

Instructions & procedure for online registration of “Application Form” for Lateral Recruitment

General Information:

- Please read the advertisement carefully before filling the “Application Form”.
- Best Viewed in Mozilla Firefox, Internet Explorer 9.0 and above at resolution 1024 X 768.
- Any mistake by the applicants while filling up the application form will result in rejection of the application form. The applicant is solely responsible for that.

Steps for filling the Application Form:

Step – 1:

Clicking on the link available on the website of NALCO will redirect to the Home page of Online Recruitment Portal.

Step – 2:

- Recruitment related information will be available under "Help" section.
- For queries applicants can call on 9238005006 or send mails to nalcoindia.rec@gmail.com.
- Applicant can register himself/herself by submitting the application form for Lateral recruitment.
- After registration, applicant can log in to view/download the completed application form.

The screenshot:

The screenshot displays the NALCO Online Recruitment Portal. At the top, it features the company name 'NATIONAL ALUMINIUM COMPANY LIMITED' and the NALCO logo with the tagline 'A NAVRATNA COMPANY'. The date and time are shown as 'Thursday, October 04, 2018 11:53:06 AM'. The main heading is 'Online Application for Lateral Entry'. On the left, there is a 'Help' section with links for 'Information' and 'Help desk'. A link 'Click here to apply online' is also present. On the right, there is a 'Login Panel' for 'ALREADY REGISTERED' users, with fields for 'UserId *', 'Password *', and 'Captcha *' (displaying '45746'). There are buttons for 'Forgot Password?', 'Login', and 'Reset'. A notice at the bottom states 'Online registration will closed on 11.10.2018 at 05:30 PM.'. The footer contains copyright information: '© 2014 Nalcoindia. All Rights Reserved.', browser compatibility instructions: 'Best Viewed in Mozilla Firefox, Internet Explorer 9.0 and above at resolution 1024 X 768.', and software development credit: 'Software Developed by Luminous Infoways'.

Step – 3:

- Clicking on "Click here to apply online" will display the Application Form.
- The first section is to fill the personal details.

The screenshot:

PERSONAL DETAILS

1. Advertisement No * : --Select--

2. Name of the post * : --Select--

3. Grade * : []

4. Name of applicant * (Block Letter) : First Name [] Middle Name [] Sur Name []

5. Father's name * : First Name [] Middle Name [] Sur Name []

6. Date of birth * : DD [] MM [] YYYY []

7. Age relaxation claimed : Yes No

8. Domicile of J&K between 01/01/1980 to 31/12/1989 : Yes No

9. Victims of 1984 riot category : Yes No

10. Ex-Servicemen : Yes No

11. Nationality (Indian) : Yes No

12. Religion * : --Select--

13. Gender : Male Female

14. Marital status : Married Unmarried

15. (a) Indicate if you belong to PWD category : Yes No

(b) % of disability minimum 40% : []

16. Category * : --Select--

17. Internal candidate : Yes No

Step – 4:

- The second section is to fill the contact details.

The screenshot:

CONTACT DETAILS

18. Address for communication * : Plot No./House No. [] Street No. [] At/Po []
Via [] City [] --State-- []
Pin Code []

19. Contact details * : +91 Mobile No. [] +91 Alternate Mobile No. [] STD Code Landline No. []

20. Email Id * : []

21. Confirm email Id * : []

22. Alternative email Id : []

23. Permanent address * (Other than address of communication) : Yes No
Plot No./House No. [] Street No. [] At/Po []
Via [] City [] --State-- []
Pin Code []

24. Nearest railway station * (From address of communication) : Name [] City [] State []

25. Through Proper Channel * : Yes No

Step – 5:

- The third section is to fill the requisite qualification details in reverse chronological order as indicated in the advertisement.

The screenshot:

QUALIFICATION DETAILS								
26. Educational qualification (Mention only the prescribed qualification which makes you eligible) *								
S.No.	Examination Passed (HSC onwards)	Name of the School/College/ Institution/University	Year of Passing	Duration of Course	Course recognized by	%age of mark	Principal Subject/ Specialization	
								Save

Step – 6:

- The fourth section is to fill the requisite experience details in reverse chronological order as indicated in the advertisement.

The screenshot:

EXPERIENCE DETAILS											
29. Details of Post Qualification Experience (Reverse Chronological Order i.e. Most recent position listed first) *											
S.No.	Name and Address of the Employer	Period Of Employment		Designation	Grade	Responsibilities	Pay Scale	Basic (P/M)	Total Emolument /CTC(P/A)	Reason of Leaving, if any	Type of Employment
		From	To								Public
		dd/mm/yyyy	dd/mm/yyyy								Save

Step – 7:

- The fifth section is to fill the Information in respect of CPSE, Additional Information i.e. Training, Extra Curricular Activity as indicated in the advertisement.

INFORMATION IN RESPECT OF CPSE EMPLOYEES	
30. Whether the candidate is working in CPSE (IDA Pattern) :	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, please furnish the following information :	
Present pay scale-IDA-2017 (Revised) :	<input type="text"/>
pay scale-IDA-2007 (Pre-revised) :	<input type="text"/>
Pay Scale Prior to the Present Position :	<input type="text"/>

ADDITIONAL INFORMATION	
Training :	<input type="text"/> Max characters limit 500
Extra Curricular Activity :	<input type="text"/> Max characters limit 500
Any other Information :	<input type="text"/> Max characters limit 500

Step – 8:

- The sixth section is to upload the required documents as per the advertisements.
- Clicking on "Upload" button will upload the selected file.
- Upon successful uploading the message "File uploaded successfully" will be displayed.

The screenshot:

REQUISITE DOCUMENTS

1. Upload passport photo *
(Size with 100 kb,.jpg or .jpeg files) : No file selected.

2. Signature scan copy *
(Size with 100 kb,.jpg or .jpeg files) : No file selected.

Step – 9:

- Before clicking on "Application Preview" the declaration is to be accepted.

The screenshot:

DECLARATION

1. The eligible candidate shall submit the dully filled in application form downloaded with signature along with requisite documents and application fee of Rs 100/- in form of Bank draft/DD drawn in favour of "**National Aluminium Company Limited**" payable at Bhubaneswar (Application fee not applicable for PWD candidates) to the **Assistant General Manager(HRD), Recruitment Cell, HRD Department, National Aluminium Company Limited, NALCO BHAWAN, P/1, NAYAPALLI, BBSR-751013, Odisha** by post. No application will be received by hand. Last date of receiving application is .

2. I do hereby declare that all statements/information made in the application are true, complete and correct to the best of my knowledge and belief. In case it is detected at any stage of recruitment/selection/even after appointment that I do not fulfill the eligibility norms and/or that I have furnished any incorrect/false information or has suppressed any materials fact(s), my candidature/appointment will automatically stand cancelled, as the candidature/appointment would be deemed to be void ab initio.I understand that my candidature will be provisionally considered if this application form duly completed in all respect along with up loading of coloured pass port size photograph, signature, bank draft as and where applicable.

Accepted

Captcha*:

Step – 10:

- Clicking on "Application Preview" will display the "Preview of Application Form".
- Clicking on "Edit" button will allow the applicant to edit the "Application Form".
- Click on "Submit" button for final submission of on-line application form. On final submission of the form an "Application No" and "Password" will be sent to the E -mail id of the applicant.
- After clicking on the "Submit" button, no further modification can be done in the application form.
- Simultaneously message of successful registration will be sent to the mobile no. of the applicant.

The screenshot:

Preview of Application Form

BASIC DETAILS

1. Advertisement no	:	10150107		
2. Name of the post	:	Marketing		
3. Grade	:	E7		
4. Name of applicant	:	BHABESH MOHAPATRA		
5. Father's name	:	Test		
6. Date of birth	:	04/06/1983		
7. Age relaxation claimed	:	No		
8. Domicile of J&K between 01/01/1980 to 31/12/1989	:	No		
9. Victims of 1984 riot category	:	No		
10. Ex-Servicemen	:	No		
11. Nationality Indian	:	Yes		
12. Religion	:	Hindu		
13. Gender	:	Male		
14. Marital status	:	Unmarried		
15. (a) Indicate if you belong to PWD category	:	No		
(b) % of disability minimum 40%	:			
16. Category	:	Unreserved(UR)		
17. Internal candidate	:	Yes		
		Personal No	34543	Grade E4

CONTACT DETAILS

20. Address for communication	Plot No./House No.:- ghjgh	At/Po:- jghjgh	Via:- jhgj
	: Street No:- jghjhg	City:- jhgj	State:- Odisha
	751011		
21. Contact details	:	9439541544	
22. Email Id	:	bhabesh@ipl.in	
23. Confirm email Id	:	bhabesh@ipl.in	
24. Alternative email Id	:		
25. Permanent address (Other than address of communication)	:		
	Plot No./House No.:- ghjgh	At/Po:- jghjgh	Via:- jhgj
	: Street No:- jghjhg	City:- jhgj	State:- Odisha
	751011		
26. Nearest railway station (From address of communication)	:	BBSR	BBSR
			Odisha
27. Through proper channel	:	Yes	

Step – 11

- Applicant can login with the "Application No." & "Password". The "Application No." will act as the "User Id". The applicant must keep it carefully for further access.
- Clicking on the link will download "Application Form".
- The application form should be printed and preserved for future use.
- The dully filled in application form downloaded with signature along with requisite documents and application fee(application fee not applicable for PWD) to the **Assistant General Manager(HRD), Recruitment Cell, HRD Department, National Aluminium Company Limited, NALCO BHAWAN, P/1, NAYAPALLI, BBSR-751013, Odisha** by post. No application will be received by hand. Last date of receiving application is indicated in the advertisement.

NOTE: While entering data, screen is being refreshed and the applicants are advised to wait till the refresh is complete.

While entering data in Grade a popup window is displayed this shows the Job Description. Close the popup window to proceed further.
