

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 around Rs. 7,771 Cr, is going for further growth and expansion with in 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 in Bhubaneswar, Odisha. The Company believes in achieving organisational excellence through competent human resources and practices having “people centric” approach.

To achieve its vision to be a reputed global Company in the metals and energy sector, NALCO at Mines & Refinery Complex, Damanjodi is looking for committed, promising and result oriented candidates in the following discipline & position;

A. DETAILS OF THE POST:

Sl. No.	Post	Grade	No. of Vacancies	Upper Age Limit (As on 01/01/16)	Requisite Qualification	Experience	Job Description
1	Jr. Foreman (Civil)	S0	02 (both UR)	40 Yrs	Diploma in Civil Engineering	02 years in line experience.	The candidate should have two years in line post qualification experience in construction/maintenance of buildings/structures/roads/pipelines etc. Training period shall not be considered as experience.
2	Mining Mate	T0	10 (MALE) (OBC-2+SC-1+UR-7=10)	30 Yrs	HSC with Mining Mate Certificate of Competency & valid First Aid Certificate.	-02 years experience in open cast metalliferous Mines as Mining Mate (After receipt of the Mining Mate Certificate of Competency) -Candidates having experience in Mechanised mine shall be given preference.	The candidate should be competent to supervise Mine faces, ROM, Stock pile/ OB dumping/ back filling for ongoing excavation.

REQUISITE QUALIFICATION

- 1) Foreman Civil (S0):** Full time regular Diploma in Civil Engineering from a recognized University/ Institution approved by NCVT or SCTE&VT.
- 2) Mining Mate (T0):** HSC with Mining Mate Certificate of Competency (Restricted to Open cast Metalliferous Mines) and posses valid First Aid Certificate.

All qualifications must be from recognised Institutions affiliated to Central /State Government.

COMPENSATION PACKAGE

- 1) Foreman (Civil)-**
Selected candidates will be placed in the pay scale of **Rs. 14,600 - 3% - 36,500/-** at S0 grade.
- 2) Mining Mate -**
Selected candidates will be placed in the pay scale of **Rs. 11,700-3%-27,500/-** at T0 grade.

Besides basic pay, they will be entitled to Dearness Allowance (DA), perquisite under cafeteria approach, HRA, PRP, medical facility for self & dependants and superannuation benefits *i.e.* Contributory Provident Fund, Gratuity, etc. as per rules of the Company in force from time to time. 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 mentioned above may vary depending upon the place of posting and other terms and conditions of appointment.

SELECTION PROCESS & PLACEMENT

- 1) Candidates will be short-listed for the written test & personal interview in the respective discipline, subject to fulfilling the criteria as specified. Based on the performance in the written test & personal interview, the organizational requirement, the vacancies in the respective discipline and reservation points as per the Presidential Directives, the candidates will be selected.
- 2) However, the Management reserves the right to change the minimum eligibility standards/criteria and/or to restrict the number of candidates in the personal interview, if so required.
- 3) During the probation period and/or after absorption, selected candidates will be posted in the NALCO establishments anywhere in India & is transferable as per the organizational requirement. The selected candidates may be assigned jobs/functions/ assignments related to their area as per the requirements of the Company including shift operation.
- 4) The selection process will be as per the R&P rules for Non-executives of the company & other applicable guidelines. The decisions will be taken at the discretion of NALCO management & will be final & binding on the candidate

MEDICAL FITNESS

- 1) The candidates seeking employment in NALCO need to be medically fit as per NALCO's pre-employment medical standard. The selected candidates will have to undergo medical examination by the authorized medical officer of NALCO and his/her decision will be final and binding. No relaxation in health standards as indicated in the medical rules of the Company is allowed.

RESERVATIONS AND RELAXATIONS

- 1) Reservations/relaxations for SC/ST/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.
- 2) 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. None of the vacancies of the post Mining Mate is open for PWD candidates.
- 3) 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 requirement of the identified posts.
- 4) Category of 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 Government of India, issued by the Competent Authority, at the time of personal interview, if called for.
- 5) 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.
- 6) 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). Further, OBC candidates will have to give a self undertaking, indicating that they do not belong to OBC (Creamy Layer) category also at the time of personal interview, if called for.
- 7) The upper age limit is relaxed by 3 years for OBC, 5 years for SC/ST, 10 years for PWD- Un-reserved (UR) and 13 years for PWD-OBC & 15 years for PWD-SC/ST candidates.
- 8) 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.
- 9) In case of land affected persons whose lands have been acquired for Nalco project at DAMANJODI and possesses the relevant certificate issued by the land acquisition authorities of state government in the name of self or in the name of parents or grandparents and none of their family member are employed in Nalco against the land acquired may be considered provided he/she is meeting the qualification, experience and age criteria. The maximum age limit is 40 years for land affected person as on 01/01/2016. The land affected candidates are required to submit all supporting documents including land documents; legal heir certificate issued by Govt. authorities, declaration showing nominee particulars & relationship between the candidate and land oustee by the candidate in non judicial stamp paper of Rs.50/- as per the prescribed format provided below, failing which the candidature will not be considered.

On the other hand if the document submitted or the declaration made or information furnished by the candidate are found to be false or incorrect at any point of time or there has been suppression of any facts, their candidature will be terminated forthwith without any notice or assigning any reason thereof.

HOW TO APPLY

- 1) The candidates need to apply online in the career section of NALCO website (www.nalcoindia.com) from **16/01/2016 (9.00 AM)** to **31/01/2016 (4.00 PM)**. 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.**
- 2) 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 recent passport size colour photograph, signature and demand draft towards application fee, (if applicable). In case the candidate is called for personal interview after getting selected in the written test, he/she will be required to produce his/her original certificate and other relevant documents as mentioned in the on-line application form.
- 3) 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 recent passport size (45mm X 35mm) colour front view photograph identical to the uploaded color photograph in the online application form and attach **an application fee of Rs. 50/- (Rupees Fifty Only)** in the form of Bank Draft/DD drawn in favour of **"National Aluminium Company Limited, Alumina Refinery"** payable at **DAMANJODI – 763008, Odisha** after the release of advertisement. Application fee is not refundable for any reason whatsoever. (Application fee is not applicable for SC/ST/PWD/Ex- Serviceman candidates).
- 4) The downloaded application with self-attested photocopies of all the documents i.e. Xerox copies of documents in support of qualification, caste certificate, experience certificate, valid employment exchange registration card, (if any) etc. in support of the information given by the candidate in their on-line application should reach **The Sr. Manager(HRD), Recruitment Cell, Mines & Refinery Complex; National Aluminium Company Limited, DAMANJODI, Koraput-763008, Odisha** by ordinary post immediately after submission of online application. Name of the post applied for should be superscribed on the envelope 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 by 15/02/2016 (5.00PM).**
- 5) It may be noted that a candidate's application only in soft format will not be entertained and will be rejected summarily if the (downloaded) 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 **15/02/2016 (5.00PM)**.
- 6) NALCO will not be responsible to 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.
- 7) A candidate can apply for only once in the on-line application portal. Candidates applying multiple times will not be considered.

GENERAL INSTRUCTIONS

- 1) Only Indian Nationals are eligible to apply.
- 2) 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 Company (NALCO) 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*.
- 3) The e-mail id mentioned in the application form must remain valid for at least 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.
- 4) 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. The interested candidates fulfilling the specifications may also apply for deputation with permanent absorption through proper channel as per Govt. guidelines. This is not applicable for departmental/internal candidates
- 5) SC/ST/PWD candidates called for test and 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 the place of Test and Interview on production of tickets/proof of journey from their communication address mentioned in the on-line application. No change in communication address will be entertained at a later stage for the purpose of reimbursement of TA.
- 6) NALCO reserves the right to alter 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.
- 7) Canvassing by a candidate in any form shall disqualify his/her candidature.
- 8) Any dispute with regard to the said recruitment will be settled within the jurisdiction of Bhubaneswar only.

DECLARATION

(Only for Land Affected persons)
(Non-Judicial Stamp Paper of Rs. 50/- only)

I, Shri/Ms....., Son/Daughter of, Village....., PO....., PS....., Dist. _____ hereby declare:

1. 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

2. That against the said land, none of our family members are employed in NALCO till date.

3. That the information furnished above is 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-in full)

I/We hereby nominate Shri/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 _____

Important Dates:

1	Opening of online submission of application	16/01/2016 (9.00 AM)
2	Last date of submission of online application	31/01/2016 (4.00 PM)
3	Last date for receipt of hard copy of application along with requisite documents & application fee by ordinary post.	15/02/2016 (5.00 PM)
