

**HRD Centre of Excellence Premises, Nalco Nagar
Chandrasekharpur, Bhubaneswar – 751 023, Odisha
Needs**

**Project Managers, Assistant Project Managers, Mobile Health Unit-Coordiators/
CSR Field Coordinators & Civil Engineers for Nalco Foundation**

National Aluminium Company Limited (NALCO), a Navaratna Company is the largest integrated Alumina – Aluminium complex of Asia with state of the art technology is having its plants at Angul & Damanjodi and the Corporate Office at Bhubaneswar, Odisha. The Company takes pride for its unflinching commitment to Corporate Social Responsibility through “NALCO Foundation” since the year 2010 and received many awards & accolades for its commitment for the stake holders at large at state & national level. Nalco Foundation is registered under the Indian Trust Act, 1882.

NALCO Foundation is working unstintingly for sustainable inclusive development of the rainbow villages within a periphery of Mines & Refinery at Damanjodi, Koraput, Smelter & Power Complex at Angul, proposed area of business in Pottangi at Koraput and Gundem & KR Konda at Visakhapatnam & East Godavari district of Andhra Pradesh.

NALCO Foundation is looking for committed, promising and passionate young professionals with brilliant academic career to join the foundation on tenure basis initially for a period of 05(three) years for manning various positions in the Foundation.

REQUISITE AGE, QUALIFICATION AND EXPERIENCE

Sl. No	Position	Vacancy	Upper age limit as on 13.04.2017	Requisite qualification	Experience
01	Project Manager	03	35 Years	Full time regular course in Post-Graduation Degree/ Diploma in Rural Management/Rural Development/ Development Studies/ Social Work from reputed universities/institutes with not less than 55% marks in aggregate.	Three years relevant post qualification work experience in rural sector/social work.
02	Assistant Project Managers	04	35 Years	Full time regular course in Post-Graduation Degree/ Diploma in Rural Management/Rural Development/ Development Studies /Sociology/ Social Work/Social Anthropology from reputed universities/institutes with not less than 55% marks in aggregate.	Two years relevant post qualification work experience in rural sector/social work.
03	Assistant Project Manager (Finance)	01	35 Years	Bachelor's Degree in any discipline with cost accountancy (ICWAI) or chartered accountancy (ICAI).	Two years relevant post qualification work experience. Experience with Tally-ERP-9 is preferable.
04	Civil Engineers	03	35 Years	Full time regular Bachelor's Degree in Engineering or Technology in Civil from reputed universities/institutes with not less than 60% marks in aggregate.	Two years relevant post qualification work experience in rural sector is preferable.
05	Mobile Health Unit, Coordinator/CSR Coordinator	03	35 Years	Full time regular course in Post-Graduation Degree in any discipline from reputed universities/institutes with not less than 60% marks in aggregate.	Two years relevant post qualification work experience in rural sector/social work. The experience in MHU operation is desirable.

- The qualifications must be from recognized by Govt. Universities/ Institutions, UGC recognized Universities and Institutes/UGC recognized Indian deemed Universities or AICTE approved courses from autonomous institutes/ concerned statutory council(whenever applicable).
- Wherever CGPA/OGPA or letter grade in Degree is awarded, equivalent percentage of marks should be indicated as per norms adopted by the University/Institute. The candidate is required to submit the original certificate to this effect from the University/Institute during the time of personal interview.

RESPONSIBILITY AND SKILLS

- The Project Manager and Assistant Project Managers will be responsible for all CSR & allied activities includes need assessment, designing, planning, implementing, monitoring and documenting the projects undertaken by the Foundation and will also play a supportive role to the Chief Operating Officer of the Foundation.
- The Assistant Project Managers (Finance) will be responsible for all the financial and accounting activities of Nalco Foundation which includes preparation of budget, budgetary control, financial and account function, all direct & indirect taxation, banking, compliance of various returns, coordination with tax department & vendor payments undertaken by the foundation and will also play a supportive role to the Treasurer and Chief Operating Officer of the Foundation.
- The Civil Engineer will be responsible for all the project activities of Nalco Foundation includes designing, planning, estimation, lay out, monitoring and documenting the undertaken by the Foundation and will also play a supportive role to the Chief Operating Officer of the foundation
- The Mobile Health Unit (MHU) Coordinator/CSR Field Coordinator will be responsible for coordinating, planning, implementing, monitoring and documenting the MHU operation undertaken by the Foundation and will also play a supportive role to the Chief Operating Officer of the Foundation.
- The candidates should have excellent communication, negotiation, writing and presentation skills. The candidates having the competency and domain knowledge in the developmental sectors is preferred.
- Working knowledge of local language is preferable.

COMPENSATION PACKAGE

- The selected candidates for Project Manager will be paid consolidated monthly remuneration of ` 60000/- per month.
- The selected candidates for Assistant Project Manager will be paid consolidated monthly remuneration of ` 40000/- per month.
- The selected candidates for Civil Engineer will be paid consolidated monthly remuneration of ` 40000/- per month.
- The selected candidates for MHU-Coordinator/CSR Field Coordinator will be paid consolidated monthly remuneration of ` 30000/- per month.
- Besides consolidated remuneration, the selected candidates are also entitled for other benefits and emoluments as per rules of the Nalco Foundation in force from time to time.

SELECTION PROCESS

- Candidates will be short-listed for the group discussion subject to fulfilling the criteria as specified. The candidates who will qualify the group discussion will only be called for personal interview in a ratio of 1:10 from the group discussion score. Based on the performance in the personal interview taking into account the organizational requirement, the candidates will be selected. No TA/DA to be paid to the candidates for written test and/or personal interview.
- However, the management reserves the right to raise the minimum eligibility standards/criteria and/or to restrict the number of candidates in the written and/or personal interview, if so required.

- ❑ The final placement of the candidate is subject to their medical fitness and other joining formalities.

MEDICAL FITNESS

- ❑ The tenure engagement of Project Managers, Assistant Project Manager, Mobile Health Unit-Coordinator/CSR Field Coordinator and Civil Engineer will be subject to medical fitness to perform the assigned duty/responsibility. Certificate for this purpose is to be given by a Govt. doctor.

PLACEMENT

- ❑ The selected candidates may be assigned jobs/functions/assignments related to the CSR and allied activities in different operational locations as per the requirements of the NALCO Foundation as would be assigned time to time.

TERMS AND CONDITIONS OF ENGAGEMENT

- ❑ The engagement is purely temporary in nature and on tenure basis initially for a period of five years extendable further as per the requirement of NALCO Foundation subject to satisfactory performance. The tenure engagement is terminable at any time by giving a notice pay of one month or pay in lieu thereof by either side.
- ❑ The tenure engagement will be regulated by Nalco Foundation's rule and administrative orders that may be in force from time to time.

HOW TO APPLY

- ❑ The eligible candidates shall submit the dully filled in and signed application in the prescribed format. The applicants have to bring the original certificates for verification at the time of personal interview. Documents in support of experience if any may also be submitted along with the application. The application should superscribe the post applied for. The application should be as per the format indicated above. **The candidates may download the said prescribed application format from the career section of NALCO website www.nalcoindia.com.**
- ❑ The applications completed in all respect should reach **Chief Operating Officer, NALCO Foundation, HRD Centre of Excellence, NALCO Nagar, Chandrasekharpur, Bhubaneswar – 751023, Odisha** by ordinary post only. No application will be received by hand. **Last date of receiving application is 13.04.2017.**

GENERAL INSTRUCTIONS

- ❑ Only Indian Nationals are eligible to apply.
- ❑ The candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement. Mere submission of application does not imply that the NALCO Foundation has been satisfied about the candidate's eligibility. In case it is detected at any stage of recruitment/ selection/even after appointment that the candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature/appointment will automatically stand cancelled, as the candidature/appointment would be deemed to be void *ab initio*.
- ❑ The e-mail id mentioned in the application form must remain valid for one year. All future communication with the candidates will take place through e-mail only. NALCO Foundation will not be responsible for any loss/non-delivery of e-mail/any other communication sent, due to invalid/wrong id or due to any other reason.
- ❑ Candidates presently employed in Central/ State Govt. / PSUs/ Autonomous bodies must submit "No Objection Certificate" from their present employer at the time of personal interview failing which they will not be allowed to appear the personal interview.
- ❑ NALCO Foundation reserves the right to raise the minimum eligibility standards. The Nalco Foundation reserves the right to fill up or not to fill up any of the above positions without assigning any reason whatsoever. NALCO Foundation also reserves the right to cancel/restrict/modify/alter the recruitment process and also reserve the right to increase/decrease the post advertised, if need arises without issuing any further notice or assigning any reason whatsoever.
- ❑ Canvassing by a candidate in any form shall disqualify his/her candidature.
- ❑ Any dispute with regard to the said recruitment will be settled within the jurisdiction of Bhubaneswar only.

APPLICATION FORM

Paste your recent passport size coloured photograph

1. Post Applied For: _____

2. Name (Capital letters): _____

3. Father's/Spouse's Name: _____

4. Address for communication: _____

E. Mail: _____, Phone: _____, Mobile: _____

5. Date of Birth: _____

6. Nearest Railway Station: _____

7. Academic Qualification:

Sl. No	Examination passed (HSC onwards)	Name of the School/College/Institution/ University	The course is recognized by	Year of passing	% age of mark	Principal subject/ specialization

8. Details of post qualification experience:

Sl. No	Name and Address of the Employer	Period of Employment		Designation and level of post held	Pay Scale	Total Emoluments (Basic Pay+ DA+ Other Allowances)	Responsibilities	Reason of leaving, If any
		From	To					

9. Language known: _____, _____ & _____

- NB:**
1. Candidates are required to attach self-attested copies of educational and experience certificates with the application.
 2. They are also to bring the original certificate(s) for verification at the time of personal interview

Declaration: I do, hereby, declare that the entries in this form and additional particular, if any, furnished by me are true to the best of my knowledge & belief. I understand that any material misrepresentation/omission shall render me liable to termination or dismissal.

Date:
Place:

(Signature of Candidate)