



**National Aluminium Company Limited**  
(A Government of India Enterprise)

**M & R Complex, Damanjodi, Dist: Koraput-763008 (Orissa)**  
**INVITES APPLICATION FOR THE FOLLOWING POSTS**

1. **JUNIOR OPERATIVE TRAINEES** in the trades mentioned below {Out of 240 posts 08 posts are reserved for PWD-VH/HH with minimum 40% disability & 24 posts are reserved for Ex-Servicemen as against horizontal reservation (Unreserved – 135, SC – 39, ST – 55 & OBC – 11)}.
  - (I) **Motor Mechanic** - The Candidate should have passed HSC with ITI/NCTVT and should possess apprenticeship certificate in Motor Mechanic/ Diesel Mechanic Trade. Valid Heavy Vehicle Driving License is desirable.
  - (II) **Heavy Earth Moving Machinery (HEMM)** - The Candidate should have passed HSC with ITI/NCTVT and should possess apprenticeship certificate in Motor Mechanic/ Tractor Mechanic/ Diesel Mechanic Trade. Should have Valid Heavy Vehicle Driving License. Valid First-Aid Certificate is desirable.
  - (III) **Fitter** - The candidate should have passed HSC with ITI/NCTVT and should possess apprenticeship certificate in Fitter Trade. Boiler attendant competency certificate is desirable.
  - (IV) **Electrician** - The candidate should have passed HSC with ITI/NCTVT and should possess apprenticeship certificate in Electrical Trade.
  - (V) **Instrumentation** - The candidate should have passed HSC with ITI/NCTVT and should possess apprenticeship certificate in Instrumentation Trade.
  - (VI) **Electronics** - The Candidate should have passed HSC with ITI/NCTVT and should possess apprenticeship certificate in Electronics Trade.
  - (VII) **Survey-Cum-Drafting** - The candidate should have passed HSC with ITI/NCTVT and should possess apprenticeship certificate in survey Trade. Surveyor's certificate of competency(R) from DGMS is desirable. Working experience in Total Station, Auto CAD or surpac survey software will be an added advantage.

**NB: CANDIDATES WHO DO NOT POSSESS THE NATIONAL TRADE CERTIFICATE AND NATIONAL APPRENTICESHIP CERTIFICATE FROM NATIONAL COUNCIL FOR VOCATIONAL TRAINING / STATE COUNCIL FOR VOCATIONAL TRAINING IN THE ABOVE TRADES NEED NOT APPLY. HOWEVER, TRADE APPRENTICES WHO ARE CURRENTLY UNDERGOING APPRENTICESHIP TRAINING IN NALCO, M&R COMPLEX, DAMANJODI AND LIKELY TO APPEAR IN THE ENSUING ALL INDIA TRADE TEST EXAMINATION MAY APPLY FOR THE POST OF JR. OPERATIVE TRAINEE IN THE RELEVANT TRADES SUBJECT TO CONDITION THAT IN THE EVENT OF THEIR SELECTION, THEY SHOULD SUBMIT THE APPRENTICESHIP PASS CERTIFICATE FROM THE ABOVE AUTHORITIES.**

### **Maximum Age Limit & Emoluments:**

Maximum 27 years for GEN category, 30 years for OBC category, 32 years for SC & ST category, 37 years for PH-GEN category, 40 years for PH-OBC, 42 years for PH-ST & PH - SC category as on **1<sup>st</sup> September, 2010** after relaxation. Further relaxation in age to the extent of the period of training is also given for apprenticeship. Relaxation in age to Ex-service men is as per Govt. guideline.

**Land Affected Persons** whose land has been acquired for Nalco project and possess the relevant certificate issued by the Land Acquisition Authorities of State Govt. in the name of self or in the name of parents or grand parents and **NONE OF THEIR FAMILY MEMBERS ARE EMPLOYED IN NALCO AGAINST THE LAND ACQUIRED** can be considered eligible provided:

(a) He/She has passed HSC examination from State/Central Boards, (b) Passed ITI from National Council for Vocational Training/ State Council for Vocational Training in any of the trades stated above and (c) His/Her age is 40 years maximum as on **1<sup>st</sup> September, 2010**.

On appointment to the above post the candidates will be required to undergo on-the-job training for a period of 18 months during which they would get a stipend of Rs.3,500/- per month for the first year and Rs.3,700/- per month for remaining period of training. On satisfactory completion of training, the trainee will be considered for placement in the pay scale of Rs.4,925-3.5%-9150/- subject to other conditions.

### **2. LABORATORY ASSISTANT Gr. III (T0 GRADE) -2 POSTS (UR – 1, ST– 1)**

The candidate should have passed B. Sc. (Honors) in Chemistry from a Recognized University with one year of post qualification experience in Analytical Chemistry like Mineralogical/ Raw Materials/Water Analysis and handling of Analytical Equipments like PH meter, Spectro-Photometer, Atomic Absorption Spectro-Photometer etc in a reputed laboratory. Experience in chemical process control laboratory is preferable. **The experience is relaxable for candidates belonging to the ST, in case sufficient numbers of candidates from this community possessing the requisite experience are not available to fill up the vacancies reserved for them.**

**Age Limit: Maximum 35 years (Relaxable by 5 years in case of ST) as on 1<sup>st</sup> September 2010.**

**Pay & Allowances:** Pay scale **Rs.4925 - 3.5% - 9150/-** plus other allowances applicable to the grade from time to time.

### **3. GEOLOGY ASSISTANT Gr. III -2 POSTS (UR –1,ST - 1)**

Candidates should have passed **B. Sc. (Hons.) in Geology** from a Recognized University with **one year in line experience** in prospecting/exploration work of Bauxite Mines and preparation of samples for analysis, maintenance of all samples, records etc. **The experience is relaxable for candidates belonging to the ST, in case sufficient numbers of candidates from this community possessing the requisite experience are not available to fill up the vacancies reserved for them.**

**Age Limit: Maximum 35 years (Relaxable by 5 years in case of ST as on 1<sup>st</sup> September, 2010.**

**Pay & Allowances:** Pay scale **Rs.4925 - 3.5% - 9150/-** plus other allowances applicable to the grade from time to time.

**4. BLASTER Gr. III (02 POSTS (UR -2))**

The candidate should have passed HSC and must possess Blaster's Certificate of Competency issued by Director General of Mines Safety and valid First Aid Certificate. He should have 2 years experience in a fully mechanized opencast non-coal Mines where deep hole blasting is carried out and should have knowledge of explosives. Valid Heavy/Light Motor Vehicle Driving License is desirable.

**Age limit:** Maximum 35 years as on **1<sup>st</sup> September 2010**. Relaxation in age to Ex-service men will be given as per Govt. guideline.

**Pay & allowances:** Pay scale Rs.4925-3.5%-9150/- plus other allowances applicable to the grade from time to time.

**GENERAL:**

(1) The applicants should be Indian nationals. (2) The posts also carry other benefits/facilities as per the rules of the Company. (3) Candidates serving in Govt./Semi Govt./Public Sector Undertaking should apply through proper channel. (4) SC/ST/PWD candidates **called for interview** will be paid second class return Rail/bus fare by the shortest route subject to the condition that the place of stay is 30 Kms or more from Damanjodi, Dist: Koraput (Orissa).(5) Candidates in PWD category are required to produce Disability certificate issued by the Competent Authority. (6) Candidates who have represented State/Nation in games and sports will be given preference, if otherwise found suitable. (7) Candidates should have valid Employment Exchange Registration Number (8) Number of vacancies is likely to vary. **NALCO reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for test/interview** and also fill up all the posts or alter the number of posts or even to cancel the whole process of recruitment without assigning any reason. (9) The Land affected candidates are required to submit all supporting documents including land documents, Legal Heirs certificate issued by Govt. Authority, Declaration showing nominee particulars & relationship between the candidate and Land Oustee, by the candidate on Non Judicial Stamp Paper of Rs.25/- as per the prescribed format, failing which their candidature will not be considered. On the other hand, if the documents submitted or the declaration made or the information furnished by the candidate are found to be false or incorrect at any point of time or suppression of any fact, their traineeship/services will be terminated forthwith without any notice or assigning any reason.(10) Pay scales are under revision.

**HOW TO APPLY:**

Application should be submitted on plain paper in A4 size enclosing 05 recent passport size photographs stating (1) Advt. No. (2) Name of the post (3) Name of the applicant (in block capital letters) (4) Father's name (5) Date of Birth and age as on **1<sup>st</sup> September, 2010** (6) Religion (7) Present Postal Address for communication (8) Permanent Address (9) Telephone Number/ Mobile Phone No. (10) e-mail address if any

**11) Academic / Professional qualification in the following proforma.**

Exam passed	Institution/ University	Year of Passing	Class/ Division	Main Subjects	% of Marks

**(12) Whether Undergone any specialized training/Apprenticeship, if so, the details:**

Name of the Factory/ Organization	Period of training		Name of the training	Month and year of passing	Remarks
	From	To			

**13) Details of past and present experience with reference to job specification specified in the advertisement:**

Name of the organization	Period of service		Designation	Nature of duties	Total salary (Per month) drawn	Reason of leaving
	From	To				

(14) Whether SC/ST/OBC/PWD/Ex-serviceman (Attach copy of certificates from competent Authority in prescribed format (15) Type of Disability and % of Disability (16) Whether belong to Land Affected Category (attach all relevant documents as per General Condition No. 9 (17) Employment Exchange Registration No. \_\_\_\_\_, valid up to \_\_\_\_\_, Name of the Employment Exchange \_\_\_\_\_ (18) Demand Draft No. & date (19) Declaration stating that the information submitted above are true/correct and based on documents and at any stage of recruitment it is found that information submitted by me is false or not correct my candidature will be liable to be cancelled (20) Signature of the applicant with date.

Application should be sent in the above proforma **without any supporting documents except candidates belonging to Land Affected Persons as stipulated in the general conditions** and Demand Draft for **Rs.50/-** (not applicable for SC/ST/PWD/EX.SM) drawn in favour of **National Aluminium Company Limited**, payable at **Damanjodi to Post Box No.12005, COSSIPORE Post Office, Kolkata: 700002**, so as to reach him by **30/09/2010**. Any application, which is incomplete or received after **30/09/2010**, will not be entertained. We do not take any responsibility for postal delay, if any.

**NB: Name of the post should be super- scribed on the envelope. The application should be made exactly as per the above format and canvassing in any manner would disqualify the candidate.**

**DECLARATION**  
**(Only for Land Affected Persons)**  
(Non-Judicial Stamp Paper of Rs.25/-)

I Sri/Ms.....Son/Daughter of.....

Village.....Po.....PS.....

Dist..... hereby declare:

- That our land measuring.....decimal in following plot/Khata /Mauza which stands in my name or in the name of my Father/ Mother/Grand Father/ Grand Mother namely such as..... have been acquired by NALCO for its project. All supporting papers/ documents to this effect are submitted herewith for kind reference.

Area	Khata No.	Plot no.	Mauza	Village	Stand in the name of	Award No. & Date

- That against the said land none of our family members are employed in NALCO till date.
- That the information furnished above are true and correct. If the information furnished or documents submitted by me are found to be false/ incorrect at any point of time my training/ service will be terminated by NALCO without assigning any reason.

**(Signature of the Applicant)**

I/ We hereby nominate Sri/Ms ..... Son/Daughter/ wife of  
..... Village..... Po.....PS .....

Dist..... to consider his/her candidature for the post I/We also declare that against the said land none of our family member is employed in NALCO till date.

**Counter signature of the Land Affected Person**

(In case of death the Legal Heirs should sign with Legal Heirs Certificate)

Name .....

Place .....

Date .....