARTMENT

DGM(HR)E-MT.2016-17

5.5.2017

Shri/Smt.

Dear Sir/Madam,

Sub: Selection of Management Trainee/ Officer(Sales) - Group discussion & Interview-

Ref: Your application in response to Recruitment notification no.DGM-HR-MT/SO –2016 dated 30.8.2016 & related notifications and the online test held on 09.04.2017.

Further to the online test you had for the selection of Management Trainee / Officer(Sales) in FACT, we have pleasure to request you to appear at **08.30 AM** on ----- at HR Department, FEDO Building, FACT, Udyogamandal, Cochin for Group Discussion and Interview. While reporting for the above, you shall bring the following certificates in Original along with a self-attested copy of each.

- a) Proof of Date of Birth.
- b) \* Proof of Qualifications (from Class X onwards)
- c) Caste /Community Certificate (applicable in the case of SC/ST/OBC-NCL candidates) in the prescribed form available in this website, issued by a revenue officer not below the rank of Tahslidar.
- d) Original of NCL declaration uploaded by OBC candidates at the time of online application
- e) Certificate from Competent Authority (applicable for Physically Handicapped candidates).
- f) The detailed application form available in this website duly filled in.
- g) NO OBJECTION CERTIFICATE from present employer if employed in Central/State Govt. / PSUs / Autonomous bodies.
  - \* **Qualifying examination results are to be dated on or before 15.5.2017. Or in other words candidates whose results are published after 15.5.2017 will not be interviewed and they will not be eligible for reimbursement of Traveling Expenses.**
  - **In the case of candidates who were awaiting results at the time of online application, mark list of each year/semester prior to final semester also shall be furnished. If they do not meet the prescribed percentage of marks upto final semester, they will not be interviewed.**

Detailed Application form and Form of caste/community certificates are available in the website.Candidates shall download these forms and bring the same duly filled in. Photographs shall be the same as used for the online application.

**You must bring a downloaded copy of this call letter while reporting for Group Discussion and Interview.**

SC,ST and PWD candidates are eligible for II Class to and fro train fare in the shortest route from the present address (as provided in the application), as per rules, on production of documentary proof, subject to satisfying the eligibility conditions.

Please note that you were allowed to attend the online test and called for the Group Discussion and Interview based on the declaration given in your application with regard to details like your age, qualification, category, etc. You will be allowed to attend the Group Discussion and interview only if, after verification of documents, you satisfy the conditions given in our recruitment notification. In case you fail to produce the **original and self attested copies** of certificates or do not meet the requirement of conditions specified like age, qualification, caste, etc you will be disqualified and will not be considered for further selection and you will not be eligible for reimbursement of Traveling Expenses.

**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,

DEPUTY GENERAL MANAGER (HR)  
(E-mail : [essy@factltd.com](mailto:essy@factltd.com); [mariav@factltd.com](mailto:mariav@factltd.com)). Ph : 0484 2568830 ; 2568733 ; 2545810

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