



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

Recruitment Notification No: 12/2025 dated 16.12.2025

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)** to the post mentioned below:

Post Code	Post	Specification	State	Age
01	Clerk (Hindi) on Fixed Tenure Contract (Adhoc basis)	M.A in Hindi / B.A in Hindi. Preference will be given to those with both M.A and B.A in Hindi	Kerala	35 years Maximum

Note:

- Relevant date for determining eligibility with regard to all eligibility criteria such as qualification, age etc. stipulated in the notification will be **"01.12.2025"**.
- Recruitment is State wide basis and candidates shall submit a domicile certificate of the State of Kerala.
- Candidates who have resigned or were relieved other than at the end of term of contract/ completion of work from temporary/adhoc engagement of FACT will not be considered for engagement.

General terms and conditions for appointment

- 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.
- Candidates offered engagement as above will be paid a consolidated pay of Rs.25,000/- per month and an increase of 3% on successful completion of each year. Leave, ESI, Provident Fund, TA & DA for duty travel will be applicable based on eligibility, as per Rules of the Company.
- Reservation for SC, ST, OBC (NCL), EWS, PwBD and Ex-Servicemen category will be applicable as per Government Directives. EWS candidates shall submit EWS certificate of relevant year (income of 2024-25). OBC-NCL 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. Eligible candidates should have been **born on or between 01.12.1990 and 30.11.2007**. 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.
5. Educational Qualification 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.
6. Educational qualification shall be acquired by full time regular course. Those who have studied part time or through correspondence /distance/ private study/off campus course are not eligible to apply. (For Ex-servicemen, the essential qualification acquired/awarded as part of their service and certificate issued by Armed Forces will be considered as eligible).
7. The engagement will be subject to the candidate being fit and continuing to be fit during the period of contract as per the standards prescribed by the Company.
8. 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.
9. A practical test shall be conducted so as to assess the proficiency of the candidate in the subject and candidates passing the practical test will only be considered for empanelment. Successful candidates in the practical test will be ranked on the basis of the following criteria in the order given below:
 - a) Candidates possessing M.A in Hindi and B.A in Hindi
 - b) Earlier year of passing the relevant qualifications. (Year as mentioned in PG/Degree Certificate).
 - c) Earlier Date of birth
10. 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.
11. Meeting the eligibility criteria / attending or being successful in any test by itself will not confer any right on the applicant for selection or to be included in the Panel or for engagement.

12. Interested candidates from the panel may be considered for engagement for periods of shorter duration too, based on requirement of the Company rates/ terms fixed by the Company for such engagement.

13. Candidates desiring to apply for the post against this notification shall fill and submit their details in the Online Form by clicking the **Online Registration link** provided in the website www.fact.co.in>> Careers>> Job Openings >> Recruitment Notification 12/2025. 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. Printout 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) Certificate showing proof of Caste/PwBD /Ex-Servicemen etc, if reservation/relaxation claimed on account of these (4) Self Declaration for OBC-NCL candidates (5) State Domicile Certificate of Kerala (6) Aadhaar, shall be sent **by Speed Post/ Registered Post to DGM(HR), HR Department, FEDO Building, FACT, Udyogamandal, PIN-683501** so as to reach latest within 10 days from the last date of submitting online form.

e. Envelope containing the application shall be super scribed with **“Application for the post of Clerk (Hindi)- Ad.12/2025)**

f. **Applications 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 **4.00PM on 30.12.2025**

How to Apply	
Stage1	Stage2
Submit Online Form /Upload Application on or before 4.00 P.M on 30.12.2025.	Send the original Application Form uploaded with all relevant certificates / documents by Speed Post/ Registered Post so as to reach us on or before 06.01.2026.

14. 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.

15. All further notifications including corrigendum, if any, shall be through the Company website and therefore candidates shall visit our website



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 candidates 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.

16. Applications and all connected documents of those applicants not included in the Panel will not be retained for a period of two years from the date of publication of results.
17. Any dispute with regard to recruitment against this notification will be settled in courts within the jurisdiction of Ernakulum, Kerala State only.

Deputy General Manger (HR)