

NEEDS EXECUTIVES

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.9300 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, NALCO is looking for committed, promising and result oriented candidates for the following positions:

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

Discipline	Post & Grade	No. of Post(s)	Qualification & Experience
Finance & Accounts	Asst. Manager (E02)	03 (UR)	Essential : Degree in any discipline with CA/CMA OR MBA with specialization in Finance Management. Experience : Should have work experience in relevant field as an Executive / Officer in Govt. or PSUs or reputed / leading organizations for a period as mentioned at Para-2. Exposure in sales accounting, treasury, fund management & investment proposal, negotiation / discount of bills, costing, project accounting, MIS & analytics, 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 (E07)	01 (UR)	
Marketing	Asst. Manager (E02)	03 (UR)	Essential : Degree in Engg or any discipline. Desirable : Degree or Recognized 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 2years). Experience : Should have work experience in relevant field as an Executive / Officer in Govt. or PSUs or reputed / leading manufacturing/ production / Mining / Industrial organizations for a period as mentioned at Para-2. Exposure in commercial management functions viz; marketing, materials, dispatch, traffic, shipping & transport, production planning, product development, product rolling, market assessment, market forecast, formulation and implementation of marketing schemes, sales strategy, customer base analysis, export marketing, sales distribution, customer related legal matters, etc. is desirable.
	Dy. Manager (E03)	02 (UR)	
	Manager (E04)	01 (UR)	
	Asst. General Manager (E06)	01 (UR)	
	Dy. General Manager (E07)	01 (UR)	
Public Relation & Corporate Communication	Jr. Manager (E01)	01 (UR)	Essential : Degree in any discipline. Desirable : Recognized Degree in Fine Arts / Diploma in Computer Graphic Designing OR PG Diploma in Journalism OR Mass Communication OR Creative Writing. Experience : Should have work experience as an Executive / Officer for a period as mentioned at para-2 in the relevant areas primarily of graphic design, concept design, MATTE painting, developing creative projects etc. Candidates having experience as an artist in Govt. / PSU / Private organization / Institute will be preferred.
	Asst. Manager (E02) / Dy. Manager (E03)	03 (UR)	Essential : Degree in any discipline. Desirable : Recognized PG Diploma in Journalism OR Mass Communication OR Creative Writing. Candidates having Degree / Diploma in Computer Graphics / Designing / Animation would be preferred. Experience : Should have work experience as an Executive/Officer in Govt. / PSU / reputed / leading Print & Electronic Media having

exposure in the areas of media management / public relation / corporate communication or a period as mentioned at Para-2.
The candidate having work experience in the areas of developing and 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 fairs etc., pro-active relationship with internal and external stake holders, creative writing in English, Hindi and Odiya will be desirable.

Two posts are horizontally reserved for PWD category

02. Scale of Pay, Experience, Age :

Sl.No.	Post & Grade	Scale of Pay	Minimum relevant cumulative executive Experience (As on 11.10.2018, in years)	Comparable CTC for eligibility of candidates from Private / other sectors (in Lakhs)	Max Age (As on 11.10.2018)
(i)	(ii)	(iii)	(iv)	(v)	(vi)
01.	Jr. Manager (E01)	Rs.60000-180000	01	10	44 years
02.	Asst. Manager (E02)	Rs.70000-200000	04	13	
03.	Dy. Manager (E3)	Rs.80000-220000	07	16	
04.	Manager (E4)	Rs.90000-240000	10	19	
05.	Sr. Manager (E5)	Rs.100000-260000	13	21	54 years
06.	Asst. General Manager (E06)	Rs.120000-280000	16	25	
07.	Dy. General Manager (E7)	Rs.120000-280000	19	27	56 years

The experience required for E1 grade is up to one year. Candidates applying for E2 & above grade should possess minimum cumulative executive experience as indicated against the immediate lower grade mentioned at column (iv) of the above table. In case the emoluments/CTC and/or the experience is less than the amount and/or period as mentioned against the grade, the candidature may be considered for the next lower grade as per requirement. In case of candidates getting selected in parallel grades, protection of notional seniority may be extended in case of deserving candidates subject to suitability and specific recommendation of selection committee.

03. The candidates should be in immediate lower below level as on the date of advertisement to be eligible for any position. The immediate lower level in respect of candidates working in CPSEs would be evaluated based on the pay scale in the manner that there is no intermediary grade/pay scale jump as per DPE scale structure is involved. In case of candidates from other sectors including private Sectors, the below level experience will be evaluated based on the emoluments drawn by the candidates (as on the date of application) supplemented by authentic proof thereof. Such emoluments shall be compared with that of Nalco either component wise viz; basic pay, DA, Perks, Allowances, etc. or cumulative CTC as mentioned at Column-V of Para-2. The internal candidates may be considered along with other candidates provided they are in the immediate lower grade and there will be no upper age limit. However, their cases will be governed as per the rules of the company.

04. Compensation : 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.

GENERAL CONDITIONS

Selection Process :

- ◆ The Assessment of short-listed candidates applied against any post at E1 Grade will be made through Written Test & Personal Interview having weightage 85% & 15% respectively. For the posts at E02 to E05 Grades, the assessment will be made through Group Discussion and Personal Interview with the weightage of 25% and 75% respectively. Candidates short-listed for any other grades will be assessed through personal interview only.
- ◆ Based on the performance in Group Discussion and/or personal interview, organizational requirement, vacancies to be operated, the candidates will be selected.
- ◆ In the event of number of short-listing candidates being large, the management reserves the right to raise the minimum eligibility standards/criteria by taking into account the qualification and/or experience to restrict the number of candidates for assessment.

Medical Fitness :

- ◆ The final placement of the candidate is subject to their medical fitness as per Company's standard and other joining formalities.
- ◆ The selected candidate needs to be medically fit as per medical rules of the Company. No relaxation in health standards as indicated in the medical rule of the Company is allowed.

Placement :

- ◆ During the probation period and/or after absorption, selected executives will be posted in the NALCO establishments anywhere in India & is transferable as per the organizational requirement. The selected executives may be assigned jobs/ functions/ assignments related to their area as per the requirements of the Company. The doctors will be placed at the company's hospitals at Damanjodi (Koraput) and/or Angul as per requirement.

Reservation & Relaxation :

- ❖ Reservations/relaxations for SC/ST/OBC (non-creamy layer) / PWD (degree of disability 40% or above) 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.
- ❖ PWD 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 candidate's medical fitness with respect to the job of the identified posts.
- ❖ Category SC/ST/OBC/PWD 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 Govt. of India, issued by the Competent Authority, at the time of personal interview, if called for.
- ❖ If the SC/ST/OBC/PWD 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.
- ❖ 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 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.
- ❖ Since, the advertised posts are of unreserved category, there would not be any relaxation of age or standard for SC/ST/OBC candidates. The upper age limit is relaxed by 10 years for PWD 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 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 age relaxation as per directives of Govt. of India provided meeting with other advertised specifications.

How to Apply :

- ❖ The candidates need to apply online in the career section of NALCO website (www.nalcoindia.com) from 21.09.2018 to 11.10.2018. 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 would not be accepted and 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 their recent passport size colour photograph & signature. 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.
- ❖ The downloaded application 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, National Aluminium Company Limited, NALCO Bhawan, P/1, Nayapalli, Bhubaneswar – 751013, Odisha by post immediately after submission of online application. Name of the post applied for should be super scribed on the envelop 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 self attested copy of all documents in support of their age, qualification, experience, pay scale/ monthly emoluments/CTC, etc. by 17.10.2018.
- ❖ It may be noted that a candidate's application only in soft copy will not be entertained and will be rejected summarily if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents is not received on or before 17.10.2018.
- ❖ NALCO will not be responsible for 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.
- ❖ A candidate can apply for one post only. Candidates applying for more than one post will be considered for the lower grade/post.
- ❖ Only Indian Nationals are eligible to apply.

Instruction to the Candidates :

- ❖ 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.
- ❖ The interested candidates fulfilling the specifications may also apply for deputation with permanent absorption through proper channel as per Govt. guidelines.
- ❖ 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.
- ❖ Candidates will be reimbursed IInd class AC(sleeper) to and fro train/bus fare from their communication address mentioned in the on-line application for attending the interview for E1, E2, E3 & E4 grades by the shortest route on production of tickets/proof of journey. The candidates for E6 grade and above would be entitled to Economy Air Fare. No change in communication address will be entertained at a later stage for the purpose of reimbursement of TA.
- ❖ 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.
- ❖ 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.
- ❖ Note: This advertisement supersedes all past advertisements made for the above positions including other positions made for lateral induction.

Important Dates :

1. Opening of online submission of application 21.09.2018
2. Last date of submission of online application 11.10.2018
3. Last date for receipt of hard copy of application along with requisite documents 17.10.2018