

REQUIREMENT OF COMMITTED, PROMISING AND RESULT ORIENTED EXECUTIVES

National Aluminium Company Limited (NALCO), a Navratna Central PSU and one of the largest integrated Alumina- Aluminium Complexes of Asia, having State of the Art technology, with its present turnover of more than Rs. 8950 Crores is going for further growth and expansion within India & across the globe. The Company being a prominent foreign exchange earner for the Country 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 at Bhubaneswar, Odisha. The Company believes in achieving organizational excellence through competent human resources and practices having “people centric” approach to achieve its vision to be a premier and integrated company in the Aluminium value chain with strategic presence in Mining both domestic & global, Metals and Energy sectors.

Company is looking for committed, promising and result oriented candidates for the following positions:

01. Discipline, Post, Grade, Vacancy, Qualification & Experience:

TABLE-1

Area	Name of the Post /Grade	Total No. of Posts*	Category wise Post(s)**	Post identified as suitable to be held by PwBDs in following categories	Qualification & Experience
H&A	Dy. Manager (HRD) /E02	10	SC-1 OBC(NCL)- 2 EWS-1 UR-6	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD e) MD involving (a) to (d) above	Qualification: Degree in any discipline is essential. Recognized PG Diploma in Personnel Management/Labour Welfare/Industrial Relations/ Management/ Behavioral Science/Trg. & Development /HRD/ HRM (duration of not less than 2 years or full time regular course of 1 year) OR MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years) OR PG Diploma in Social Welfare (IISW, Cal) is desirable. Experience : The candidates should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2.
	General Manager (H&A)/E07	03	OBC(NCL)- 1 UR-2		
	Group General Manager (H&A)/ E08	02	UR-2		

					<p>The incumbent should have a wide exposure to industrial environment and should be conversant with HR Policy development and its implementation, industrial relations / welfare activities, recruitment /induction/ placement, training & development and change management interventions, compensation and benefit administration, industrial law and their implementation, liaisoning with various Govt. and statutory/Enforcement agencies, disciplinary matters/ domestic enquiry, etc. work experience in ERP environment etc. will be desirable .</p>
PR&CC	Dy. Manager (PR&CC)/ E02	03	UR-3	<p>a) B, LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above</p>	<p>Qualification: Degree in any discipline is essential. Recognised PG Diploma in Journalism OR Mass Communication OR Creative Writing is desirable.</p> <p>Experience: The candidates should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2, in the areas of Media Management/Public Relation/Corporate Communication.</p> <p>The candidate having work experience in the areas of developing & implementing brand image building strategy, managing and building relationships with print and visual media, editing and publishing in-house magazines / newsletters / Journals / news features / articles / press releases etc., organizing exhibitions/trade fares etc., proactive relationship with internal and external stakeholders, creative writing in English, Hindi & Odia will be desirable.</p>
Systems	Manager (Systems)/ E03	03	OBC(NCL)- 1 UR-2	<p>a) D, HH b) OL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above</p>	<p>Qualification: Degree in Engg. is essential. Recognized PG Diploma in Computer Science (Duration of not less than 2 years) OR Master in Computer Application OR M-Tech in Computer Science is desirable.</p> <p>Experience: The candidates should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2.</p>

					<p>Proven track record of building innovative IT solutions for business excellence. Experience in application software development, testing, documentation, implementation & maintenance support using tools such as .Net/BI Tools/Mobile App tools and databases such as MS-SQL /PostgreSQL in Windows/Linux. Proficiency in design and implementation methodologies like Agile, Scrum, lean. Experience in system administration of Windows/UNIX/Linux/VM Ware based systems for Active Directory, Mail, Proxy, DNS, Anti-Virus, Storage Management, Automated Backup, Video Conference System, Web Portal etc. Knowledge of network administration comprising Ethernet routing, switching, network monitoring, configuration management and network security. Certifications in Software Programming, Server administration, Database, Business Analytics, Networking shall be an added advantage.</p>
Civil	General Manager (Civil)/E07	02	UR-2	<p>a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD Involving (a) to (c) above.</p>	<p>Qualification: Degree in Civil/Architecture/Ceramics Engineering is essential.</p> <p>Experience : The candidates should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table -2.</p> <p>Additionally, experience of executing Green Field and Brownfield projects, construction management, quality assurance, contract management, estimation of works proposal, cost and budgetary control. Exposure on earth work, soil investigation, piling, RCC, structural, plant and building, tankages etc. Conversant with SAP platform, different monitoring software, various integrated management system etc. Hands on experience of working on community residential buildings planning, public health, sewerage treatment and recycling, construction and maintenance of railways/road, earthen dam/dykes water supply system, water treatment plant, tailing and waste management, cooling tower, piping network is desirable.</p>

Law	Dy. Manager (Law)/ E02	02	OBC(NCL)-1 UR-1	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	Qualification: Degree in any discipline with Graduate Degree in Law OR Integrated Law of 5 yrs. duration is essential. Experience: The candidates should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2. The candidate should have relevant experience in the areas of legal affairs in HR/Company Affairs/Taxation, etc. in Govt./PSU or reputed/leading organization. The period of experience of practicing in any Bar and/or in District Courts/High Courts/equivalent Courts as advocate with proper license prior to service in any organization as stated above may be considered as executive experience for the purpose subject to a limit up to maximum 50% of the total required experience. Area of Exposure: The candidates having exposure in appearing/attending and conducting/handling of cases/matters of different nature before various courts, tribunals, quasi-judicial authorities and other forum with expertise in drafting/interpreting deeds, claims, pleadings, replies, notices, contracts, letters, agreements in commercial and labour matters, handling corporate industrial laws, commercial documentations, agreement, contract petition, affidavit, familiarization of court and arbitration position, vetting of legal opinion is desirable. The practicing advocates of any law firm having annual turnover of more than Rs. 10 crores in any of the last three financial years would be preferred.
	Sr. Manager (Law)/ E04	02	UR-2		
Finance	Dy. Manager (Finance) /E02	08	SC-1 OBC(NCL)-2 EWS-1 UR-4	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above	Qualification: Degree in any discipline with Chartered Accountant (CA) or Cost Accountant (CMA). Experience: The candidates should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2.
	Manager (Finance) /E03	02	UR-2		
	Asst. General Manager (Finance)/	04	OBC(NCL)-1 UR-3		

	E05				Candidates having exposure in sales accounting, treasury, fund management & investment proposal, negotiation/discount of bills, costing, project accounting, MIS, budget control, compilation of annual accounts and audit thereof, direct & indirect taxation, tender procedures, computerized accounts, risk management, etc. is desirable. Work experience in ERP environment will be preferred.
	Dy. General Manager (Finance)/E06	01	UR-1		
	General Manager (Finance)/E07	05	OBC(NCL)-1 SC-1 UR-3		
Mining	Dy. Manager (Mining)/E02	07	SC-1 OBC(NCL)-1 UR-5	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above	<p>Qualification: Degree or equivalent Diploma in Mining Engineering & First Class Metalliferous Mines Manager's Certificate of Competency (Unrestricted/ Restricted)</p> <p>Experience: The candidates should have experience as an Executive/Officer in Mining set up in Govt./PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2. The candidates should have exposure in statutory norms, rules and regulations related to Mines Act (MMDR Act), Forest and Environment Acts, computerized ore deposit evaluations, mine planning, monitoring tool in full mechanized mine with electronic optimization system like Truck Dispatch System will be desirable.</p>
	Asst. General Manager (Mining)/E05	03	OBC(NCL)-1 UR-2		
	General Manager (Mining)/E07	02	UR-2		
	Group General Manager (Mining)/E08	01	UR-1		
Chemistry / Lab	Dy. Manager (Lab)/E02	12	SC-1 OBC(NCL)-3 EWS-1 UR-7	a) D, HH b) OA, BA, OL, BL, Dw, AAV c) ID, SLD, MI d) MD involving (a) to (c) above	<p>Qualification: M.Sc. (Chemistry) or AIC.</p> <p>Experience: The candidates should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2. The candidate should have exposure in testing and reporting of finished products, process samples, raw materials, water and pollutants of any industries. They also should have experience in handling/operating of instruments like XRD, XRF, Optical emission spectrometer, AAS etc. and monitoring and reporting of different FTC and GTC stacks, ambient air. In addition to above the candidate should have exposure in handling of manpower, ISO, procurement etc.</p>

Geology	Dy. Manager (Geology) /E02	01	UR-1	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above	<p>Qualification: M.Sc.(Geology)</p> <p>Experience: The candidates should have experience as an Executive/Officer in Mining set up in Govt./PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2.</p> <p>Candidates having exposure in the areas of quality control of highly varying deposit, preparation of deposit evaluation report, mine planning, conversant with relevant statues, rules and regulation as per Mines Act, MMDR Act., Forest Act, Environment Act, computerized Truck Dispatch System, knowledge in mine planning & deposit evaluation using mine planning software will be desirable.</p>
Marketing	Sr. Manager (Marketing)/ E04	01	UR-1	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above.	<p>Qualification: Degree in Engg or any discipline is essential. Degree or Recognised PG Diploma in Management majoring in Marketing or Export Management (Duration of not less than 2 year or full time regular course of 1 year) OR MBA with specialization in Marketing/Export Management (Duration of not less than 2 years) is desirable.</p> <p>Experience: The candidates should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2.</p> <p>Experience in branch/regional level, market assessment, market forecast, formulation and implementation of marketing schemes, sales strategy, customer base analysis, export marketing, sales distribution and customer related legal matters will be desirable.</p>
	Dy. Manager (Marketing)/ E02	02	OBC(NCL)-1 UR-1		
Materials	Sr. Manager (Materials)/ E04	04	OBC(NCL)-1 UR-3	a) D, HH b) OA,BA, OL, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above	<p>Qualification: Degree in Engg or any discipline is essential. Degree or recognised PG Diploma in Materials Management (Duration of not less than 2 years or full time regular course of 1 year) OR MBA with specialization in Materials Management/Supply Chain/Logistics (Duration of not less than 2 years or full time regular course of 1 year) is desirable.</p>

	Dy. Manager (Materials)/ E02	3	UR-3		<p>Experience: The candidates should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2.</p> <p>The candidate should have experience in materials planning, inventory control, vendor analysis and development, supply chain management, logistic management, procurement of capital equipment, raw materials, consumables, spares, etc., both domestic and import, organizing and maintenance of stores with modern concept, import clearance, road and rail transportation, insurance, taxation, etc. Working experience in SAP module will be desirable.</p>
Horticulture	Dy. Manager (Horticulture)/ E02	03	UR-3	<p>a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above</p>	<p>Qualification: Degree in Agriculture/ Forestry with Specialisation in Horticulture OR Recognised PG qualification in Horticulture.</p> <p>Experience: The candidates should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2.</p> <p>Knowledge of ornamental horticulture, plant propagation and cultivation/Knowledge of the principles of nursery management and elementary principles of landscaping. Ability to supervise the work.</p>

Abbreviations used:

B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Legs, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder(M=Mild), SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities, UR=Un-Reserved, ST=Scheduled Tribes, SC=Scheduled Castes, OBC(NCL)=Other Backward Classes (Non-Creamy Layer), EWS= Economically Weaker Sections, PwBD= Person with Benchmark Disability.

* The number of posts indicated above is tentative which may vary depending upon existing & future organizational requirement.

** In addition to the reservation of posts for SC, ST, OBC (NCL) and EWS, 03 posts will be horizontally reserved for Persons with Benchmark Disabilities (PwBDs) as per Government guidelines. Persons with Benchmark Disabilities (PwBDs) belonging to the category/categories for which the post is identified (as indicated in Table-01). In case no vacancy is reserved for them, candidate will be considered for selection for appointment to the post by general standard of merit.

02. Scale of Pay, Minimum period of executive grade experience, CTC and maximum Age :

- The pay scale, minimum period of executive grade and maximum age limit of the posts advertised for are as below:

TABLE-2						
Sl. No	Post , Grade & Pay Scale	Below Grade Pay Scale (IDA Pattern) (in Rs)	Below Grade Pay Scale (CDA Pattern) for Central Govt / State Govt. (in Rs)	Comparable CTC for eligibility of candidates from Private/ other sectors (in Lakhs)	Minimum years of Experience in relevant areas on 07/12/2021	Upper age Limit as on 07/12/2021
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
1	Group General Manager (E08) Scale - (120000-280000)	Revsd-100000-260000 Pre-Rvsd - (43200 - 66000)	Revsd-Level 13: 123100 - 215900 Pre-Rvsd - (37400-67000 (PB4), GP 8700)	33	23	54 Years
2	General Manager (E07) Scale - (120000-280000)	Revsd-100000-260000 Pre-Rvsd - (43200 - 66000)	Revsd-Level 13: 123100 - 215900 Pre-Rvsd - (37400-67000 (PB4), GP 8700)	30	20	54 Years
3	Dy. General Manager (E06) Scale - (120000-280000)	Revsd-100000-260000 Pre-Rvsd - (43200 - 66000)	Revsd-Level 13: 123100 - 215900 Pre-Rvsd - (37400-67000 (PB4), GP 8700)	26	17	48 Years
4	Asst. General Manager (E05) Scale - (100000-260000)	Revsd-90000-240000 Pre-Rvsd - (36600 - 62000)	Revsd-Level 12: 78800 – 209200 Pre-Rvsd - (15600-39100 (PB3), GP 7600)	23	14	45 Years
5	Sr. Manager (E04) Scale - (90000-240000)	Revsd-80000-220000 Pre-Rvsd - (32900 - 58000)	Revsd-Level 12: 78800 – 209200 Pre-Rvsd - (15600-39100 (PB3), GP 7600)	19	11	41 Years
6	Manager (E03) Scale - (80000-220000)	Revsd-70000-200000 Pre-Rvsd - (29100 - 54500)	Revsd-Level 11: 67700 – 208700 Pre-Rvsd - (15600-39100 (PB3), GP 6600)	16	08	38 Years
7	Dy. Manager (E02) Scale - (70000-200000)	Revsd-60000-180000 Pre-Rvsd - (24900 - 50500)	Revsd-Level 9: 53100 – 167800 Pre-Rvsd - (9300-34800 (PB2), GP 5400)	13	05	35 Years
8	Asst. Manager (E01) Scale - (60000-180000)	Revsd-40000 - 140000 Pre-Rvsd - (20600 - 46500)	Revsd-Level 8: 47600 - 151100 Pre-Rvsd - (9300-34800 (PB2), GP 4800)	10	02	32 Years

Note :

1. Emoluments in terms of CTC, shall be compared with that of components of NALCO viz; Basic pay, DA, Perks, Allowances and Performance related pay etc.
2. The internal candidates may apply along with other candidates provided they are in the immediate lower grade & there will be no upper age limit. However, their cases will be governed as per the rules of the company.
3. Reputed/leading organization /law firm in relation to the present / current experience refers to –
 - a. Listed companies (which would mean and include companies listed on NSE or group A&B of BSE) OR having annual turnover with more than 250 crores in any of the last three financial years would be preferred.
 - b. For legal discipline, any law firm having annual turnover of more than Rs.10 crores in any of the last three financial years would be preferred.
4. Candidates working in Govt./PSUs applying for the above posts, must have 2 years' experience in the immediate lower scale as mentioned in column (iii)/(iv) above / equivalent below grade pay scale of NALCO as applicable and for other candidates their present CTC should not be less than the CTC of the related below grade mentioned in the column (v) above.

In case of CPSEs with same pay scales for multiple grades, the candidates applying for a specific post should not result in any grade jump. For Ex: In a CPSE the E6, E7 & E8 in same scale of pay i.e., 120000-280000 similar to that of NALCO, the candidate in E6 can apply for E7 only.

5. Experience of candidates working on contract basis through an empanelled agency/contractor (i.e., those who have been deployed on contract basis by some other agency/ organization) will not be considered. Only direct work experience including fixed term basis employment in an organization will be taken into consideration.

03. Compensation:

- 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.
- In addition to Basic Pay and DA in Industrial DA pattern, the other benefits shall include Perks (35% of basic pay), Performance Related Pay based on the Company's as well as individual performance, Company accommodation or HRA, Medical facilities for self and family, Post-Retirement Medical Benefit, Leave Encashment, Pension as per NPS, Contributory Provident Fund, Group Insurance, Gratuity, etc. as per Company's Rule.

04. GENERAL CONDITIONS:

Selection Process:

- a. Shortlisting will be done based on the information/ declaration submitted by the candidate at the time of submission of online application. In case any false declaration is found during the verification of documents / experience at the time of Personal Interview, candidate will not be allowed to appear the interview and no TA/DA will be paid.
- b. Shortlisting of the candidate will be done based on the weightages assigned to % of marks obtained in essential qualification, desired qualification, minimum required experience, additional year(s) of experience, experience of the company having turnover of 250 Crores or more / experience of listed companies etc.. In addition to the same, experience from Mining, Metallurgical, Chemical, Power, Manufacturing / Production sectors will have additional weightage.
- c. At E02/E03/E04/E5 grades, the assessment will be made through Group Discussion and Personal Interview with the weightage of 25% and 75% respectively and for E06/E07/E08 grades, the assessment will be made through Personal Interview only.

- d. Based on the performance in group discussion and/or personal interview, organizational requirement, vacancies to be operated, the candidates will be selected.
- e. Mere meeting the advertised specification does not entitle a candidate to be called for GD and/or Personal Interview. The management reserves the right to raise the minimum eligibility standards/criteria by taking into account the standard of qualification and/or experience to restrict the number of candidates for assessment.

Medical Fitness:

- The final placement of the candidate in the Company will be subject to the selected candidates being found medically fit by the Company's Medical Officer/Board for the post (s) for which they have been selected. Where there is no Company's Medical Officer, medical examination will be conducted by an approved Government Hospital/Medical Board. The decision of Medical Board constituted by the Company will be final and binding.

Placement:

- During the probation period and/or after absorption, selected candidates will be posted in the NALCO's establishments anywhere in India or abroad or any of the subsidiaries/joint ventures/business associates of NALCO and 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.

05. Application Fee:

- There is no application Fee.

06. Reservation & Relaxation:

- Candidates of SC / ST Communities shall be given one year relaxation in total experience.
- Reservations/relaxations for SC/ST/OBC (non-creamy layer) /EWS/PwBD (degree of disability 40% or above) candidates as per Government guidelines are applicable. In case any increase in the number of total posts, the number of reserved category posts will vary in accordance to the Govt. guidelines.
- PwBD 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.
- Appointment to the PwBD candidates will be made 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 of the identified posts.
- Category SC/ST/OBC(NCL)/EWS/PwBD 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.
- If the SC/ST/OBC(NCL)/EWS/PwBD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-attested translated copy of the same either in English or Hindi.
- 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). The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a Competent Authority issued in the current year. The name of the caste and community indicated in the OBC (Non-Creamy Layer) certificate must appear in the Central list of Other Backward Classes. Further,

OBC(NCL) candidates will have to give a self-undertaking indicating that they belong to OBC (Non- Creamy Layer) category also at the time of personal interview, if called for.

- The EWS candidates are required to submit requisite Income and Assets Certificate issued by the Competent Authority in prescribed format.
- The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer), 10 years for PwBD-Un-reserved (UR), 13 years for PwBD-OBC (Non-Creamy Layer) and 15 years for PwBD-SC/ST candidates. However, maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.
- Relaxation of five years in age will be extended to the candidates who had ordinarily been domiciled in the Union Territory of Jammu & Kashmir and Union Territory of Ladakh 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.

07. How to Apply:

- Only Indian Nationals are eligible to apply.
- The candidates need to apply online in the career section of NALCO website (www.nalcoindia.com). Candidates are advised to read the instructions carefully and fill-in the online application form giving accurate information. Applications received through any other mode will not be accepted and will summarily rejected.
- While applying online, candidate needs to upload the self-attested scanned copy of his/her recent passport size colour photograph, signature, qualification proofs, proof related to experience, recent salary slip and document related to the existing employers or copy of his/her annual IT return. The candidates must ensure that all relevant documents are duly uploaded as per requirements.
- Due to non-submission of correct / valid and legible complete documents, application submitted would be rejected summarily.
- Applicant are advised to keep a copy of online submitted application (hard copies) along with submitted documents for future reference. There is no need to send hard copy of the application/documents by post.
- NALCO will not be responsible for, candidates not being able to submit their online application within the last date on account of system error or for any other reasons.
- A candidate shall be considered for one post only. However, candidates applying for more than one post will attract cancellation of the candidature.

08. Instructions to the Candidates:

- Candidates should be employed at the time of applying for the post.
- No request with respect to change in any data entered by the candidate will be entertained once the online application is submitted successfully.
- The applicants are advised to fill in all their particulars in the online recruitment application carefully as submission of wrong information will lead to rejection through computer based shortlisting.
- No enquiry asking for advice on eligibility criteria will be entertained.
- All minimum essential qualification(s) must be from UGC recognised Indian University/ UGC recognised Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable).

- Wherever CGPA/OGPA or letter grade in a Degree/Diploma is awarded, equivalent marks must be indicated in the application as per norms adopted by concerned University/Institutes. Candidate shall be required to attach documentary proof/certificate to this effect from the Institute/University while applying online.
- The candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement. Mere submission of application or meeting the advertised specification does not entitle the candidates' eligibility for the post. 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.
- The e-mail id mentioned in the application form must remain valid for 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.
- Candidates working in PSUs/Govt. should generally apply through proper channel or produce 'No Objection Certificate' at the time of interview. However, in case of failing in this regard, the candidate would only be allowed to join, if selected, after formal release order from his present organization.
- In case the candidate is called for personal interview, he/she will be required to produce his/her original certificate and other relevant documents as mentioned in the on-line application form.
- All computations of age/experience requirement /qualification shall be done w.r.t. **07.12.2021**
- Candidates will be reimbursed IIInd class AC(sleeper) to and fro train/bus fare for E1, E2, E3 & E4 grades and airfare(economic class)/IIInd AC (sleeper) fare for E5, E6, E7 and E8 grades from their communication address mentioned in the on-line application for attending the interview by the shortest route on production of tickets/proof of journey. No change in communication address will be entertained at a later stage for the purpose of reimbursement of TA.
- 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.
- Canvassing by a candidate in any form shall disqualify his/her candidature.
- Any dispute with regard to the said recruitment will be settled within the jurisdiction of Bhubaneswar only.

09. Important Dates:

- a) Opening of online submission of application : **08.11.2021 (10:00 AM)**
- b) Last date of submission of online application : **07.12.2021 (05:00 PM)**

Dy. General Manager (HRD)