

Advertisement No. 14220304

Date: 07.09.2022

National Aluminium Company Limited (NALCO), a Navratna Central PSU and one of the largest integrated Alumina – Aluminium Complex of Asia, having State of the Art technology, with its present turnover of more than Rs.14180 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.

Coal Mines Division, S & P Complex, NALCO, Angul is looking for committed, promising and result oriented candidates to join the organization as per details given below:

A. DETAILS OF CATEGORY-WISE VACANCIES, ELIGIBILITY CRITERIA AND POSTS:

Sl. No.	Post, Grade, and Scale of Pay	No. of vacancy, Vacancy break up and Category	Upper age limit (in years) as on 30/09/2022.	Minimum requisite qualification	Minimum experience in Years (training period shall not be considered as experience)
01	Jr.Foreman (Overman) (S0 grade) Rs.36500-3%-115000/-	04 Nos. (UR-04)	40	The candidates must have passed Diploma in Mining /Mining engineering. The candidates must possess the Overman’s Certificate of competency under CMR 2017 or CMR 1957. (Restricted or Un Restricted)	02 years of post CMR Certification experience.
02	Jr.Foreman (Shot Firer/ Blaster) (S0 grade) Rs.36500-3%-115000/-	02 Nos. (UR-02)	40	The candidates must have passed Diploma in Mining /Mining engineering. The candidates must possess the Overman’s Certificate of competency under CMR 2017 or CMR 1957. (Restricted or Un Restricted)	02 years of post CMR Certification experience.
03	Jr.Foreman (Surveyor) (S0 grade) Rs.36500-3%-115000/-	01 No. (UR-01)	40	The candidates must have passed Diploma in Mining/Mining engineering /other equivalent qualification approved in that behalf by the Central Government. The candidates must possess Surveyor’s Certificate of competency under CMR 2017 or CMR 1957. (Restricted or Un-Restricted)	02 years of post CMR Certification experience.
04	SUPT (SOT)-Safety (SUPT grade)	01 No. (UR-01)	27	The candidates must have passed Diploma in Mining (or) Diploma in Mining engineering (or) other equivalent qualification approved in that behalf by the Central Government.	Nil

B. IMPORTANT NOTE:

1. Abbreviations used stands for **UR**-Un-reserved; **SC**-Schedule Caste; **ST**-Schedule Tribe, **OBC(NCL)**-Other Backward Class(Non-creamy layer),**PwBD**-Person with Benchmark Disability, **ESM**-Ex-Serviceman, **EWS**-Economically Weaker Sections, **CMR**-Coal Mine Regulation.
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, age 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.

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 Skill Upgradation Practical Training(Sr. Operative Trainee)(SUPT(SOT)-Safety):

- i. Candidates selected for the post of SUPT (SOT) 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 would be made to Sr. Operative Trainee (SOT) for a period of 18 months. During the training period, they will be paid stipend of Rs.16000/- per month for the first 12 months and Rs.16500/- per month for the remaining six months of training. During the period of training they will be eligible to get medical facility (indoor & outdoor) for self only in Nalco Hospital.
- iii. It may be mentioned here that in normal course training period is of 12 months for SUPT(SOT) and 18 months for SOT. However, it may be extended, subject to the different terms and conditions of the training period. Upon successful completion of training, i.e. subject to fulfilling the required performance related/other criterion of the Company in force & amended from time to time, Candidates shall be considered for placement into regular employment in S0 grade with pay scale of Rs.36500-3%-115000/- along with all emoluments applicable to regular employees.
- iv. Other benefits as per the Rules of the Company shall be also applicable.

2) Candidates selected for the post other than SUPT(SOT)

- i. Candidates selected for the post other than SUPT(SOT)-Safety shall be placed in grades & pay scales as indicated in the above table, along with other emoluments like Leave, Perks, Night Shift allowance, PRP, Company accommodation or HRA, GIS, Contributory PF & Gratuity as per the Rules of the Company as applicable to regular employees.

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.
- ❖ The selection of candidates shall be made through Written Test.
- ❖ Mere meeting the advertised specification does not entitle a candidate to be called for Written 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.

D. 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. The decision of Medical Board constituted by the Company will be final and binding.

E. 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.

F. RESERVATIONS AND RELAXATIONS

- ❖ Reservations/relaxations for SC/ST/OBC (non-creamy layer) /Economically Weaker Section (EWS)/Person with Benchmark Disability (PwBD)(degree of disability 40% or above) /Ex-servicemen candidates as per Government guidelines are applicable. In case of increase or decrease in the number of total posts, the number of reserved category posts will vary in accordance to the Govt. guidelines.
- ❖ EWS category may also apply for the posts, provided they meet the eligibility criteria prescribed for UR category.
- ❖ The post of Jr.Foreman(Surveyor) is identified for PwBDs suffering from (a) OA=One Arm, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, (b) SLD=Specific Learning Disability, MI=Mental Illness, (c) MD=Multiple Disabilities involving (a) to (b).
- ❖ For claiming the benefit of reservation/ concessions applicable for PwBDs, 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.
- ❖ Category of SC/ST/OBC(NCL)/PwBD /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(NCL)/PwBD/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.
- ❖ 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 indicate 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 Written 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 PwBD -Unreserved (UR), 13 years for PwBD -OBC (Non-Creamy Layer) and 15 years for PwBD -SC/ST candidates. However, the maximum upper age limit in respect of PwBD 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.
- ❖ The internal candidates may apply along with other candidates provided they are serving in the next lower grade at least for one year and should be confirmed employees & there will be no upper age limit. The internal candidates also meet the job specification as per notification/advertisement. However, their cases will be governed as per the rules of the Company.

- ❖ In case of land affected persons whose lands have been acquired for Nalco project at Angul 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 and none of their family member are employed in Nalco against the land acquired may be considered provided **he /she meets the qualification, experience and age criteria**. The maximum age limit is 40 years for land affected person as on **30.09.2022**. 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.25/- as per the prescribed format provided below (page 7 of 7) 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.

G. APPLICATION FEE

1. The General/OBC(NCL)/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/PwBD/Ex-Servicemen/Internal 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.

H. 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 Jr.Foreman(Overman)/Jr.Foreman(Shot Firer/Blaster)/Jr.Foreman(Surveyor)/SUPT(SOT)-Safety**”
- Fill the Name, 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.

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.

I. 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 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 copies of his/her recent passport size colour photograph, signature and acknowledgement of SBICollect.
- ❖ The downloaded application (hard copy) 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, HRD Department, S&P Complex, National Aluminium Company Limited, Angul – 759145, Odisha** by post immediately after submission of online application by **07.10.2022**.
 - The application must reach the address along with self-attested copy of all documents in support of their age, category, qualification, requisite experience certified by the employer, pay scale/ monthly emoluments/CTC, employment exchange registration details, SBICollect e-receipt (if applicable), land affected documents (if applicable), NOC from Govt employer / PSU (if applicable) within the stipulated date & time. Any missing documents will lead to summarily rejection of application.
 - 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.

J. INSTRUCTION TO THE CANDIDATES:

- 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 as 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. organization should generally apply through proper channel or produce '**No Objection Certificate**' at the time of written test. However, in case he fails to produce the same, the candidate would be allowed to provisionally appear in the test and his candidature for appointment will be subject to submission of original release order.
- e) Candidates will not be permitted to appear for the Written Test if original and valid photo identification is not presented along with the call letter.
- f) In case the candidate is called for written 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, Diploma in Mining, (or) Diploma in Mining Engineering (or) other equivalent qualification approved in that behalf by the Central Government, Overman's certificate of competency under CMR 2017 or CMR 1957(Restricted or Un-Restricted), Surveyor's Certificate of competency under CMR 2017 or CMR 1957(Restricted or Un-Restricted) starting from matriculation onwards).
- 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 arises without issuing any further notice or assigning any reason whatsoever.
- h) The Company reserves the right to reject any application without assigning any reason whatsoever.
- i) The decision of NALCO Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of candidates etc. No enquiry/correspondence will be entertained in this regard.
- j) Canvassing by a candidate in any form shall disqualify his/her candidature.
- k) Any dispute with regard to the said recruitment will be settled within the jurisdiction of Bhubaneswar only.
- l) This advertisement supersedes all past advertisements made for the above positions including other positions made for lateral induction, if any.
- m) 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.

K. IMPORTANT DATES:

Opening of online submission of application	09/09/2022
Last date of submission of online application	30/09/2022 (5.00 P.M.)
Last date for receipt of hard copy of application along with requisite documents	07/10/2022(5.00 P.M.)

General Manager (IE)-Rectt.

Affidavit

DECLARATION

(Only for land Affected persons)
(Non-Judicial Stamp Paper of Rs.25/- only)

I, Shri /Ms. _____, Son/Daughter of _____, Village: _____,
P.O. _____, P.S. _____, Dist: _____ hereby declare:

1. That our land measuring Ac. _____ decimal in following Khata/Plot/Mouza which stands in my name or in the name of my Father/Mother/Grand Father/Grand Mother namely such as _____ have been acquired by NALCO for its project. All supporting papers/documents to this effect are submitted herewith for kind reference.

Khata No.	Chaka	Plot No.	Name of the Acquired Village	Total Area (In Ac. & Decimal)	Acquired Area(In Ac. & Decimal)	Name of the Land Oustee/Awardees	LA Case No., Award No. & Date	Relationship of the Applicant with the Land Oustee

1. That against the said land none of our family members are employed in NALCO till date.
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

I/We hereby nominate Shri/Ms. _____ Son/Daughter/ Wife of _____
Village: _____, P.O. _____, P.S. _____, Dist: _____ to consider his/her candidature for the post . I/We also declare that against the said land none of our family member is employed in NALCO till date.

Counter signature of the Land Affected Person (s)

(In case of death the Legal Heirs should sign with Legal Heirs Certificate)

Name(s) _____

Address: _____

Place: _____

Date: _____