



THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED,UDYOGAMANDAL
(A GOVERNMENT OF INDIA ENTERPRISE)

VACANCY NOTIFICATION NO. CM-HR- SRM 2014 dated (19.2.2014)

1. Applications are invited for the following post:

Post&Grade	Vacancy	Qualification		Experience
		Essential	Preferred additional	
Senior Regional Manager(International Trading/ Fertiliser Marketing) Scale of pay - ₹ 29100-54500 in IV E4 grade.	8* (5 UR, 2 OBC- Non-creamy layer, 1 SC, as per applicable rules)	Graduate in Agriculture/ Post Graduate in any discipline including Business Management/ Post Graduate specialisation in Marketing Management	Post Graduate Degree in Agriculture/ Degree in Law	9 years experience in Management Grade, in activities involving Trading/Marketing , of Products /Services,in a Large or Medium scale industry, preferably in Fertilizer/Chemical/Agro fields

* Out of the 8 vacancies , one is reserved for PWD (Persons With Disability) under OH (Orthopaedically handicapped), as per applicable rules.

- All the qualifications should be course/s from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE.
- Besides Basic pay, the post carries DA, HRA, PF, Gratuity, Membership in Contributory Health scheme and other benefits as per company rules. Selected candidates will be on probation for six months from joining date. Confirmation will be after satisfactory completion of the probation period and subject to verification of antecedents.
- Upper Age limit : 40 years as on 01.01.2014. ie., should be born on or after 01.01.1974. Relaxable as per rules . Relaxation shall be given upto 5 years for SC and 3 years for OBC candidates, and additional 10 years for PWD candidates, based on documents evidencing the same.
- The candidate should be able to handle Trading /Marketing activities of the Company within the country and outside India. He is liable to be posted in offices within India as well as outside India.
- Interested candidates may submit their duly filled application in the prescribed form (available at our website www.fact.co.in) attached here to. Candidates may read the "Notes for Application" attached with the Application Form for compliance and for details on various aspects.
- An application fee of ₹300/- in the form of non-refundable Demand Draft drawn in favour of The Fertilisers and Chemicals Travancore Ltd, payable at Udyogamandal (State Bank of Travancore, Dena Bank, Bank of India) should be attached along with the application. The candidate`s full name, post applied for and Advertisement Number shall be written on the reverse of the DD. SC/ST/PWD candidates are exempted from payment of application fee, subject to furnishing relevant documents to prove eligibility for exemption (Copy of valid Community certificate in the case of SC/ST candidates and Disability certificate in the case of PWD, as specified under para 9 of this notification).



8. Application shall be accompanied by self-attested copies of certificates to prove age, qualification, experience etc., and caste/community, disability certificate etc. to prove eligibility for reservation. Originals of all documents shall be furnished when appearing for the Interview, for verification.
9. Caste /Community certificate shall be issued by competent authority not below the rank of Tahsildar, as per the respective formats attached. OBC (Non-Creamy Layer) certificate shall be issued on or after 1.7.2013. Disability certificate shall be issued by competent Authority as per rules in this regard. Please see "Notes for Application" attached with the Application Form.
- 10.1 The candidate`s passport size photograph shall be firmly affixed in the space provided on the downloaded application form.
- 10.2 The duly filled, downloaded application, with required attachments shall be submitted to the Chief Manager (HR), Human Resources Department, FEDO Building,FACT Ltd., Udyogamandal, Kerala. PIN 683 501 on or before the due date specified below.
- 10.3 Candidates employed in Central/State Govt. / PSUs / Autonomous bodies must apply through proper channel. However they may send advance copies of applications directly. They must produce No Objection Certificate (NOC) from their present employer at the time of Interview. Candidates may take the requisite approvals from the employer before submitting application, so as to ensure that NOC can be produced at the time of Interview. Such candidates, if selected, shall furnish release letter from the present employer before being allowed to join.
- 10.4 Envelopes containing application form should be superscribed as **"Application for the post of Senior Regional Manager–FACT 2014"**.
- 10.5 Candidates who do not meet the specified requirements need not apply as their applications will be rejected and application fee forfeited.
11. SC,ST and PWD candidates attending Interview from outstations will be reimbursed second class rail/Bus to and fro fare by shortest route from place of residence/work as per address given in the application form on production of receipt/proof of travel.
12. On the basis of the details given in the application candidates will be called for interview to be held at FACT Corporate Office. Candidates will be informed, the date and venue of interview by E-mail/on our web site.
13. Before joining, the candidate will be required to get a Medical fitness certificate.
14. Meeting the eligibility criteria and/or appearing for interview will not confer any right on the applicant for selection. FACT reserves the right to debar/disqualify any candidate at any stage of selection proceedings for any reason whatsoever.
15. Last date for receipt of application is **19.3.2014**
16. The Company reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever.
17. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
18. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Kochi Court only.
19. Candidates are required to check our website regularly to obtain updates on this selection process like date of Interview, other requirements if any. Updates will not be published in newspapers.



APPLICATION FORM(External Candidates)

Post applied for		SENIOR REGIONAL MANAGER				AFFIX RECENT PASSPORT SIZE PHOTOGRAPH	
Name							
Father's name							
Date of Birth							
Address for communication							
		PIN CODE:				Reservation against which applied(tick)	
						SC	
Phone No.		:Land line with STD code				OBC-NCL	
Mobile.No.						PWD(OH)	
E Mail.ID.						GEN	
(Please tick the relevant Box)			(Please write the category)				
Gender		Male		Female		Category to which belonging(SC,ST,O BC,or Gen):	
Whether ex-serviceman eligible for age relaxation as per Govt.rules (tick)				YES		NO	
Details of DD		DD No.,date:		Issuing Br.		Payable at:	
If selected , when can you join?							
Educational qualifications				Copies of qualification enclosed(tick):		Yes No	
Name of school/Institution		From	To	Std/Course		Percentage of marks	
Experience in Management grade				Copies of Experience Certificate enclosed(tick)		Yes No	
Post held & Name of Organization		From	To	Nature of Duties (may use additional sheets)		Total Experience	Scale of pay
<u>Declaration</u>							
I hereby declare that the details given above are true and complete to the best of my knowledge and belief. I understand that suppression of any facts and declaration of false information in the application will entail disqualification for appointment.							
Place:							
Date:							
(Signature of the candidate)							

Please see "Notes for Application" attached



NOTES FOR APPLICATION:

1. Applications shall be accompanied by attested copies of documents to prove:
 - Date of birth - school leaving certificate or birth certificate
 - Educational qualifications – copies of degree certificates and mark lists of each
 - Experience – Experience Certificates from previous employer/s, stating type of firm , areas of experience and duration of experience.It shall also contain conduct certification. (Model is enclosed)
 - Category to which belonging – Caste/Community certificates for SC,ST, OBC (Non-creamy layer) as the case may be in the prescribed format, disability certificate issued by a Government Medical Board in the case of PWD candidates (Degree of disability 40% and above). Further, OBC applicants shall furnish a declaration, in the format attached hereto. Certificates shall be in either English or Hindi.
 - If age relaxation applicable to ex-servicemen as per Government rules is to be availed, the requisite certificate should be produced.
2. Category (SC/ST/OBC-NCL/PWD/GEN) once filled in the application form will not be changed and no benefit of other category will be admissible later on.
3. Relaxations / Reservations are applicable as per Government Directives. It may be noted that SC and OBC candidates for whom relaxations are applied, will be counted in the respective category only, and not in General category.
4. Candidates shall use copies of the same photograph affixed on the application form, for further requirements in this selection process.
5. The relevant work experience stipulated for the post would be reckoned as on 1.1.2014.
6. All future correspondence with candidates shall be done through the email ID given in the application only. The Company will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate. Applicants shall check our website regularly for updates, amendments, other notifications etc. These will not be published in newspapers.
7. Eligibility for calling for interview will be based on the details furnished in the application and declaration made by the applicant. The certificates submitted by the candidates will be verified against original certificates produced at the time of the interview. Those who do not meet the requirements as to age, qualification, eligibility experience ,reservation etc. on verification of the original certificates, will not be considered for selection and no reimbursement of travel fare will be made to them .
