

Advertisement No. 14200402

Date: 26/12/2020

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITY (PWD)

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.8426 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 at Smelter & Power Complex, 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 & Scale of Pay	Vacancy	Vacancy break up & category of disability	Upper age limit (in years) as on 30/01/2021	Minimum requisite qualification and experience (training period shall not be considered as experience)
01	Laboratory Assistant Gr.III (T0 grade) Rs 29500-3%-70000/-	04	PWD-UR-4 HH/OA/OL/ BL/DW/AV/ OH	45	Candidates should have passed B.Sc (Hons.) in Chemistry with one year of relevant service experience in reputed Chemical/Metallurgical Industries.
02	Junior Accountant Gr.II (S-0 grade) Rs 36500-3%-115000/-	01	PWD- UR-1 HH/OA/OL/ BL/DW/AV/ OH/ LV/AU	50	Candidates should be a Graduate with Intermediate ICWA/ICAI pass certificate having one year relevant service experience. Candidates having adequate exposure to Computer will be preferred.

B. IMPORTANT NOTE:

- Abbreviations used above stands for **PWD**-Persons with Disabilities, **UR**-Un-reserved, **HH**-Hearing Impaired, **OA**-One Arm, **OL**-One Leg, **BL**-Both Leg, **DW**-Dwarfism, **AV**-Acid Victim, **OH**-Orthopedically Impaired, **LV**-Low Vision, **AU**-Autism.
- Only such PWD candidates would be eligible to get the benefit of reservation /concession who suffer from not less than 40% of relevant disability.
- Qualification must be from Universities or Institutes recognized / accredited by council / bodies like UGC/ AICTE set up by Central/State Government (wherever applicable). Only full time Regular courses will be considered.
- 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.
- 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.
- ❖ Candidates selected for the above post shall be placed in grades & pay scales as indicated above, along with other emoluments like Leave, Canteen allowance, Night Shift allowance, Incentive, transport subsidy, Company accommodation or HRA, GIS, Contributory PF & Gratuity as per the Rules of the Company as applicable to regular employees.

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 (depending on the job requirement) in order of merit.(If applicable)
- ❖ The selection of candidates shall be made through Written Test and /or Trade Test (depending on the job requirement). Wherever trade test is applicable along with written test, the weightage of Written & Trade Test shall be 60% and 40% respectively.
- ❖ 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, the candidates will be selected.
- ❖ 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. 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

- ❖ 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.
- ❖ 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.
- ❖ 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 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.
- ❖ 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.

H. APPLICATION FEE

- ❖ Candidates are exempted from payment of application fees.

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 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, HRD Department, National Aluminium Company Limited, S&P Complex, Dist: Angul-759145, Odisha** by post immediately after submission of online application by 06-02-2021.
 - The application must reach the address along with self-attested copy of all documents in support of their age, disability certificate, category, qualification, requisite experience certified by the employer, pay scale/ monthly emoluments/CTC, employment exchange registration details, 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 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 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 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 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 and
 - iv. Ex-servicemen Proof (in case of Ex-servicemen candidates).
 - v. All Certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheet, Degree and Diploma certificates 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) 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) This advertisement supersedes all past advertisements made for the above positions including other positions made for lateral induction, if any.
- k) Eligible 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 needs 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	01/01/2021
Last date of submission of online application	30/01/2021 (5.00 P.M.)
Last date for receipt of hard copy of application along with requisite documents	06/02/2021 (5.00 P.M.)

Dy. General Manager(IE)-Rectt