

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITY (PWD)
Advertisement No: S&P/03/2017

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.8000Crores, is going for further growth and expansion within India & across the globe. The Company 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 reputed global Company in the metals and energy sector, NALCO at Smelter & Power Complex, Angul is looking for committed, promising and result oriented candidates in the following discipline & position;

Sl No	Post& pay scale	Vacancy	Vacancy break up& category of disability	Upper age limit (in years) as on 31/05/2017	Minimum requisite qualification and experience (training period shall not be considered as experience)
01	Laboratory Assistant Gr.III (T0 grade) Rs 11700-3%-27500/-	04	PWD SC – 01 PWD ST – 02 PWD OBC – 01 HH & OH	SC – 50 ST – 50 OBC – 48	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 14600-3%-36500/-	01	PWD ST – 01 HH & OH	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.
03.	Laboratory Technician GrIII (Pathology) (PO grade) Rs 11700-3%-27500/-	01	PWD SC – 01 OH & HH	SC - 50	Matric/ Higher Secondary / 10+2 in Science with Diploma of minimum two years duration in Laboratory Technician from a Govt college/ recognized Institution with one year of relevant post qualification service experience in a Govt. Hospital, PSU or a reputed Private Hospital. He/ She is required to perform all routine works in clinical laboratory such as Hematology, Clinical Pathology, Histopathology, Cytology, Microbiology, Biochemistry, Blood Bank works, draw blood for investigations etc, prepare necessary slides and should have proper knowledge for storage of the specimens and tissues.

Abbreviations used: VH-Visually Impaired, OH-Orthopedically Impaired HH-Hearing Impaired. PWD: Persons with Disability.

A. IMPORTANT NOTE:

1. For claiming the benefit of reservation/ concessions applicable for PWDs, the candidates will have to submit a disability certificate, as per revised formats prescribed by the Ministry of Social Justice and Empowerment vide notification No. G.S.R. 2(E) dated 30.12.2009 in support of their claim.
2. Those candidates who are not in possession of the applicable revised certificates (Form II/ III/ IV) as mentioned above, may apply by submitting any disability certificate issued by Competent Medical Authority. However final selection shall be subject to submission of the certificates as mentioned at A1 above, within a month of conduction of the written examination. For detailed information on obtaining the disability certificates as per the revised formats, please visit the website <http://www.odisha.gov.in/disabilityportal/Guideline.htm>. Candidates from other States should consult the relevant websites as applicable.
3. Only such PWD candidates would be eligible to get the benefit of reservation/ concessions who suffer from not less than 40 % of relevant disability.

4. Only full time Regular courses will be considered. This shall include Class X & XII examination, all Diploma(s), Graduation & Post Graduation except CA/ICWA qualification as specified under the minimum essential qualification(s) column.
5. All qualifications must be from recognized Govt. Universities/ Institutions, UGC recognized Universities and Institutes /UGC recognized Indian deemed Universities or AICTE approved courses from autonomous institutes/concerned statutory council (wherever applicable).
6. The candidates should possess valid employment exchange registration card.

B. Emoluments

Selected candidates will be placed in the pay scale as mentioned against each category. Besides basic pay, they will be entitled to Dearness Allowance, perks and perquisite under cafeteria approach, HRA, Performance related pay (variable), medical facility for self, family members & dependents, group insurance, superannuation benefits *i.e.* Contributory Provident Fund, Gratuity, etc. as per rules of the Company in force from time to time. Further, the 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. Please note that the pay is due for revision since Jan 2017.

C. SELECTION PROCESS

1. The applications shall be screened as per the requisite criteria as specified in this advertisement. The eligible candidates will be called for the written test and / or trade test. 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. The Written test shall be of multiple choice questions Objective Type comprising of two sections – Domain related and General Awareness for a total duration of Two hours.
2. However, the Management reserves the right to raise the minimum eligibility standards/criteria and/or to restrict the number of candidates, if so required.

D. MEDICAL FITNESS

1. The final placement of the candidate is subject to their medical fitness as per Nalco Medical Examination Rules 2006 Rules and other joining formalities.

E. HOW TO APPLY

1. The eligible candidates shall submit the duly filled in and signed application in the prescribed format as given below along with 03 sets of passport sized photographs and self-attested copies of the following certificates. The applications shall be exactly as per the format. In case the candidate will submit the application form other than the prescribed format, candidature of the candidates shall be rejected.
 - (i) Document in support of Date of Birth proof (Birth certificate issued by statutory authorities or Class X pass / marks certificate).
 - (ii) (a) Latest Caste/ Tribe certificate [for SC/ ST/ OBC (NCL) candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India.
(b) Disability certificate in the prescribed format issued by the Competent Authority (Refer A1 & A2 above) and
(c) Ex-servicemen Proof (in case of Ex-servicemen candidates).
 - (iii) All Certificates/ Testimonials in respect of qualifications (all semester/ year wise MarkSheet, Degree and Diploma certificates starting from matriculation onwards).
 - (iv) Complete and proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the application Form. Only following types of documentary proofs towards experience will be considered:
 - I. **For Past Employment:**
 - a. Experience letter issued by competent and authorized executive of the organization indicating designation and date of joining as well as date of relieving the organization by the employee concerned **OR**

- b. Appointment letter clearly mentioning the date of joining the organization and also acceptance of resignation letter/ relieving order.
- II. **For Current Employment:**
- a. Experience letter issued by Competent and authorized executive of the organization indicating designation and date of joining the organization by the employee concerned along with latest pay slip **OR**
 - b. Appointment letter clearly mentioning the date of joining the organization & latest Pay Slips (**At least one payslip per annum**) along with any of the following optional documents:
 - a. Identity card issued by current employer
 - b. Annual increment letter.
 - c. Promotion order/ Transfer order etc.

In the event of absence of appointment letter and latest pay slip, candidature of such candidate shall be rejected.

- (v) NOC/ Forwarding Letter from the employer in case the candidate is employed in Central/ State Government Department, Central/ State PSUs or Semi Government organization.
- (vi) Associate membership certificate of ICAI/ICWAI
- (vii) Valid employment exchange certificate.

2. Candidates should ensure that they submit copies of all the documents mentioned above. In the event of failure of candidate to submit any of the required documents as mentioned above within the stipulated period, candidature of such candidate shall be rejected.
3. **The applications completed in all respects should reach Manager (HRD), Recruitment Cell, HRD Department, S&P Complex, National Aluminium Company Limited, NALCONAGAR, Angul-759145, Odisha by speed/ registered post. Last date of receiving application is 03/06/2017.** NALCO will not be responsible for postal delay or loss/ non-delivery thereof. No correspondence in this regard will be entertained. NALCO will also not take responsibility to connect any certificate/ remittance sent separately.
4. **Please super-scribe the envelope highlighting the post applied for. A candidate can apply for one post/discipline only. Candidates applying for more than one post/discipline will not be considered.**
5. No application will be received by hand or through courier service.









F. General Guidelines

1. During the probation period and/or after absorption, selected candidates will be posted in the NALCO establishments anywhere in India & 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.
2. 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 translated copy of the same by the Notary Public, either in English or Hindi.
3. 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 relaxation as per directives of Govt. of India.
4. The candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement. Mere submission of application does not imply that the Company (NALCO) has been satisfied about the candidate's eligibility. 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*.
5. Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish only accurate, legible, full and correct information. Furnishing of wrong/ false information will be a disqualification and NALCO will NOT be responsible for any consequence of furnishing of such wrong/ false information.

6. Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.
7. Eligible candidates called for written test will be reimbursed second class rail/ bus fare by the shortest route through e-payment, on production of original railway ticket / number or bus ticket and copy of bank account number with IFSC code.
8. Requests for change of mailing address, test centre/ category / discipline as declared in the application, will not be entertained.
9. Only Indian Nationals are eligible to apply.
10. **Candidates should possess a valid email ID.** Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed once entered. All correspondence with candidates shall be done through email only. All information/ communication regarding participating in the Selection Process shall be provided through email to the candidates found apparently eligible based on the application data and documents submitted. Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. NALCO will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate and no further correspondence in this regard will be entertained.
11. Only short listed candidates who are found apparently eligible based on the application data and documents submitted will be called for participating in the Selection Process.
12. Candidates are exempted from payment of application fees.
13. 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 postadvertised, if need arises without issuing any further notice or assigning any reason whatsoever.
14. **Canvassing by a candidate in any form shall disqualify his/her candidature.**
15. Any dispute with regard to the said recruitment will be settled within the jurisdiction of Bhubaneswar only.

G. Important Dates:Last date of receipt of applications completed in all respects 03/06/2017

H. CHECK LIST OF ENCLOSED DOCUMENTS (AS ELABORATED AT E)

- a. PROOF OF AGE 
- b. DISABILITY CERTIFICATE 
- c. CASTE CERTIFICATE 
- d. ALL TESTIMONIALS OF EDUCATIONAL QUALIFICATIONS (SELF ATTESTED) 
- e. EXPERIENCE CERTIFICATES 
- f. VALID EMPLOYMENT EXCHANGE CERTIFICATE 
- g. 3 SETS OF PASSPORT SIZED PHOTOGRAPHS 
- h. NOC/ FORWARDING LETTER 

Application format

Application should be submitted on plain paper in A 4 size in block letters
(All fields compulsory, if not applicable write NA)

Affix a recent passport sized photograph and sign it across

Advt. No.S&P/03/2017

(1) Name of the post applied for

Laboratory Assistant Gr.III	Junior Accountant Gr.II
-----------------------------	-------------------------

(2) Name of the applicant	
(3) Father's name	

(4a) Date of birth	
(4b) Age as on 31/05/2017	

(5) Nationality	
(6) Religion	
(7) Gender	Male / Female
(8) Marital status	Married/Unmarried

(9a) Present Address for communication	
(9b) Cell Phone No	
(9c) email-id	
(9d) Permanent Address	

(10) Academic/Professional qualification in the following proforma.

Exam.Passed	Institution/Council/ Board/University	Year Passing	of	Class/Division	Main Subjects	% of marks

(11) Whether undergone any specialized training/Apprenticeship if so, the details **(for information only)**

Name of the Industry/ Organisation	Period of Training		Nature of Training	Remarks
	From	To		

(12) Details of past and present experience: **(Training period shall not be taken as experience)**

Name of the Industry/ Organization	Period of service		Designation	Nature of duties	Total salary (per month) drawn	Reasons of leaving
	From	To				

(13) Whether SC / ST / OBC /Ex-Serviceman (tick).

SC	ST	OBC	Ex-serviceman
----	----	-----	---------------

(14)

Type of disability	
% of disability for PWD	

(15)

Employment Exchange Registration Number	
Validity period	
Name of the employment exchange	

16. Extracurricular activities if any

17. A declaration by the applicant stating 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."

18. Signature of the applicant with date.

.....
CHECK LIST OF ENCLOSED DOCUMENTS

1. PROOF OF AGE
2. DISABILITY CERTIFICATE
3. CASTE CERTIFICATE
4. ALL TESTIMONIALS OF EDUCATIONAL QUALIFICATIONS (SELF ATTESTED)
5. EXPERIENCE CERTIFICATES
6. VALID EMPLOYMENT EXCHANGE CERTIFICATE
7. 3 SETS OF PASSPORT SIZED PHOTOGRAPHS
8. NOC/ FORWARDING LETTER