

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITY (PWD)

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.7770 Crores having Bauxite Mines & Alumina Refinery at Damanjodi, Koraput (Odisha), Captive Power Plant and Aluminium Smelter at Angul (Odisha). The Corporate Office is at Bhubaneswar and Regional Offices are at Delhi, Mumbai, Kolkata, Chennai and Bangalore.

The Company needs Assistant Gr.II (M0) in the Pay Scale of Rs.11700-3%-27500/- for its Corporate Office, Bhubaneswar, which post is to be filled up exclusively from Persons with Disability(PWD)-Visually Handicapped Category. Only persons suffering from not less than 40% disability will be treated / considered as physically challenged candidates as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995.

Number of Posts :01

Upper age limit : 45 - in case of Gen. Candidate
48 - in case of OBC Candidate
50 - in case of SC/ST Candidate } (As on 30/11/2015)

Qualification & Job Requirement : Graduate, should have one year of post qualification inline relevant experience. Candidates should have typing speed of 30 w.p.m. and adequate knowledge of computer application including use of MS-Office.

Compensation : In addition to Pay, DA, the other benefits shall be as per the rules and regulations of the Company.

General Conditions :

01. The applicants should be Indian Nationals.
02. Persons employed in Government/Semi Government/Public Sector Undertaking should forward their application through proper channel or produce 'No Objection Certificate' from their employer before the Interview.
03. Candidates called for Written Test/Interview will be reimbursed Innd Class Sleeper to & fro Train fare by shortest route or Bus fare, if the distance is more than 30 Kms each way.
04. The present requirement have been indicated in the Advertisement. However, the selected candidates have to serve anywhere in India as per requirement of the Company.
05. The relaxation in age and other applicable relaxations will be extended as per Government Directives/Guidelines.
06. The appointment of selected candidates would depend upon the medical fitness of the candidate as per rules of the Company.
07. Mere application against the post does not confer any right for employment.
08. Management reserves the right to increase the minimum eligibility standard depending upon the number of applicants.
09. NALCO reserves the right to fill up the post or cancel the whole process of recruitment, without assigning any reason.
10. NALCO reserves the right to reject any or all applications without assigning any reason thereof. NALCO shall not be responsible for any postal delay. Canvassing in any form would also disqualify the candidates.

How to apply : Typed application on plain paper in A4 size with recent passport size photograph must contain (01) Post applied for (02) Advertisement No. (03) Name in Capital Letters (04) Employment Exchange Registration No., its validity and name of the Employment Exchange, if registered (05) Father's Name (06) Present Address for Communication (with e.mail address and Mobile No., if any) (07) Permanent Address (08) Nearest Railway Station (09) Date of Birth & Age as on 30/11/2015 (10) Qualification from HSC onwards with name of the School, College/University, Year of Passing, Percentage of Marks and Principal Subjects (11) Details of experience including Post Qualification Experiences with the Name and Address of the Employer, Period of Employment, Designation and Level of Post Held, Pay Scale (Basic, DA, Total Employments), Responsibilities and Reason of Leaving (12) Whether SC/ST/OBC (13) Signature with Date, Attested copies in support of proof of disability, date of birth, qualification, experience, caste etc. are to be submitted along with the application. Documents in support of present pay particulars must accompany the application. Application should be made exactly as per the above format.

Applications received after the stipulated date or incomplete in any respect will be rejected. Name of the Post applied for should be superscribed on the top of the envelope and should be sent by post only. Applications will not be accepted in person. The application should reach Asst.General Manager(HRD), Recruitment Cell, National Aluminium Company Limited, Nalco Bhawan, P/1, Nayapalli, Bhubaneswar-751 013 Odisha by 31/12/2015. Please visit our website www.nalcoindia.com.