

NEEDS MANAGEMENT TRAINEE & EXECUTIVES AT E06 & E07 GRADE

National Aluminium Company Limited (NALCO), a Navratna Company is the largest integrated Alumina Aluminium Complex of Asia, having State of the Art technology, with its present turnover of more than Rs.7156.53 Crores is going for further growth and expansion within India & across the globe. The Company also enjoys Premier Trading House status in the field of export and has won many prestigious awards for its excellent performance with significant value addition to its shareholders. The plants and offices are multi-locational with its Corporate Office at Bhubaneswar, Odisha. The Company believes in achieving organizational excellence through competent human resources and practices having "people centric" approach. To achieve its vision to be a reputed global Company in mining, metals and energy sector, NALCO is looking for committed, promising and result oriented candidates in Finance & Company Secretary Disciplines for the following positions:

(A) MANAGEMENT TRAINEE :

Discipline	No. of Posts	Reservation
Finance	12	Among 14 posts UR-07, OBC-03, SC-03, ST-01 & 3% horizontally reserved for PWD(HH/VH) Category.
Company Secretary	02	

II) Qualification :

Finance : Chartered Accountant(CA) from ICAI or Cost Accountant(CMA) from ICAI.
Company Secretary : Company Secretaryship(ACS/FCS) from ICSI

III) Upper Age Limit :

30 Years (As on 15.05.2017)

IV) Selection Process :

The candidates will be selected based on the Marks secured by them in all the papers both in Inter/Executive & Final/Professional examinations of Chartered Accountant/Cost Accountant/Company Secretary and the performance in the personal interview. The candidates will be called for personal interview on a ratio of 1: 10 to the number of vacancies based on the percentage of marks secured by them in all the papers both in Inter/Executive & Final/Professional examinations of Chartered Accountant/Cost Accountant/Company Secretary respectively. The vacancies earmarked for Finance Discipline would be preferably at a proportion of 60 : 40 between CA & CMA and the said proportion may be varied depending upon the overall response of the candidates in different categories in CA & CMA.

V) Compensation Package :

Selected candidates will be placed in the pay scale of Rs.16400 - 3% - 40500/- during one year training. Upon successful completion of training i.e. subject to fulfilling the required performance related/other criteria of the Company in force & amended from time to time, they will be absorbed as Jr. Manager at E1 grade in the pay scale of Rs. 24900-3%-50500/- Besides basic pay, the employee is entitled to Dearness Allowance, perquisite under cafeteria approach, HRA, medical facility for self & dependents and superannuation benefits i.e. Contributory Provident Fund, Gratuity, etc. as per rules of the Company in force from time to time during training/after absorption.

VI) Service Agreement & Placement :

The selected candidates at the time of joining will be required to execute a service agreement bond of Rs.3,00,000/- or Rs.4,00,000/- (for training imparted abroad) on non-judicial stamp paper of Rs.1500/- to serve the Company for a minimum period of 4 (four) years after successful completion of one year training. As per the training policy of the Company, the selected candidates shall undergo one year on-the-job training at different location of the Company. During the training period and/or after absorption, the candidates may be posted at any of the unit/offices of NALCO in India or abroad or any of the subsidiaries/Joint Ventures/business associates of NALCO and the services thereafter will be transferable as per the requirement of the Company. The selected candidates may be assigned jobs/functions/assignments as per the business requirements of the company.

Application Fee : Rs.500/- (Application fee is not applicable for SC, ST, PWD & Internal candidate)

(B) DY.GENERAL MANAGER(FINANCE) & ASST.GENERAL MANAGER(FINANCE)

Vacancies :

Dy.General Manager(Finance)- E07 (UR-02)
Asst.General Manager(Finance)-E06(UR-03, OBC-02, SC-01)

II) Qualification & Experience :

Degree in any discipline with CA/CMA OR MBA with specialization in Finance Management. The candidates should have the required number of years of relevant experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned at Table-III. Candidates having exposure in sales accounting, treasury, fund management & investment proposal, negotiation/discount of bills, costing, project accounting, MIS, budget control, compilation of annual accounts and audit thereof, direct & indirect taxation, tender procedures, computerized accounts, risk management, work experience in ERP environment, etc. will be desirable.

III) Scale of Pay, Minimum period of post qualification executive grade experience, Maximum age :

Post & Grade	Scale of Pay	Min. Relevant Work Exp.	Max Age (As on 15.05.2017)
Asst.General Manager(E6)	Rs.51300-73000	17 Years	50 Years
Dy.General Manager(E7)	Rs.51300-73000	20 Years	52 Years

IV) **Compensation :** In addition to Basic Pay and DA in Industrial DA pattern (presently 117.1% of basic), the other benefits shall include Perks (45% of basic pay), Performance Related Pay based on the Company's as well as individual performance, Company accommodation or HRA, Medical facilities for self and family, Post Retirement Medical Benefit, Leave Encashment, Pension as per NPS, Contributory Provident Fund, Group Insurance, Gratuity, etc. as per Company's Rule.

V) The candidates working in CPSEs/Govts./State PSUs should have relevant experience in the immediate lower level/grade or equivalent for at least two years in the PSUs/Govt. departments as the case may be.

The positions advertised, grade and related pay scales and the next below level of grade and pay scales operated in Nalco both revised as per IDA-2007 and pre-revised as per IDA-1997 are furnished in the Table below.

Post & Grade advertised	Pay Scale of the advertised posts (IDA-2007)	Next below pay scale and grade of Nalco as per IDA-2007	Next below grade and pay scale of Nalco as per IDA-1997
Asst. General Manager (E6)	Rs.51300-73000	Rs.43200-66000(E5)	Rs.18500-23900
Dy.General Manager(E7)	Rs.51300-73000	Rs.51300-73000 (E6)	Rs.19000-24750

Experience in the immediate lower level/grade in respect of candidates working in PSUs/Govt. following IDA/CDA pattern of pay scale will be reckoned based on the related level of grades/pay scale in CDA pattern or that of IDA pattern of DPE. While doing so, the scales of pay of IDA-2007 structure as well as the IDA-1997 structure as indicated at Column-III & IV will be kept in view and no jumping of grades/levels/ pay scale will be allowed.

In order to examine the above, the candidates from CPSEs/Govts. organizations should mention in the online application, all the grades, pay scale and period of experience they have possessed at each of the scale before reaching their present level, grade and pay scale in order to ascertain their comparative level and experience. The candidates should also submit a self certified copy of all the grades and related pre-revised (IDA-1997) and revised scales of pay (IDA-2007) Structure operated at below Board level in said PSEs along with the hard copy of the application.

In order to assess the comparative level of candidates working in Private Sectors, the present emoluments drawn should be equivalent or more than the amount the minimum basic pay DA (@ 117.1% of Basic) and perks (@ 45% of Basic) of the related below level grade and pay scales of DPE, besides taking into consideration the required period as well as level of experience. In such cases, the payment/CTC components towards performance related pay/incentives, superannuation benefits and any other privilege should not be considered for computation. Accordingly, the candidate should produce the proof of their emoluments by taking the pay/basic pay, DA or similar allowances and perks only. To this effect the candidates should produce a self declaration that the components towards incentive and superannuation benefits, etc. are not considered under perks along with the hard copy of the application.

[Candidates must attach proof of their pay scale/pay band (in case of PSE/Govt. Enterprises), total operating pay scales of below Board level executives (in case of CPSE) or emoluments giving the break-up of pay/basic pay, DA and Perks (in case of others) along with their applications].

VI) Selection Process :

- The assessment of candidates will be made through Personal Interview. Candidates meeting with the advertized specifications for the particular post will be short-listed for Personal Interview. Based on the performance in personal interview, organizational requirement, vacancies to be operated, the candidates will be selected.
- Management reserves the right to raise the minimum eligibility standards/criteria and/or to restrict the number of candidates in the personal interview, if so required.

VII) Placement :

During the probation period and/or after absorption, selected executives will be posted in the NALCO establishments anywhere in India & is transferable as per the organizational requirement. The selected executives may be assigned jobs/ functions/ assignments related to their area as per the requirements of the Company.

VIII) **Application Fee :** Rs.100/- (Application fee is not applicable for SC, ST & PWD candidates)

GENERAL CONDITIONS

Medical Fitness :

❖ The selected candidate needs to be medically fit as per medical rules of the Company. No relaxation in health standards as indicated in the medical rule of the Company is allowed.

Reservation & Relaxation :

- ❖ Reservations/relaxations for SC/ST/OBC (non-creamy layer) / PWD (degree of disability 40% or above) candidates as per Government guidelines are applicable. In case of increase or decrease in the number of total posts, the number of reserved category posts will vary in accordance to the Govt. guidelines.
- ❖ PWD candidates would be required to furnish valid disability certificate duly stamped and signed by a medical panel empowered for the purpose and should comprise of 3 medical practitioners of Govt. hospital or medical board attached to Special Employment Exchange for the handicapped.
- ❖ Appointment to some of the vacancies will be offered to the PWD candidates after considering the nature of duties and responsibilities of the assignment, location, etc. and also considering that the disability is not likely to interfere with the performance and without possible deterioration of his/her health. However, the final appointment and placement would be based on candidate's medical fitness with respect to the job of the identified posts.
- ❖ Category SC/ST/OBC/PWD once filled in the online application form will not be changed. The Reserved Category candidates are required to submit requisite certificate in the prescribed format of Govt. of India, issued by the Competent Authority, at the time of personal interview, if called for.
- ❖ If the SC/ST/OBC/PWD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- ❖ The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC category and such candidates have to indicate their category as Unreserved(UR). The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a Competent Authority issued in the current year. The name of the caste and community indicated in the OBC(Non-Creamy Layer) certificate must appear in the Central list of Other Backward Classes. Further, OBC candidates will have to give a self-undertaking indicating that they belong to OBC (Non-Creamy Layer) category also at the time of personal interview, if called for.
- ❖ The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer), 10 years for PWD- Unreserved (UR) and 13 years for PWD-OBC(Non-Creamy Layer) and 15 years for PWD-SC/ST candidates. However, the maximum upper age limit in respect of PWD candidates is 56 years.
- ❖ Relaxation of five years in age will be extended to the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01.01.1980 to 31.12.1989. Ex-Servicemen and children/family members of those who died in the riots of 1984 will get relaxation as per directives of Govt. of India

For Internal Candidates :

❖ There will be no upper age limit and application fee for internal candidates. However, their cases will be governed as per the rules of the company.

How to Apply :

- ❖ The candidates need to apply online in the career section of NALCO website(www.nalcoindia.com) from 15.05.2017 to 09.06.2017. Candidates should click on the online application link, read the instructions carefully and fill-in the online application form giving accurate information. If the online application is not successfully completed, candidate is required to register again. Applications received through any other mode would not be accepted and summarily rejected.
- ❖ No request with respect to change in any data entered by the candidate will be entertained once the online application is submitted successfully. While applying online, candidate needs to upload the scanned copy of their mark sheet, recent passport size colour photograph, signature and demand draft towards application fee, if applicable. In case the candidate is called for personal interview, he/she will be required to produce his/her original certificate and other relevant documents as mentioned in the on-line application form.
- ❖ After on-line registration and successful submission of the application form, candidates are required to take a print out of the application form, affix a passport size colour photograph identical to the uploaded color photograph in the online application form and attach the required application fee in the form of Bank Draft/DD drawn in favour of "National Aluminium Company Limited" payable at Bhubaneswar Application fee is not refundable for any reason whatsoever.
- ❖ The downloaded application with self-attested photocopies of all the documents in support of the information given by the candidate in their on-line application should reach **Recruitment Cell, HRD Department, National Aluminium Company Limited, NALCO Bhawan, P/1, Nayapalli, Bhubaneswar 751013, Odisha** by post immediately after submission of online application. Name of the post applied for should be super scribed on the envelop used for sending the hard copy of the application. No application will be received by hand. No manual/paper application will be entertained directly unless registered and applied online. **The application must reach the address along with all documents in support of their age, qualification, experience, pay scale/emoluments by 13.06.2017.**
- ❖ **It may be noted that a candidate's application only in soft copy will not be entertained and will be rejected summarily if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents and application fee is not received on or before 13.06.2017 (05:30 PM).**
- ❖ NALCO will not be responsible for any candidate for not being able to submit their online application within the last date on account of system error or for any other reasons.
- ❖ A candidate can apply for one post only. Candidates applying for more than one post will be considered for the lower grade/post.
- ❖ Only Indian Nationals are eligible to apply.

Instruction to the Candidates :

- ❖ The candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement. Mere submission of application or meeting the advertized specification does not entitle the candidates' eligibility for the post. 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 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.
- ❖ The interested candidates(E06 & E07) fulfilling the specifications may also apply for deputation with permanent absorption through proper channel as per Govt. guidelines.
- ❖ Candidates working in PSUs/Govt. should produce 'No Objection Certificate' at the time of interview.
- ❖ The Short-listed candidates for Management Trainee will be reimbursed II Sleeper to and fro Train fare and the candidates short-listed for E07 & E06 Grade will be reimbursed airfare(economic class)/IInd class AC(sleeper) fare from their communication address mentioned in the on-line application for attending the interview by the shortest route on production of tickets/proof of journey. No change in communication address will be entertained at a later stage for the purpose of reimbursement of TA. The TA will be reimbursed only for those candidates who would finally be allowed for interview. In other words, if the documents during scrutiny are not in order/candidature is disqualified due to any reason on the date of interview, no TA will be reimbursed to them.
- ❖ NALCO reserves the right to raise the minimum eligibility standards. The Management reserves the right to fill up or not to fill up any of the above positions without assigning any reason whatsoever. NALCO also reserves the right to cancel/restrict/modify/alter the recruitment process and also reserves 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.

Important Dates :

- Opening of online submission of application **15.05.2017 (12:30 PM)**
- Last date of submission of online application **09.06.2017 (05:30 PM)**
- Last date for receipt of hard copy of application along with requisite documents & application fee **13.06.2017 (05:30 PM)**