



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

**Recruitment Notification No. : 06/2024 dated 21.02.2024**

**THE FERTILISERS AND CHEMICALS TRAVANCORE LTD.**, a multi-divisional Central PSE, 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 engagement on **Fixed Tenure Contract (Adhoc basis)** against the post listed below:

<b>Post Code</b>	<b>Post</b>	<b>Specification</b>
1	<b>Cook-Cum-Bearer</b> on Fixed Tenure Contract (Adhoc basis)	Standard X Pass and Certificate in Food Production /Cooking from a Government Food Craft Institute / Institute recognized by Government with 5 years experience as Cook (Non- vegetarian/Vegetarian) in an Industrial Canteen/similar establishment. In the absence of sufficient suitable candidates with the prescribed qualification & experience of 5 years, candidates with less or without required/ prescribed experience may also be considered, at the discretion of the Management.

**Note:**

- a. Only male candidates are eligible to apply.
- b. Merit lists for each post will be prepared separately for UR, SC, ST, OBC and EWS categories and therefore candidates belonging to all categories are encouraged to apply.
- c. **Relevant date to determine eligibility on experience, age, etc is 01.02.2024.**
- d. Recruitment is statewide basis and candidates shall submit Domicile certificate for the State of Kerala at the time of document verification.
- e. Only post qualification experience will be considered. Candidates shall submit along with application, experience certificate to establish, the relevant prescribed experience claimed in their application, failing which such experience (s) will not be considered. Candidates who are presently working in any establishment, in the absence of experience certificate from that establishment, should submit reasonable proof of work experience to the satisfaction of Management, which includes copy of Appointment / Offer letter issued by the establishment, date of joining, latest pay slip etc, without which such experience will not be counted.
- f. Experience on part time basis, daily wages shall not be considered (other than in case of direct engagement by FACT or Government).
- g. Engagement from the panel will be at the discretion of Management, subject to requirements, and reservation rules.
- h. Empanelment of candidates will be consequent to passing in a practical skill test.



## **General terms and conditions for appointment**

1. The engagement will 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, at its discretion without assigning any reason.
2. Candidates offered engagement as above will be paid a consolidated pay of Rs.22,000/- per month and an increase of 3% of consolidated pay will be paid on successful 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. Reservation will be applicable as per Government Directives. Candidates shortlisted under reserved categories shall submit Caste /Community/Ex-Service/Income and Assets certificate (income of FY 2022-23) as per the respective formats prescribed by the Central Government in Original at the time of document verification or when called for, before joining, failing which candidature is liable to be rejected. In case of OBC-NCL category, candidates shall submit self-declaration along with the application, in the prescribed format provided in the website and if engaged, shall produce OBC-NCL certificate issued by competent authority within 6 months prior to joining.
4. Maximum age shall be 35 years as on the relevant date. Relaxation in maximum age is permissible for reserved posts as per GOI directives. Maximum age after all relaxation shall not exceed 53 years.
  - a. Eligible candidates should have been born on or between 01.02.1989 and 31.01.2006. Relaxation in maximum age limit is permissible up to 5 years for SC/ST candidates, 3 years for OBC (NCL) candidates and 10 years for PWBD (Disability 40% and above) candidates. Relaxation to Ex-Service personnel will be applicable as per GOI guidelines.
  - b. Matriculation / School Leaving Certificate granted by Board of Secondary Education shall be the only acceptable document in support of proof of age.
5. Only full time regular courses will be considered for the prescribed educational qualifications specified under Specifications. Those who have studied part time or through correspondence /distance/private study/off campus course are not eligible to apply.
6. Candidates will be required to undergo pre-employment medical examination and those certified fit by the Company's Medical Officer will only be offered appointment. The engagement will be subject to the candidate being fit and continuing to be fit as per the standards prescribed by the Company. No relaxation in Medical/Physical standards will be allowed. The opinion of the Company Medical Officer in this regard shall be final.
7. 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.
8. Management reserves the right to (i) short list candidates by adopting such methods or criteria found suitable at the discretion of the Management, and (ii) modify the mode of selection etc. The decision of the Company about the mode of selection, requirements, eligibility criteria, shortlisting of candidates etc. shall be final and binding. No correspondence will be entertained in this regard.



9. Eligible candidates after scrutiny of documents and being successful in Practical Skill test (where applicable) will be ranked on the basis of the following criteria in the order given below:
- i. Completed years of relevant experience in the order of (a) five years (b) four years (c) three years (d) two years (e) one year and (f) Nil experience
  - ii. Earlier year of passing the Certificate Course in Food Production /Cooking (year as mentioned in Pass certificate)
  - iii. Earlier date of birth.

Ranking of candidates with relaxed experience is subject to Management discretion.

10. Meeting the eligibility criteria / attending or being successful in the Practical Skill test or test(s) where applicable, by itself will not confer any right on the applicant for short listing or for selection or to be included in the Panel or for engagement.
11. Eligibility of candidates will be determined based on information furnished in application and documents submitted by the candidates. In all stages of the selection process, candidature will be provisional.
12. Engagement from the panels will be at the sole discretion of the Management, based on requirements, shift working etc, following reservation rules.
13. 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.
14. Only Indian nationals are eligible to apply.
15. Candidates desiring to apply for the post against this notification can apply by filling and submitting the details in the Online Form by clicking the **Online Registration link** provided in the website [www.fact.co.in](http://www.fact.co.in) >> Careers >> Job Openings >> Recruitment Notification 06/2024. 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.
  - b. Application Form in the prescribed format (given as “Application Form” in the website along with notification), shall be printed, manually filled, signed, photo affixed and uploaded in PDF format in the prescribed place provided in the Online Form. Relevant data furnished in the Application Form shall not differ from that in Online Form.
  - c. After filling and uploading the Application, the Online Form shall be submitted by clicking the **Submit** button.
  - d. Print Out of Uploaded Application Form in original (mentioned in (b) above) along with **self-attested copy** of (1) Proof of Date of Birth (2) Certificates to prove educational qualification from Std X onwards (both mark sheet and Pass Certificate) (3) Certificates to prove relevant experience mentioned in the Application Form (4) Certificate showing proof of Caste / PWBD/ Ex-Servicemen etc, if reservation/relaxation is claimed on account of these (5) Self Declaration for OBC-NCL candidates (6) Aadhaar, shall be send **by**



**Speed Post / Registered Post to AGM (HR), HR Department, FEDO Building, FACT, Udyogamandal, PIN – 683 501 so as to reach latest within 7 days from the last date of submitting online form.**

- e. Envelope containing the application shall be superscribed with “Application for the post of Cook-cum-Bearer - Ad.06/2024”.
- f. **Application received by post without submitting online Form and Online Form submitted, without uploading Application Form or not receiving Application or Application received late, will not be considered.**
- g. Last date for submission of Online Form will be **4.00 PM on 28.02.2024.**

<b>How to Apply</b>	
<b>Stage 1</b>	<b>Stage 2</b>
Submit Online Form / Upload Application on or before <b>4.00 PM on 28.02.2024</b>	Send the original Application Form uploaded with all relevant certificates / documents by <b>Speed Post / Registered Post</b> so as to reach us on or before <b>06.03.2024</b>

16. Incomplete applications, applications without signature and photograph, and/or without documents in proof of eligibility are liable to be rejected. Originals of the documents shall be furnished as and when called for.
17. 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) for updates. Individual communications to the candidates will be only through the e-mail id used for submitting Online Form and therefore 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 to the said e-mail id.
18. Applications and all connected documents of those applicants not included in the Panel will not be retained for more than one year and all documents related to this selection shall be preserved only for a period of two years from the date of publication of panel.
19. Any dispute with regard to recruitment against this notification will be settled in courts within the jurisdiction of Ernakulam, Kerala State only.

Assistant General Manager (HR)