

**HRD CENTRE OF EXCELLENCE  
PHASE-II, NALCO NAGAR, CHANDRASEKHARPUR  
BHUBANESWAR - 751023**

**NALCO FOUNDATION NEEDS**

**DOCTOR IN OPD, DAMANJODI, CONSULTANT IN DENTAL SURGERY IN OPD,  
AGNUL & DAMANJODI AND PROJECT MANAGER (BRAND) IN BHUBANESWAR ON  
CONTRACTUAL BASIS**

NALCO Foundation registered, under the Indian Trust Act 1882 came into existence on 28<sup>th</sup> July 2010 as per NALCO Board's decision to set up a standalone Foundation for its CSR activities. Among other things, the Board decided to allocate an additional one percent of NALCO's total net profit every year to fund the schemes to be undertaken by this Foundation.

The Foundation is based on the Guidelines on CSR for CPSEs, issued in March 2010 by the Department of Public Enterprises, Government of India.

NALCO Foundation is focused on development of villages located within 15km.s radius of NALCO Mines & Plants in Damanjodi & Angul, and also proposed mining areas such as Utkal-D&E Coal Block (Chhendipada Block- Angul), Pottangi (Koraput) and Gudem & KR Konda (Visakhapatnam and East Godavari districts of Andhra Pradesh).

To achieve its vision "To be an agent to engineer holistic development" NALCO Foundation is looking for committed, promising and passionate professionals with brilliant academic carrier to join the NALCO Foundation on tenure basis initially for a period of 03(Three) years for the following positions.

Sl. No	Position	Vacancy	Age as on 31.10.2019	Requisite Qualification	Experience	Remuneration (per month consolidate)
01	Doctor in OPD	01	25-45 years	MBBS/MD (Medicine)	Should have more than 5 years of experience	Rs.60,000/ per month in case of MBBS and Rs.70,000/- per

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						month in case of MD ( Medicine)
02	Consultant in Dental Surgery	01	25-45 years	BDS / MDS	Should have more than 5 years of experience in a large hospital	Rs.60,000/- per month in case of BDS and Rs.70,000/- per month in case of MDS
03	Project Manager (Brand)	01	25-45 years	Recognized degree in Fine Arts/Diploma in Computer graphic design etc.	Should have at least one year of work experience in graphic design, Concept design, Matte painting, developing creative projects in Govt./PSU Private Firm/NGO/ Educational or Training Institute etc. Should be able to work independently in these areas without any external support.	Rs. 60,000/- per month

**COMPANESATION PACKAGE**

**DOCTOR IN OPD:** The engagement will be initially for three years with a monthly remuneration of Rs.60, 000/- (consolidated) in case of MBBS and Rs.70, 000/- in case of MD (Medicine) and may be extended depending upon the performance and need. The other facilities shall be as per the rule and policy of NALCO Foundation.

**CONSULTANT IN DENTAL SURGERY:** The engagement will be initially for three years with a monthly remuneration of Rs.60, 000/- (consolidated) in case of BDS and Rs.70, 000/- in case of MDS and may be extended depending upon the performance and need.

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Preference will be given to local candidates if available. The other facilities shall be as per the rule and policy of NALCO Foundation.

**PROJECT MANAGER (BRAND):** The engagement will be initially for three years with a monthly remuneration of Rs.60, 000/-(consolidated) and may be extended depending upon the performance and need. The other facilities shall be as per the rule and policy of NALCO Foundation.

**SELECTION PROCESS**

A preliminary screening of the applications will be carried out, if necessary, for making a short-list of eligible candidates to be called for the interview/trade test. They will be required to produce original documents authenticating the information submitted in their application. While shortlisting the candidates, NALCO Foundation may consider additional qualifications, greater experience and level of responsibilities handled. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. Selection of Doctor for OPD, Consultant in Dental Surgery shall be done through interview only and selection of project Manager (Brand) shall be done through trade test & interview. The place and date of interview/trade test shall be intimated to the short-listed candidates in due course.

**PLACE OF POSTING**

The place of posting of Doctor in OPD will ordinarily be at Damanjodi in Koraput district of Odisha. The place of posting of consultant in Dental Surgery will ordinarily be at Angul/Damanjodi/Bhubaneswar. Similarly the place of posting of Project Manager (Brand) will ordinarily be at Bhubaneswar. However the place of posting may be changed from the indicated location as above depending on the requirement.

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**HOW TO APPLY**

Interested candidates shall submit their application as given below:

1. Candidate to submit the application in the prescribed format given at Annexure-A, giving details of their age, qualification, experience, past achievement, significant contributions, position held and other related factors appropriate to the position
2. The application should be submitted in the office of Chief Operating Officer (COO), NALCO Foundation, HRD Centre of Excellence, Phase-II, NALCO Nagar, Chandrasekharpur, Bhubaneswar-751023, Odisha latest by 5 PM of 20<sup>TH</sup> November 2019 through Speed Post/Registered Post/Hand delivery.
3. In case of hand delivery the applicant required to obtain an acknowledgement from the office and to retain the same till the selection process is concluded.
4. Applicant need to paste recent photograph at the appropriate place of the application form.
5. The following documents should be submitted along with the application Incomplete applications will be rejected.
  - a. Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DoB).
  - b. Copy of Certificates and Mark sheets in respect of qualifications acquired.
  - c. Appropriate document(s) in support of desirable experience.

**GENERAL INSTRUCTIONS**

1. Candidates should enclose copies of the relevant certificate/s (in support of age, educational qualification) and appropriate documents in support of the experience, with the application. Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents submitted therewith. If at any stage it is found that any information furnished in the

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application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated.

2. Candidates called for interview, will be reimbursed to and fro actual Economy Class air fare/2<sup>nd</sup> class AC train fare by the shortest route from the place of their residence/place of work to the place of interview whichever is nearer.
3. Canvassing in any form will be a disqualification.
4. In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the decision of NALCO Foundation shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
5. Candidates already in service of Govt./Quasi-Govt. organisations and Public Sector Undertakings will have to produce relieve order from the employer at the time of appointment .
6. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Bhubaneswar only.
7. Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the NALCO's website [www.nalcoindia.com](http://www.nalcoindia.com) .
8. Mere submission of application does not make the candidate eligible for the position. NALCO Foundation reserves the right to select the candidate based its requirement and suitability of the candidate.

Chief Operating Officer  
NALCO Foundation

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