

National Aluminium Company Limited (NALCO), a Navratna Company is the largest integrated Alumina- Aluminium complex of Asia, having State of the Art technology. The present turnover of the company is around Rs. 7,000 Crores and the company is going for further expansion within India & across the globe. The Company 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 at Bhubaneswar, Odisha. The Company believes in achieving organisational excellence through competent human resources and practices having a “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:

A-1 SUPT:

Name of the Post/ Discipline	No. of Vacancies		Exp erie nce	Nature of Test	Qualification	Maximum Age limit (as on 01/11/2016)
	Mines	AR				
SUPT/JOT(Fitter)	02	22	NA	Written	Passed HSC with ITI (NCTVT/SCTE&VT) in respective trade.	UR-27 Years
SUPT/JOT (Electrician)	02	0		Written		OBC-30 Years
SUPT/JOT (Electronics)	01	0		Written		SC/ST-32 Years
SUPT/JOT(Motor Mechanic)	01	0		Written		Ex. SM- As per Govt. Guide Lines
SUPT/JOT (Surveyor)	01	0		Written		PWD- Relaxation of 10 years is given
SUPT/JOT (HEMM)	26	0		Written & Trade	Passed HSC with ITI (NCTVT/SCTE&VT) in any trade with Valid Heavy Vehicle Driving License.	
SUPT/TA (Geology Asst)	02	0		Written	B Sc (Geology-Hons)	

Out of total 57 posts the reservation wise break up will be SC-10, ST-13, OBC-05, UR-29 (Out of the total vacancies, 03 posts will be reserved for Ex.SM & 03posts will be reserved for PWD (VH-1+OH-1+HH-1).

On selection to the above post, the candidates will be placed under the Three (03) years Skilled Up gradation Practical Training scheme as SUPT Trainees. During Three (03) years period of SUPT, stipend will be paid as under:

1st year- ₹ 6,000/- P.M. 2nd year- ₹ 10,000/- P.M. 3rd year- ₹ 15,000/- P.M.

On successful completion of training as SUPT, the candidates will be placed under “On the job training” for a period of 18 months as JOT (Junior Operative Trainee)/ TA (Trainee Assistant) during which they will be paid a stipend of ₹ 15,000/- P.M. for the first year and ₹ 15,500/- P.M for the remaining period of training. During the training period, apart from stipend, the other perks and benefits shall be paid tor SUPTs as per the rules of the company. On satisfactory completion of the training as JOT/TA, the candidates will be considered for placement in the regular pay scale of ₹ 11,700/- 3% - 27,500/-. 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.

Those who have satisfactorily completed their three (03) years of SUPT in Nalco Mines under the CSR initiative of the company, the criteria of three years of Training as SUPT will be taken into consideration and they will be inducted directly as Jr. Operative Trainee (JOT) after successfully clearing the Written /Trade Test(whenever applicable). In such cases the age limit will be relaxed by three (03) years for all categories & such candidates will be placed on a stipend of ₹ 15,000/- P.M for the first year and ₹ 15,500/- P.M for remaining period of training.

A-2 MINING MATE:

Post	Grade	No. of Vacancies	Upper Age Limit (As on 01/11/2016)	Requisite Qualification	Experience	Job Description
Mining Mate	To	04 (MALE) (SC-1+UR-3)	30 Yrs	HSC with Valid Mining Mate's 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)	The candidate should be competent to supervise mine faces, ROM, Stock pile/ OB dumping/ back filling for ongoing excavation

Selected candidates will be placed in the pay scale of **Rs. 11,700-3%-27,500/-** in 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.

SELECTION PROCESS & PLACEMENT

- 1) Candidates will be short-listed for the written test and/or trade test, subject to fulfilling the criteria as specified. Based on the performance in the written test and/or trade test, the organizational requirement, the vacancies available and reservation points as per the Presidential Directives, the candidates will be selected in the order of merit.
- 2) The Management reserves the right to alter the eligibility standards/criteria and/or to restrict the number of candidates in the Written/ Trade Test, if so required.
- 3) During the training/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 as per the requirements of the Company including shift operation.
- 4) The selection process will be as per the prevailing guidelines & extant rules & other applicable guidelines issued by NALCO/ Central Govt from time to time.
- 5) Written Test will be conducted for all the above posts. Whereas both Written Test & Trade Test will be conducted for the post of SUPT/JOT (HEMM) only. Where both Written Test & Trade Test will be conducted; 60% weightage will be given to Written Test & 40% weightage will be given to Trade Test. **There will not be any interview stage for selection for any of the above posts.**

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 Authorized Medical Officer of Nalco Hospital and the decision of the medical officer with regard to the condition of health of the candidate 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/OBC/PWD/Ex-serviceman candidates will be as per Government guidelines & applicable rules. In case of increase or decrease in the number of vacancies, the number of reservation in the posts will vary in accordance with the Govt. guidelines. ***The posts for SUPT/JOT (HEMM), SUPT/JOT (Motor Mechanic) & Mining Mate are NOT open for PWD candidates.***
- 2) Category of SC/ST/OBC/PWD/Ex-Serviceman once filled in the online application form will not be changed. The reserved category candidates are required to submit requisite certificates in the prescribed format of Government of India, issued by the Competent Authority, at the time of joining, if called for.
- 3) If the SC/ST/OBC/PWD/Ex-Servicemen 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.
- 4) The OBC candidates belonging 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 an undertaking, indicating that they **do not** belong to OBC (Creamy Layer) category also at the time of Written/Trade Test/ joining, if called for.
- 5) Grant of relaxation of age to such SAPs/LDPs/LAPs/their nominees/extended members of their family of M&R Complex, Damanjodi; who can be inducted as SUPT before maximum age limit of 40 years & for joining as JOT after completion of their 03 years of SUPT training, the maximum age limit should not be more than 44 years for recruitment.
- 6) The land affected candidates are required to submit all supporting documents including land documents, legal heir certificate issued by Govt. authorities, declaration showing genealogical relationship between the candidate and land oustee/nominee by the candidate in non judicial stamp paper of Rs. 50/- as per the prescribed format available in the website, failing which candidature will not be considered under Cl. No. 5 for age relaxation.
- 7) 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.

On the other hand, if the documents 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 not be considered & if engaged, their service 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 **05/11/2016 (9.00 AM) to 25/11/2016 (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 will 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, documents etc. In case the candidate is called for joining after getting selected in the written/trade test, the candidate will be required to produce all original certificates and other relevant documents as mentioned in the on-line application form.**
- 3) The application fee (not applicable for SC/ST/Ex SM/PWD) is to be deposited in the A/c of NALCO through online payment gateway or alternate mode as available with the Online application. Details given in the above web site.
- 4) **Applications applied online will only be considered for scrutiny. Applications submitted in any other mode will not be entertained. The last date of submission of Online application & receipt of Application Fees (if applicable) is 25/11/2016 (04:00 PM)**
- 5) NALCO will not be responsible to any candidate for not being able to submit their online application/fees within the last date on account of system error or for any other reasons.
- 6) A candidate can apply for only once in the on-line application portal. Candidates applying multiple times will be taken as one.

GENERAL INSTRUCTIONS

- 1) Only Indian Nationals are eligible to apply.
- 2) The candidates should ensure the fulfilling of all 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 they have furnished any incorrect/false information or have suppressed any material fact(s), their candidature/appointment will automatically stand cancelled, as the candidature/appointment would be deemed to be void *ab initio*.
- 3) The e-mail id & mobile no. mentioned in the application form must remain valid for at least one year. All future communication with the candidates will be made through the e-mail/SMS only. NALCO will not be responsible for any loss/non-delivery of e-mail/any other communication sent, due to invalid no./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 joining failing which they will not be allowed to join and the candidature will be terminated. **This is not applicable for departmental candidates and the candidates undergone 3 years SUPT Training in Nalco-Mines, Damanjodi under the CSR initiative of NALCO.**
- 5) SC/ST candidates called for written test and trade test will be paid non-AC 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 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. The reimbursement of TA to the SC/ST candidates attending the Written/Trade Test will be subject to production of valid Caste Certificate at the venue of test.
- 6) NALCO reserves the right to raise 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 appropriate Courts of Bhubaneswar, Odisha only.
- 9) **Any clarification/modification/extension regarding this will be hosted in the above website only. The candidates are advised to visit the website regularly to know about the updates (if any).**

Important Dates:

1	Opening of online submission of application	05/11/2016 (9 AM)
2	Last date of submission of online application	25/11/2016 (4 PM)
3	Date of Written test	During Dec 2016

DECLARATION

(Only for Land Affected category of M&R Complex, NALCO, Damanjodi)
 (Non-Judicial Stamp Paper of Rs. 50/- only)

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

1. That my/our land measuring.....decimal in following plot/Khata /Mauza which stands in my name or in the name of have been acquired by NALCO for its project in Koraput District. All supporting papers/documents to this effect are submitted herewith for kind reference. I belong to the family/extended family members of the affected family and have been nominated for availing age relaxation for the ongoing recruitment process

Area	Khata No.	Plot No.	Mauza	Village/Tahsil	Stand in the name of	Award No & Date	Relationship with the Awardee

2. 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
 of.....Village.....Po.....PS.....,Dist.....
 as a member of our extended family affected vide above schedule of the land for availing age relaxation for the ongoing recruitment for the post of.....

Counter signature of the Land Affected Person
 (In case of death the Legal Heir(s) should
 singn with Legal Heir(s) Certificate)

Name _____
 Place _____
 Date _____