



National Aluminium Company Limited
(A Government of India Enterprise)
M & R Complex, Damanjodi, Dist: Koraput-763008 (Orissa)

**INVITES APPLICATION FOR THE POST OF JUNIOR FOREMAN (SANITATION)
(Exclusively reserved for Persons with Disabilities)**

1. **JUNIOR FOREMAN (SANITATION) (S0 GRADE) -01 Post (Reserved for PWD)**
The candidate should have passed **B.A/B.Sc./B.Com.** with recognized Diploma in Public Health & Hygiene from a recognized institute and should have possessed **one year in line post qualification experience** in prevention & control of communicable diseases, hygienic inspection of public places, proper disposal of garbage and anti-fly and anti-mosquito measures, disinfections of wards and cabins in the hospital, maintenance of sanitary installations

Age Limit: Maximum 40 years as on **1st April 2010. Relaxation in age will be given as per Govt. guideline.**

Pay & Allowances: Pay scale **Rs.6125 - 3.5% - 10990/-** plus other allowances applicable to the grade from time to time. Pay scales are due for revision w.e.f. 01/01/2007.

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 or produce 'NOC' at the time of interview. (4) 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 registered their names in any employment exchange. (8) **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.

HOW TO APPLY:

Application should be submitted on plain paper in A4 size affixing a recent self attested passport size photograph 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 **1st April 2010** (6) Religion (7) Present Postal Address for communication (8) Permanent Address

9) Academic / Professional qualification in the following proforma.

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

(10) 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			

11) Details of past and present experience:

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

(12) Whether SC-PWD/ST-PWD/OBC-PWD (Attach copy of certificate from competent Authority in prescribed format (13) Type of Disability (14) % of Disability (15) Employment Exchange Registration No. _____, valid up to _____, Name of the Employment Exchange _____ (16) Signature of the applicant with date.

Application should be sent along with **ATTESTED COPIES** of certificates in support of age, qualification (Academic and Professional) Training, Experience, Caste, discharge certificate in case of ex-service men, disability certificate and other curricular activities to the **Manager (HRD) – Rectt., National Aluminium Company Limited, Mines & Refinery Complex, Damanjodi-763 008, Dist: Koraput (Orissa)**, so as to reach him by **15th April, 2010** Any application, which is incomplete or received after **15th April, 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.

Advt.No.1/2010