



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

NALCO, a Navratna Company is the largest integrated Alumina – Aluminium Company of Asia, having state of the art technology, with its present turnover of around Rs. 5,055 Crores, is going for further growth and expansion. The company also enjoys Star Trading House Status in the field of export. The company has bagged best listed CPSE award for its excellent performance in significant value addition to its shareholders. The plants and offices are multi locational with Corporate Office at Bhubaneswar. The present manpower strength is over 7400. The company needs following executives for different locations of the company.

**NEEDS**

**FOLLOWING EXECUTIVES**

**1. DY. GENERAL MANAGER (MINING) – E7 Grade**

**No. of post :** One post in UR Category.

**Scale :** Rs. 43,200-3%-66,000/- (Provisional).

**Upper age limit:** 52 years (As on 21/02/2011).

**Qualification :** Degree or equivalent diploma in Mining Engineering and First Class Metalliferrous Mines Manager's Certificate of Competency(Un-Restricted/Restricted).

**Relevant Experience :** 20 years at executive level (Out of the total experience, the candidates should be working in immediate lower level/grade or equivalent for at least two years in the PSUs/Govt departments & equivalent in case of private enterprises).

**Job requirement:** Candidate should have experience of handling of Statutory norms, rules and regulations related to Mines Act(MMDR Act), Forest Act & Environmental Acts. Candidates having exposure to computerized deposit evaluation, mine planning monitoring tools in fully mechanized mine with electronic optimization systems like Truck Despatch System will be preferred.

**2. SR. MANAGER (MINING) – E5 Grade**

**No. of post :** One post in UR Category.

**Scale :** Rs. 43,200-3%-66,000/-

**Upper age limit:** 47 years (As on 21/02/2011).

**Qualification :** Degree or equivalent diploma in Mining Engineering and First Class Metalliferrous Mines Manager's Certificate of Competency(Un-Restricted/Restricted).

**Relevant Experience :** 14 years at executive level (Out of the total experience, the candidates should be working in immediate lower level/grade or equivalent for at least two years in the PSUs/Govt departments & equivalent in case of private enterprises).

**Job requirement:** Candidate should have experience of handling of Statutory norms, rules and regulations related to Mines Act(MMDR Act), Forest Act & Environmental Acts. Candidates having exposure to computerized deposit evaluation, mine planning, monitoring tools in fully mechanized mine with electronic optimization systems like Truck Despatch System will be preferred.

- 3. CHIEF MANAGER (GEOLOGY) – E6 Grade**  
**No. of post :** One post in UR Category.  
**Scale :** Rs. Rs. 43,200-3%-66,000/-(Provisional)  
**Upper age limit:** 50 years (As on 21/02/2011).  
**Qualification :** M.Sc in (Geology)  
**Relevant Experience :** 17 years at executive level (Out of the total experience, the candidates should be working in immediate lower level/grade or equivalent for at least two years in the PSUs/Govt departments & equivalent in case of private enterprises).  
**Job requirement:** The candidate must have RQP registration from Indian Bureau of Mines and must have good experience in quality control of highly varying deposit. The candidate should have good experience of his preparing the deposit evaluation reports as per United Nations Framework Classification. Experience in using computer aided deposit evaluation and mine planning and monitoring preferably Surpack is preferred. The candidates should have exposure to electronic controlled computer aided Truck Despatch System and should have experience of preparing mining plans as per the requirement of Indian Bureau of Mines. The candidates should be fully conversant with all relevant statutes, rules and regulations as per Mines Act (NMDR Act), the applicable Forest Acts, Environmental Acts, etc. Candidates having effective liaisoning and coordination capability will be preferred.
- 4. MANAGER (FINANCE) – E4 Grade :**  
**No of post:** Three posts in UR(including 1 PWD in VH) Category.  
**Scale : Rs.36600-3 %-62000/-**  
**Upper age limit:** 44 years (As on 21/02/2011).  
**Qualification:** Recognized Degree in any discipline with ACA/ICWA or MBA with specialization in Finance Management from reputed institution.  
**Relevant Experience :** 12 years at executive level (Out of the total experience, the candidates should be working in immediate lower level/grade or equivalent for at least two years in the PSUs/Govt departments & equivalent in case of private enterprises.)  
**Job Requirement :** The candidates should have experience in Sales Accounting, Treasury, Investment proposals, Costing, Project Accounting, MIS, Capital Expenditure Control, Compilation of Annual Accounts & Audit there of, Tender Procedures etc. The prospective candidate should have at least Ten Years post qualification experience in the above areas in an Industrial enterprise of repute. Candidates having exposure to computerized accounting would be preferred.
- 5. MANAGER (MATERIALS) – E4 Grade:**  
**No of post:** One post in UR Category.  
**Scale : Rs.36600-3 %-62000/-**  
**Upper age limit:** 44 years (As on 21/02/2011).  
**Qualification:** Recognized Degree in any discipline with degree or recognized PG Diploma in Materials Management (duration of not less than 2 years or full time regular course of 1 year) or degree in Engineering or MBA with specialization in Materials Management from reputed institution.  
**Relevant Experience :** 12 years at executive level (Out of the total experience, the candidates should be working in immediate lower level/grade or equivalent for at least two years in the PSUs/Govt departments & equivalent in case of private enterprises).  
**Job Requirement :** The candidates should have experience in materials planning, inventory control, vendor analysis and development, supply chain management,

logistic management, procurement of capital equipment, raw materials, consumables, spares etc. organizing and maintaining the stores with modern concepts of stores management. Should be well conversant with import control/excise rules and formalities for procurement of imported spares, raw materials and consumables. Experience in transportation of materials with knowledge of the procedures for the import clearance, road and rail transportation, insurance, taxation, sale. Use of computer will be an added advantage.

**6. GENERAL DUTY MEDICAL OFFICER - E1 Grade :**

**No. of post:** Three posts out of which two posts in OBC and one post in UR (out of three vacancies one is PWD-OH) category.

**Scale : Rs.20600-3 % -46500/- (Provisional).**

**Upper age limit:** 32 years (As on 21/02/2011).

**Qualification & Job Requirement:** MBBS with three years post qualification working experience in hospital of repute and should be able to handle independently outdoor, indoor and emergency duties.

**Compensation :** Besides Basic & DA they will be entitled for PF, Gratuity and other perks & benefits including (Non-Practicing allowance for GDMOs at SI No. 6) as well as Leave encashment, Housing/HRA and free medical facility for self and dependents as per rules of the company for the above posts.

Further, the company offers one of the best compensation packages as far as cost to company (CTC) is concerned with opportunity of merit-oriented advancement in a professionally managed organization focused on growth. The CTC comes to Rs. 12,63,528/- for the posts at SI No. 1, 2 & 3, Rs. 10,76,936/- for SI No. 4 & 5 and Rs. 5,72,724/- for SI No. 6 approximately per annum.

**7. SPECIALISED DOCTORS (On contract basis):**

**No. of post:** Three posts in UR Category (One post each in Medicine, Skin & Anesthesia)

**Upper age limit:** 37 years (As on 21/02/2011).

**Contract period:** For a temporary period of 02 years, terminable /extendable as per the need of the company.

**Qualification:** MBBS with Post Graduate degree in respective discipline.

**Job Requirement:** The candidates should have two years post qualification working experience in the hospital of repute and should be able to handle independently outdoor, indoor and emergency duties.

**Compensation :** Consolidated monthly emoluments including NPA Rs.39790/-. Besides, monthly emoluments the candidate would be eligible for benefits as per the rules of the company for engagement on fixed tenure basis linked to executives at E2 level.

**GENERAL CONDITIONS :**

- (1) Persons employed in Govt/Semi Govt/Public Sector Undertaking should forward their applications through proper channel or produce "No Objection Certificate" from their employer during the time of interview.
- (2) Candidates will be reimbursed to and fro air fare in economy class for SI No. 1, 2 & 3 and IInd class AC to and fro train fare for SI No. 4, 5, 6 & 7 for attending the interview by the shortest route on production of ticket/proof.
- (3) The relaxation in age and other applicable relaxation will be extended to SC/ST & OBC (Non-Creamy Layer)/PWD (with minimum 40% disability) candidates as per Government Directives/Guidelines. The candidates ordinarily domiciled in the

Kashmir Division of the state of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 will be given age relaxation for 5 years as per the Government Directives/Guidelines. Departmental candidates may apply as per the existing policy of the company

- (4) NALCO reserves the right to fill up all the posts or alter the number of posts or even to cancel the whole process of recruitment, without assigning any reasons.
- (5) Management reserves the right to increase the minimum eligibility standard depending upon the number of applicants.
- (6) Applications received after stipulated date or incomplete in any respect will be rejected. NALCO shall not be responsible for any postal delay. Canvassing in any form would also disqualify the candidature.
- (7) The appointment of selected candidates would depend upon the medical fitness of the candidate as per rules of the company.
- (8) Mere application against the post does not confer any right for employment.

**How to apply:** Typed application with recent passport size photograph must contain: (01) Post applied for (02) Advertisement No. (03) Name in Capital Letters (04) Father's name (05) Address for Communication with E.mail address and Mobile No. (06) Permanent Address (07) Date of Birth (08) Nearest Railway Station (09) Qualification from HSC onwards with name of the college/University, year of passing, percentage of marks and principal subjects (10) Details of experience including post qualification experience clearly indicating name and address of the employers, period of employment, designation and level of post held, pay scale (Basic pay, DA, Total emoluments) responsibilities and reason of leaving (11) Whether SC/ST/OBC/PWD.(attach copy of certificate) (12) D.D. No., Date, Amount and Name of the Bank (13) Signature and Date. Attested copies in support of proof of date of birth, qualification, caste etc. are to be submitted along with the application. Documents in support of present pay particulars must accompany the applications. The application should superscribing the post applied for.

The application fee of Rs. 100/- in respect of Sl No. 1, 2, 3, 4, 5 & 6 are required to pay in the shape of **Bank Draft / DD (non-refundable) drawn after the release of Advertisement, in favour of National Aluminium Company Limited payable at Bhubaneswar(Bank Draft/DD not applicable for SC/ST/PWD candidates and for the post at Sl No.7).**

**The applications should be sent by post to Chief Manager(HRD), Recruitment, National Aluminium Company Limited, NALCO Bhawan, P/1, Nayapalli, Bhubaneswar – 751061, Orissa. Last date of receiving application is 21/02/2011.**

Advt No. 01 /2011