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नालको NALCO

National Aluminium Company Limited
(A Government of India Enterprise)
Mines & Refinery Complex, Damanjodi
Koraput, Odisha – 763 008

Advertisement No. M&R/03/2021 Date: 16/10/2021

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. 8870 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.DETAIL OF THE POSTS:

Sl. No	Post	No. of Vacancies	Requisite Qualification	Experience in Years	Induction Level	Upper Age Limit in Years
1	SUPT (HEMM Operator)	04 (UR-02, SC-01, ST-01)	Passed HSC with ITI (NCTVT/SCTE&VT) in any trade. Heavy Vehicle Driving license is required. Valid First-Aid Certificate is desirable which must be acquired during training period, if not already acquired.	No Experience.	SUPT for 12 Months and then JOT for 18 Months before placement at T0 Grade	27 Years (As on 28/02/2021)
2	JOT (HEMM Operator)	04 (UR-03, SC-01)		**Candidates with SUPT and EOAT training in NALCO	JOT for 18 Months before placement at T0 Grade	--

** Upper age limit and medical examination would be waived for candidates with SUPT and EOAT training in NALCO.

B.IMPORTANT NOTE:

1. Abbreviations used above stands for UR-Un-reserved; SC-Schedule Caste; ST-Schedule Tribe, OBC-Other Backward Class; ESM-Ex-Serviceman, EWS-Economically Weaker Section.
2. Qualification must be from Universities or Institutes recognized / accredited by council / bodies like UGC/ AICTE /NCTVT / SCTE&VT set up by Central/State Government (wherever applicable). Only full time Regular courses will be considered. This shall include Matriculation / equivalent as specified under the minimum essential qualification(s) column.
3. Candidates who have not acquired the prescribed qualification, experience, etc., as mentioned above, on or before closing date of submitting application need not apply.
4. The candidates should possess valid employment exchange registration card.
5. In case sufficient candidates are not available in the JOT(HEMM Operator) category with desired training/experience, the shortfall number may be added to the SUPT(HEMM Operator) vacancy and filled accordingly.

C.EMOLUMENTS & OTHER BENEFITS:

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.

1) Candidates selected for the post of SUPT(HEMM Operator):
   i. Candidates selected for the post of Skill Upgradation Practical Training (JOT) will be required to undergo, on-the-job training, for a period of 12 months. During the training period, they will be paid stipend of Rs.12000/- per month.
   ii. After successful completion of one year SUPT, induction will be made to Jr. Operative Trainee (JOT) for a period of 18 months. During the training period, they will be paid stipend of Rs.15000/- per month for the first 12 months and Rs.15500/- per month for the remaining six months of training.
   iii. During the period of training they will be eligible to get medical facility (indoor & outdoor) for self only in Nalco Hospital.
   iv. On successful completion training, they shall be considered for placement into regular employment in T0 grade with pay scale of Rs.29500-3%-70000/- along with all emoluments applicable to regular employees.
   v. Other benefits as per the Rules of the Company shall be also applicable.

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2) Candidates selected for the post of JOT(HEMM Operator):
   i. Induction will be made to Jr. Operative Trainee (JOT) for a period of 18 months. During the training period, they will be paid stipend of Rs.15000/- per month for the first 12 months and Rs.15500/- per month for the remaining six months of training.
   ii. During the period of training they will be eligible to get medical facility (indoor & outdoor) for self only in Nalco Hospital.
   iii. On successful completion training, they shall be considered for placement into regular employment in T0 grade with pay scale of Rs.29500-3%-70000/- along with all emoluments applicable to regular employees.
   iv. Other benefits as per the Rules of the Company shall be also applicable.

D. SELECTION PROCESS

- The applications shall be scrutinized as per the requisite criteria as specified in this advertisement and the eligible candidates shall be shortlisted for the written test. Candidates qualifying in the written test, shall be shortlisted for trade test in order of merit.
- The selection of candidates shall be shortlisted through Written Test and Trade Test having weightage of 60% and 40% respectively.
- The selection of candidates based on the performance in the written test and / or trade test, the organizational requirement, the vacancies in the discipline and reservation points as per the Presidential Directives.
- Mere meeting the advertised specification does not entitle a candidate to be called for Written / Trade Test. 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.

E. 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 subject to exception as mentioned for post at Sl.No.2 for the specified category. 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.

F. 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 & 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.

G.RESERVATIONS AND RELAXATIONS

- Reservations/relaxations for SC/ST/OBC (non-creamy layer) /EWS/PWD (degree of disability 40% or above) /Ex-servicemen candidates as per applicable Government guidelines. 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.
- Reservation for PWD / Ex-serviceman (ESM) shall be on horizontal basis as per the prevailing rules. If suitable ESM candidates are not available for filling up posts reserved for ESM, the same will be filled up by candidates other than ESM.
- EWS category may also apply for the posts, provided they meet the eligibility criteria prescribed for UR category.
- For claiming the benefit of reservation/ concessions applicable for PWDs, the candidates shall have to submit a disability certificate as per the provisions of Chapter-VII(Rule-17 to Rule-20) of the Rights of Persons with Disabilities Rules,2017 of the Notification No. G.S.R. 591(E) dated 15.06.2017 issued by the Ministry of Social Justice and Empowerment, Government of India. The 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 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 candidates' medical fitness with respect to the job requirement of the identified posts.
- Category of SC/ST/OBC/PWD/Ex-servicemen/EWS 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 time of Written Test, if called for.
- If the SC/ST/OBC/PWD/Ex-servicemen/EWS certificate has been issued in language other than English/Hindi, the candidates will be required to submit a self-certified copy of the same in either in English or Hindi.

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- ❖ 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 financial 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 candidates will have to give a self-undertaking indicating that they belong to OBC (Non-Creamy Layer) category also at the time of Trade Test, 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 PWD-Un-reserved (UR), 13 years for PWD-OBC (Non-Creamy Layer) and 15 years for PWD-SC/ST candidates. However, the maximum upper age limit in respect of PWD candidates is 56 years.
- ❖ 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.
- ❖ 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 may be considered provided he /she meets the qualification, experience and age criteria. The maximum age limit is 45 years for land affected person as on last date of closure of online application mentioned in the advertisement. The land affected candidates are required to submit all supporting documents including land documents; legal heir certificate issued by the Govt. authorities, declaration showing nominee particulars and relationship between the candidate and land oustee by the candidate is non-judicial stamp paper of Rs.50/- as per the prescribed format provided below by way of Affidavit before the Executive Magistrate, failing which 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.

H. APPLICATION FEE

1. The General/OBC/EWS candidates are required to pay Rs.100/- (Rupees one hundred) only towards Application Fee.
2. No application fee will be charged from SC/ST/PWD//Ex-Servicemen/Land Affected candidates.
3. Candidates can opt to pay through dedicated bank account, net banking or through debit /credit card. Fee shall not be collected by any other mode.
4. Application fee/Registration Fee is non-refundable under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/registration fee and to fill in the payment details carefully.
5. To avoid last minute rush, candidates are advised to apply well in advance.

I. HOW TO MAKE PAYMENT

Step-1:

- Go to Career Page of NALCO at www.nalcoindia.com
- Read the Advertisement carefully to be sure about eligibility.
- If eligible Click on the link "Online Application" then "Make Payment".

Step-2:

- The link will redirect you to State Bank Collect page of SBI, which has been authorized to collect the application fees/processing fees on behalf of NALCO.
- Select "Odisha" under the State of the Corporate / Institution and "PSU-Public Sector" under type of Corporate / Institution.
- Select Payment Category and choose "Nalco Recruitment for HEMM Operator"
- Fill the Name, Discipline, Category, Date of Birth, Registered Email ID and Mobile No. as required on the Payment portal and submit. Ensure that the same Email ID and Mobile No. details are used during the whole registration process.
- Next Screen-Confirmation page is displayed with all details the candidate has entered. Ensure correctness before proceeding for payment. Now click on "Confirm" to proceed to the payment gateway to pay. NALCO or SBI will not be responsible, in case a candidate deposits the fee with incorrect details.
- Payment may be made using any of the option available viz. Net Banking/Debit Card. Please note that Nalco will bear the bank charges, if any.
- On successful payment, one e-Receipt will be generated in PDF format. The candidates will be prompted to print the e-receipt with SBI Collect Reference Number, Note down the Reference Number as the same would be required during Step-3 of final registration process. E-Receipt can be generated/ printed subsequently from the option" Payment History" available in State Bank Collect.
- In case a candidate does not finally submit application form with valid payment details, application will be treated as incomplete and rejected. Nalco will not be responsible for the same.

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Step-3:

- Once the payment is made, the State Bank Collect Reference Number and the date of payment is required to be entered in the Nalco online application form on Career page of the website in order to make themselves eligible.
- No request for editing of payment details and issue of Call letter will be entertained in wrong submission cases and candidature will stand rejected.

J. HOW 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. 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 will be summarily rejected.
- 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 his/her recent passport size colour photograph & signature.
- In case the candidate is called for 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.
- The downloaded application (hard copies) along with self-attested photocopies of all the documents in support of the information given by the candidate in their on-line application should reach Recruitment Cell, Mines & Refinery Complex; National Aluminium Company Limited, DAMANJODI, Koraput- 763008, Odisha by post after submission of online application by 30/11/2021 (5.00 P.M.).
    - The application must reach the address along with self-attested copy of all documents in support of their age, qualification, experience, pay scale/ monthly emoluments/CTC, etc. within the stipulated date & time.
    - Only soft copy of the application shall not be entertained and shall be summarily rejected, if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents is not received within the stipulated date.
    - Name of the post applied for, should be superscripted over the sealed envelope while sending the hard copy of the application and should be sent through post only.
    - No application will be received by hand.
- 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.
- Only Indian Nationals are eligible to apply.

K. GENERAL INSTRUCTIONS

a) 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.

b) 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.

c) Candidates are also advised to visit the career section of NALCO website www.nalcoindia.com regularly for latest updates as no separate communication will be sent.

d) Candidates working in PSUs / any Govt. should generally apply through proper channel or produce 'No Objection Certificate at the time of written test. However, in case of failing in this regard, the candidate would only be allowed to appear the test.

e) Candidates will not be permitted to appear for the Written Test and /or Trade Test if original and valid photo identification is not presented along with the call letter.

f) In case the candidate is called for Trade test, he/she will be required to produce the following with originals for verification:
    i. Document in support of Date of Birth proof (Birth certificate issued by statutory authorities or Class X pass / marks certificate).
    ii. Latest Caste/ Tribe certificate [for SC/ ST/ OBC (NCL)/EWS candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India.
    iii. Disability certificate in the prescribed format issued by the Competent Authority
    iv. Ex-servicemen Proof (in case of Ex-servicemen candidates).
    v. All Certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheet, ITI and Apprenticeship certificates starting from matriculation onwards).

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vi. Valid Heavy Vehicle Driving License.

vii. Complete documents in support of experience as mentioned by the candidate in the application Form.

g) 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 arise without issuing any further notice or assigning any reason whatsoever.

h) Canvassing by a candidate in any form shall disqualify his/her candidature.

i) Any dispute with regard to the said recruitment will be settled within the jurisdiction of Bhubaneswar only.

j) Eligible SC & ST candidates called for written test will be reimbursed 2nd class rail/bus fare by the shortest route through e-payment subject to the condition that the place of stay in 30 Kms. or more from the place of Test, on production of original railway ticket / number or bus ticket/ proof of journey from their communication address mentioned in the on-line application. For the purpose the candidate need to submit a self-attested copy of his/her bank passbook having IFSC code. No change in communication address will be entertained at a later stage for the purpose of reimbursement of TA. The TA will be reimbursed only for those candidates who would finally be allowed for Written Test. In other words, if the documents during scrutiny are not in order/ candidature is disqualified due to any reason on the date of Written Test, no TA will be reimbursed to them. No other allowance is admissible towards journey/stay for the above purpose.

L.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……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 Heirs should
sign with Legal Heirs Certificate)

Name_____
Place_____
Date_____

M. IMPORTANT DATES:

Opening of online submission of application	16/10/2021
Last date of submission of online application	22/11/2021 (05.00 PM)
Last date for receipt of hard copy of application along with requisite documents	30/11/2021 (05.00 PM)