

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 within 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)	Essential/Professional Qualification	Job Description
1	Skill Up-gradation Practical Trainee (SUPT)/ Junior Operative Trainee(JOT)-HEMM	27 (SC=04 ST=06 OBC=03 UR=14)	GEN-27 Yrs OBC-30 Yrs SC/ST-32 Yrs	Passed HSC with ITI (NCTVT/SCTE&VT) in any trade. Valid Heavy Vehicle Driving license is required. Valid First-Aid Certificate is desirable which must be acquired during training period, if not already acquired.	<b>Training:</b> During the SUPT/JOT training the incumbent will be exposed in multi skilling operations & maintenance of various equipments besides engaging them for specific assignments as required from time to time. <b>Duties:</b> The candidates should be able to operate efficiently all Heavy Earth Moving Machineries and other Auxiliary equipment used in Mines as well as maintenance of the machineries etc.

**COMPENSATION PACKAGE**

On selection to the above post, the candidates will be placed under the 3 years Skilled up gradation Practical Training scheme as SUPT Trainees. During 3 years period of SUPT, stipend will be ₹ 6,000/- P.M. for the 1<sup>st</sup> year, ₹ 10,000/- P.M. for the 2<sup>nd</sup> year and ₹ 15,000/- P.M. for the 3<sup>rd</sup> year. 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 during which they will be paid a stipend of ₹ 15,000/- P.M. for the first year and ₹ 15,500/- P.M for remaining period of training. During the training period, apart from stipend, the other perks and benefits for SUPTs will be applicable as per the PPC-81 and for JOTs, as per the policy/guidelines in vogue for JOTs.

On satisfactory completion of the training as JOT, the candidates will be considered for placement in the regular pay scale of ₹ 11,700/- 3% - 27,500/- plus other allowances applicable to the grade from time to time.

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

## SELECTION PROCESS & PLACEMENT

- 1) Candidates will be short-listed for the written test and/or trade test & personal interview, subject to fulfilling the criteria as specified. Based on the performance in the written test and/or trade test & personal interview, the organizational requirement, the vacancies available and reservation points as per the Presidential Directives, the candidates will be selected.
- 2) However, the Management reserves the right to alter the eligibility standards/criteria and/or to restrict the number of candidates in the personal interview, 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 related to their area 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. Allocation of weightage towards written test & trade test will be at the discretion of NALCO management within the overall weightage allocated for written/trade test under the R&P rules for Non-Executives of the company.

## 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/Ex-serviceman candidates will be as per Government guidelines & applicable rules. In case of increase or decrease in the number of total posts, the number of reserved category posts will vary in accordance with the Govt. guidelines.
- 2) The post is not open for PWD candidates.
- 3) Category of SC/ST/OBC/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 personal interview, if called for.
- 4) If the SC/ST/OBC/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.
- 5) 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 personal interview, if called for.
- 6) Grant of relaxation of age to such SAPs/LDPs/LAPs/their nominees 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.
- 7) 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 & genealogical relationship between the candidate and land oustee by the candidate in non judicial stamp paper of 50/- as per the prescribed format available in the website, failing which candidature will not be considered under Cl. No. 6 for age relaxation.
- 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.

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 not be considered & if engaged as SUPT/JOT/Regular employee, 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](http://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 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 and demand draft towards application fee, (if applicable). In case the candidate is called for personal interview after getting selected in the written test, the candidate will be required to produce all original certificates 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, Odisha, 763008** after the release of advertisement. Application fee is not refundable for any reason whatsoever. (Application fee is not applicable for SC/ST/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, 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 superscripted 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 (5.00 PM).**
- 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 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 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 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. **This is not applicable for departmental candidates and the candidates under going SUPT Training in Nalco.**
- 5) SC/ST 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 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 from candidature.
- 8) Any dispute with regard to the said recruitment will be settled within the jurisdiction of appropriate Courts of Bhubaneswar only.

**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)