

CIRCULAR

ENGAGEMENT OF TRADE APPRENTICES FOR THE YEAR 2017-18

As per the provisions of the Apprentices Act, 1961, we are required to engage Trade Apprentices during the year 2017-18 as per the sanctioned quota allotted to NALCO, Damanjodi by RDAT, Kolkata.

All 330 Apprentices shall be engaged from the following groups subject to meeting the standards of educational qualification & physical fitness as provided under Section 3 of the Apprentices Act, 1961 read with Rule 3 & Rule 4 of the Apprentices Rules' 1992.

The qualification required for engagement of Trade Apprentice in different trades is mentioned in the table below.

Trade	Qualification required
Fitter, Turner, Welder, Machinist, Mechanic Motor Vehicle (MMV), Electrician, Electronic Mechanic, Instrument Mechanic, PASAA (COPA).	1) Passed 10th class examination under 10+2 system of education or its equivalent. 2) ITI pass in relevant trade.

Groups to be taken as Zone of Consideration for vacancy distribution

The total number of trade apprentices to be engaged (330 seats) are distributed as follows:

Group	Description of Groups	Application Certifying Agency	No. of seats allotted
A	Dependents of existing employees of M&R Complex including children of separated employees of M&R Complex on account of Superannuation, Death or VRS.	Concerned unit HRD Department.	99
B	Candidates belonging to Land Affected Category of M&R Complex including LDPS and SAPs (<i>With genealogical relationship with the land loser and only one candidate from a single family is allowed</i>)	NALCO PD CELL / Land section	24
C	Candidates from the peripheral villages situated within 10Km radius of Mines & Refinery from the Blocks namely NARAYANPATNA, LAXMIPUR, DASAMANTHPUR, and SEMILIGUDA & KORAPUT. Group -C is subdivided into C1&C2 C1 - Narayanpatna, Laxmipur, and Dasamantapur. C2 - Semiliguda, Koraput. (<i>Nativity Certificate issued on or after 01st January-2017 by the Appropriate Government Authority to be produced.</i>)	NALCO PD CELL / Land Section	73 C1 -44seats, C2 -29seats
D	i) Dependent children of employees of associated agencies of NALCO such as DPS, SVM, CISF, Banks, Post Office, Nalco club, NEMCS, Community Centre, Contractors Establishments of M&R & other PSUs/Govt. agencies situated at Damanjodi. ii) Dependent children of employees of associated agencies of NALCO such as Temple, Church, Masjid, and Authorized allotted shop owners inside the Nalco township, surkhya vihar, various social/cultural/spiritual institutions operating inside the township, with the permission of management, situated at Damanjodi. (<i>Affidavit should be submitted by applicant along with the form for dependent declaration for Group- D (ii)</i>)	Head of the respective Agencies / Institutions and countersigned by respective HRD / Administrative Department	24
E	E-1- Left Over Candidates from above Groups (A,B,C&D) E-2 – (i) Candidates completed ITI in Koraput District. (ii) Candidates native of Koraput District (Candidates native of Koraput district, completed ITI from outside Koraput district must submit Nativity Certificate issued on or after 01st January-2017 by the Appropriate Government Authority along with application)	Land Section / Document Verification Committee.	110 (E1-33 Seats, E2-77 Seats)

N.B:- Candidates applying under Group -A&D must carry the certification of the appropriate authority in the appropriate column of the standard Application form enclosed to this Circular before sending the application to NALCO, HRD Centre, M&R Complex, Damanjodi.

SELECTION PROCEDURE TO BE ADOPTED:-

Selection will be done subject to meeting the eligibility criteria mentioned over leaf as per the following weighted method of calculation. Calculation will be done as follows.

<u>ITEM</u>	<u>WEIGHTAGE</u>
a) HSC (10 th) marks	45%
b) ITI marks	45%
c) Seniority factor	10 %

Final merit list candidates will be called for Document verification based on the selection committee recommendations

(Seniority factor is calculated on 0-10 point scale .That is, in a 10 Point scale '0' marks will be given for a fresher who passed ITI in the year 2016 and '5' marks for the candidate, who passed ITI in the year 2015 & '10' marks to those who passed in the year 2014.)

Applications are invited from the interested candidates in the enclosed format along with the attested copies of the following certificates / testimonials.

1. All applicants must register in apprentice portal (www.apprenticeship.gov.in) and produce proof for the same along with application form.
2. HSC (10th) Certificate and Mark Sheet.
3. ITI pass certificate issued by NCVT/ SCTE & VT, Odisha wherever applicable.
4. Candidates applying under ST / PWD category should produce Valid Certificate from Appropriate Authority.
5. Candidates applying under SC category should produce Valid Certificate from Appropriate Authority. **(Issued on or after 01st January 2017).** Otherwise application will not be considered.
6. The Nativity certificate from the concerned Revenue Authority (Tahsildar) in case the Applicant belongs to Group – C & E-2(ii). Otherwise application will not be considered.

N.B:-

- 1) Applicants not belonging to any of the above Groups AND/OR not meeting the above specified requirements need not apply.
- 2) A candidate can apply for more than one Groups in the standard Application Form. In case a candidate is applying for multiple Groups his candidature will be considered in the descending order i.e Employee, Land Affected, Peripheral villages, Associated Agencies & Candidates Completed ITI from Koraput district / Native of Koraput district.
- 3) Vacant seats of the trades within each Group will be filled from other trades of the same group in the proportion of the no. of waitlist applicants.
- 4) The vacant seats across the groups will be filled by the candidate from the other groups in cyclic order and cycle starts from Group –A to Group –B to Group –C to Group –D to Group –E and then to Group –A .
- 5) Reservation of seats for SC/ST/PWD will be maintained taking the overall seats of all the groups & trades into account as per the provisions of Apprentice Act, 1961 & Apprentice Rules 1992.
- 6) **Candidates who passed ITI examination before 2014 need not apply.**
- 7) Engagement of Apprentices is carried out Under Apprentices Act, 1961 and Apprentice Rules 1992.
- 8) In case of CGPA in HSC it will be converted to equivalent percentage by multiplying CGPA with 9.5 while calculating merit.
- 9) If a candidate is found to be ineligible at any stage of the selection process or during training he/she will not be considered for apprenticeship or his/her training will be terminated as the case may be.
- 10) Applications accompanied by certificates issued beyond the stipulated date will not be entertained.
- 11) The filled in application along with the requisite documents is to be sent through Ordinary Post to Manager (HRD)-Training, HRD Centre, Alumina Refinery, NALCO, M&R Complex, Damanjodi, 763008. Koraput (Dist.), Odisha (OR) **DROP BOX provided at HRD Centre**, Damanjodi to submit applications in closed envelope.
- 12) Since the selection is based on the particulars furnished by the candidate in the application for deciding merit, any incomplete application, absence of required enclosure will lead to summarily rejection of the candidature without any further correspondence and communication in this regard.

The last date of receipt of application is **01/07/2017 (Saturday)**. Applications received after the cutoff date or submitted without the requisite documents & incomplete applications shall be summarily rejected without any intimation to the concerned candidate.

-Sd-
(VSB Bathula)
Manager (HRD)

- Copy to:**
- 1) All Notice Boards / All DGMs/HODs of M&R Complex-For wide circulation.
 - 2) ED (M&R) and All General Managers of M&R Complex.

APPLICATION FORM FOR ENGAGEMENT OF TRADE APPRENTICES FOR 2017-18

(To be filled in Capitals only; Strike out whichever is not applicable)

(Paste your recent colour un-attested passport size photo here)
(35mmX45mm)

1. Portal Registration Number : _____ Trade: _____
2. Name of the Candidate: _____ 3. Sex: _____ (M/F)
4. Father's/Husband's/Mother's Name: _____ 5. Marital Status: _____
6. Category (SC/ST/PWD- attach attested certificate copy): _____ 7. Date of Birth: _____

8. Academic Record of the Applicant: (In chronological Order from HSC) (attach Attested copies of certificates)

Sl. No.	Examination Passed	Name of the Institute	Year of passing	Max Marks / Full Marks	Marks Secured

9. Present Address: _____

 _____ Phone No. _____
10. Permanent Address: _____

 _____ Phone No. _____

11. Whether belongs to A) Employee dependent B) Land Affected Category C) Peripheral villages situated within 10Km radius of Mines & refinery D) Associated Agencies E) Candidates completed ITI in Koraput District / Candidates native of Koraput District (please tick) Fill up the following in respect of the chosen group from above. If any candidate opted for more than one group the candidature would be considered in descending order.

11-(A)- In case belong to dependents of existing employees of M&R complex including children of separated employees of M&R complex on account of Superannuation, Death or VRS:

Name of the employee	Relationship with the employee	Personal number and designation of the employee	Period of employment of the employee at M&R complex	Signature of the employee/ex-employee or spouse (in case of death)

11-(B) Candidates belonging to Land Affected Category of M&R Complex including LDPs and SAPs (only one candidate from single family). (Attach Copies of the relevant land documents and Voter ID / Aadhar Card establishing genealogical relationship with original Khatadar).

Name of the original Khatadar from whom land was acquired for NALCO	Name of village, Tahasil	Khata number and plot number	C.C voucher Number	Extent of land acquired by NALCO	Genealogical relationship of the candidate with original khatadar (Document proof to be attached)

11-(C) Candidates from the Peripheral villages situated within 10Km radius of Mines & refinery from the blocks namely Narayanapatna, Laxmipur, Dasmanthpur, Semiliguda & Koraput.

(Attach Nativity certificate issued by concerned revenue authority on or after 01st January 2017).

Name of the village	Name of the Panchayat	Name of the Block	Number and date of the Nativity certificate

11-(D) Dependent children of employees of associated agencies of NALCO such as DPS, SVM, CISE, Banks, Post Office, Nalco club, NEMCS, Community centre, Temple, Church, Masjid, Authorized allotted shop owners in inside the Nalco town ship, various social/cultural/spiritual institutions operating inside the township with the permission of management, Contractors Establishments of M&R & other PSUs/Govt. agencies situated at Damanjodi.

Name of the associated agency	Name of the employee of the associated agency	Designation or position held by the employee	Period of employment with the associated agency at M&R Complex, Damanjodi	Relationship of the candidate with the employee of associated agency	Signature of the Head of the Associated agency/Contractor with seal

11-(E) Candidates completed ITI in Koraput District / Candidates native of Koraput District

Name of the ITI	Address of the ITI	Native Village and District	Number and date of the Nativity certificate

UNDERTAKING

This is to certify that, the facts stated above are true to the best of my knowledge, belief and based on record. I also further certify that I have not undergone Apprenticeship Training in any other organization prior to this. In case the facts stated above are found to be incorrect or false, my candidature for training shall be rejected and I further undertake to refund the stipend received by me from NALCO and shall be held responsible for the consequences under the provisions of the Apprenticeship Act, 1961.

Date: / /

Signature of the candidate (in full)

FOR OFFICE USE ONLY

(FOR 11-A) CERTIFICATION FROM NALCO HRD Deptt. (Estt. Section)

Certified that Mr./Ms: _____ is the **dependent** (Son/Daughter/Brother/Sister) of Sri/Smt: _____ Pl. No: _____, Designation: _____ Department: _____ Unit: _____ who is/was in employment of the Company at M&R Complex from _____ to _____.

Date: ____/____/____

**Signature of the concerned executive of
HRD Dept. with seal**

(FOR 11-B) CERTIFICATION FROM NALCO Admn.Deptt (PD/Land section)

Certified that Mr/Ms _____ S/o/D/o _____ belong to the family lineage of Sri _____, who has lost. _____ Acres of **Land** for NALCO, M&R Complex at village _____, Tahasil _____ as per the records available with us. The relevant documents submitted by the candidate has been verified by me & found to be authentic.

Date: ____/____/____

**Signature of the concerned executive of
PD/ Land Section of Admn. Dept. with seal**

(FOR 11-C) CERTIFICATION FROM NALCO Admn Deptt (PD/Land section)

Certified that Mr/Ms _____ belongs to the Village: _____ Panchayat: _____ Block: _____ of Koraput District which is situated with in 10Km radius of Mines and refinery. The relevant documents as regards nativity has been verified by me & found to be authentic.

Date: ____/____/____

**Signature of the concerned executive of
PD/ Land Section of Admn. Dept. with seal**

Candidate Belongs to C-1/C-2 (Plz tick)

(FOR 11-D) CERTIFICATION FROM Associated Agency of NALCO (at M&R, Damanjodi)

Certified that Mr/Ms: _____ is a dependent Son/Daughter (as per affidavit submitted by the **applicant for cases of Group-D(ii)**) of Mr/Mrs: _____ who is working in _____ (institute) since _____ (year) which is an existing Associated Agency (as per the circular) functioning at M&R Complex, Damanjodi.

Signature of the head of the Institution with seal

**Countersigned by the concerned executive of HRD (for contractor)/
Concerned executive of Administration Dept. (for others)**

(FOR 11-E) CERTIFICATION FROM NALCO Admn.Deptt. (PD/Land section)

Certified that Mr/Ms _____ S/o/D/o _____ completed ITI from _____ Located in the Village _____ PO _____ District _____ as per the ITI certificate attached with the application. (OR)
Certified that Mr/Ms _____ S/o/D/o _____ belongs to the Village: _____ Panchayat: _____ Block: _____ of Koraput District as per the nativity certificate produced by the candidate.

Date: ____/____/____

Document verification committee with seal

NB :The filled in application along with the requisite documents is to be sent through *Ordinary Post ,To -Manager (HRD) -Trg, HRD Centre, Alumina Refinery, Nalco, M&R Complex, Damanjodi, 763008.Koraput (Dist.),Odisha / Drop box provided in HRD Centre, Damanjodi to submit the application in closed envelope. The last date of receipt of applications is 01/07/2017(SATURDAY).*