



**National Aluminium Company Limited**  
**(A Government of India Enterprise)**

Nalco Bhawan, Nayapalli, Bhubaneswar - 751013, Odisha  
**(CIN: L27203OR1981GOI000920)**

## NEEDS MANAGEMENT TRAINEE & ASST. MANAGER FOR FINANCE DISCIPLINE

**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 more than Rs.11386Crores is going for further growth and expansion within India & across the globe. The Company 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 reputed global Company in mining, metals and energy sector, NALCO is looking for committed, promising and result oriented candidates in Finance Disciplines for the following positions:

- ❖ ManagementTrainee(Finance)-E00 08 Nos. (UR-05, OBC-02, SC-01)
- ❖ Asst.Manager(Finance) – E02 04 Nos. (UR-03, OBC-01)  
(Where there is no reservation, the candidates belong to that category will be treated at par with UR Candidates)  
[Out of above 12 posts, one post is horizontally reserved for PWD candidates]

### (A) MANAGEMENT TRAINEE (Pay Scale- Rs.40000-3%-140000) :

- I) Qualification :**  
Finance : Chartered Accountant(CA) from ICAI or Cost Accountant(CMA) from ICAI.
- II) Upper Age Limit :**  
30 Years (As on dt. 19/02/2020)
- III) Selection Process :**  
The candidates will be selected based on the Marks secured by them in all the papers both in Inter & Final examinations of Chartered Accountant/Cost Accountant and the performance in the personal interview. The candidates will be called for personal interview on a ratio of 1: 10 to the number of vacancies based on the percentage of marks secured by them in all the papers both in Inter & Final examinations of Chartered Accountant/Cost Accountant. **For the purpose, the candidates are required to send the certified copies of all the Mark Sheets and Pass Certificates both Inter & Final along with the hard copy of application.**
- IV) Compensation Package :**  
Selected candidates will be placed in the pay scale of Rs.40000 - 3% - 140000/- during one year training. Upon successful completion of training i.e. subject to fulfilling the required performance related/other criteria of the Company in force & amended from time to time, they will be absorbed as Jr. Manager at E1 grade in the pay scale of Rs.60000-3%-180000/-. Besides basic pay, the employee is entitled to Dearness Allowance, perquisite under cafeteria approach, HRA, medical facility for self & dependents and superannuation benefits i.e. Contributory Provident Fund, Gratuity, etc. as per rules of the Company in force from time to time during training/after absorption.
- V) Service Agreement & Placement :**  
The selected candidates at the time of joining will be required to execute a service agreement bond of Rs.3,00,000/- or Rs.4,00,000/- (for training imparted abroad) on non-judicial stamp paper of Rs.1500/- to serve the Company for a minimum period of 4 (four) years after successful completion of one year training.As per the training policy of the Company, the selected candidates shall undergo one year on-the-job training at different location of the Company. During the training period and/or after absorption, the candidates may be posted at any of the unit/offices of NALCO in India or abroad or any of the subsidiaries/Joint Ventures/business associates of NALCO and the services thereafter will be transferable as per the requirement of the Company. The selected candidates may be assigned jobs/functions/assignments as per the business requirements of the company.
- VI) Application Fee ( Non-Refundable ) :**Rs.500/- . (Application fee is not applicable for SC & PWD candidates)

### (B) ASST. MANAGER(FINANCE) – Pay Scale : Rs.70000-3%-200000/-

- I) Qualification & Experience :**  
Degree in any discipline with Chartered Accountant(CA) from ICAI or Cost Accountant(CMA) from ICAI.The candidates should have the required number of years of relevant experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned at Table-II.Candidates having exposure in sales accounting, treasury, fund management & investment proposal, negotiation/discount of bills, costing, project accounting, MIS, budget control, compilation of annual accounts and audit thereof, direct & indirect taxation, tender procedures, computerized accounts, risk management, etc. is desirable.Work experience in ERP environment will be preferred.
- II)** The candidates should have relevant work experience in the immediate lower level/grade and should be in the pay scale/CTC as mentioned below.

Sectors	Required Pay Scale/CTC as on 19.02.2020	Executive Grade Exp. (as on19.02.2020)	Upper Age Limit (as on19.02.2020)
(1)	(2)	(03)	(04)
Central PSUs	Rs.24900-3%-50500/- (Pre-revised) Rs.60000-3%-180000/- (Revised)	4 years	44
Central Govt./ State Govt.	Rs.15600-39100/- GP:Rs.5400/- (Pre-revised) Level-10 : Pay Matrix- Rs.56100-73200/- (Revised)		
Private Sectors including those who are not in the pay scales as at Col-(2).	Annual CTC : Rs.14 Lakhs		

- III) Compensation:** In addition to Basic Pay and DA in Industrial DA pattern (presently 17.2% of basic), the other benefits shall include Perks (35% of basic pay), Performance Related Pay based on the Company's as well as individual performance, Company accommodation or HRA, Medical facilities for self and family, Post-Retirement Medical Benefit, Leave Encashment, NPS, Contributory Provident Fund, Group Insurance, Gratuity, etc. as per Company's Rule.
- IV) Selection Process :**  
(a) The assessment of short-listed candidates will be made through Group Discussion & Personal Interview with the weightage of 25% & 75% respectively. Based on the performance in Group Discussion & Personal Interview, organizational requirement, vacancies to be operated, the candidates will be selected.  
(b) Management reserves the right to raise the minimum eligibility standards/criteria and/or to restrict the number of candidates in the personal interview, if so required.
- V) Placement :**  
During the probation period and/or after absorption, selected executives will be posted in the NALCO establishments anywhere in India & is transferable as per the organizational requirement. The selected executives may be assigned jobs/ functions/ assignments related to their area as per the requirements of the Company.
- VI) Application Fee (Non-Refundable) :**Rs.100/- . (Application fee is not applicable for PWD candidates)

### GENERAL CONDITIONS

- Medical Fitness :**
- ❖ The selected candidate needs to be medically fit as per medical rules of the Company. No relaxation in health standards as indicated in the medical rule of the Company is allowed.
  - ❖ **Reservation & Relaxation :**
  - ❖ Reservations/relaxations for SC/OBC/(non-creamy layer) / PWD (degree of disability 40% or above) candidates as per Government guidelines are applicable. In case of increase or decrease in the number of total posts, the number of reserved category posts will vary in accordance to the Govt. guidelines.
  - ❖ PWD 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 SC/OBC/PWD 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 Govt. of India, issued by the Competent Authority, at the time of personal interview, if called for.
- ❖ If the SC/OBC/PWD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same 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 year. The name of the caste and community indicated 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 personal interview, if called for.
- ❖ The upper age limit is relaxed by 5 years for SC, 3 years for OBC (Non-Creamy Layer), 10 years for PWD- Un-reserved (UR) and 13 years for PWD-OBC(Non-Creamy Layer) and 15 years for PWD-SC candidates. However, the maximum upper age limit in respect of PWD candidates is 56 years.
- ❖ 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

#### For Internal Candidates:

- ❖ There will be no upper age limit and application fee for internal candidates. However, their cases will be governed as per the rules of the company.

#### How to Make Payment :

##### Step-1 :

- Go to Career Page of NALCO at [www.nalcoindia.com](http://www.nalcoindia.com)
- Read the Advertisement carefully to be sure about the eligibility.
- If eligible Click on the link “**Online Application**” then “**Make Payment**”.

##### Step-2 :

- The Link will redirect you to State Bank Collect page of SBI, which has been authorized to collect the application fees/processing fees on behalf of Nalco.
- Select “**Odisha**” under the State of the Corporate/Institution and “**PSU-Public Sector**” under type of Corporate/Institution.
- Select Payment Category and choose “Nalco Recruitment for Finance Executives”.
- Fill the Name, Discipline, Category, Date of Birth, Registered Email Id and Mobile No. as required on the Payment portal and submit. Ensure that the same Email Id and Mobile No. details are used during the whole registration process.
- Next Screen- Confirmation page is displayed with all details the candidate has entered. Ensure correctness before proceeding for payment. Now click on “Confirm” to proceed to the payment gateway to pay. NALCO or SBI will not be responsible, in case a candidate deposits the fee with incorrect details.
- Payment may be made using any of the option available viz; Net Banking/Debit Card/Credit Card. Please note that Nalco will bear the bank charges, if any.
- On successful payment, one e-Receipt will be generated in PDF format. The candidate will be prompted to print the e-receipt with SB Collect Reference Number. Note down the Reference Number as the same would be required during Step-3 of final registration process. E-Receipt can be generated/printed subsequently from the option “Payment History” available in State Bank Collect.
- In case a candidate does not finally submit application form with valid payment details, application will be treated as incomplete and rejected. Nalco will not be responsible for the same.

##### Step-3 :

- Once the payment is made, the State Bank Collect Reference Number and the date of payment is required to be entered in the Nalco online application form on Career page of the website in order to make themselves eligible to enter the details in Main Application Form.
- No request for editing of payment details and issue of Call letter will be entertained in wrong submission cases and candidature will stand rejected.

#### How to Apply :

- ❖ The candidates need to apply online in the career section of NALCO website([www.nalcoindia.com](http://www.nalcoindia.com)) from 19.02.2020 to 18.03.2020. Candidates should click on the online application link, 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 would not be accepted and 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 their recent passport size colour photograph, signature. In case the candidate is called for personal interview, he/she will be required to produce his/her original certificate and other relevant documents as mentioned in the on-line application form.
- ❖ After on-line registration and successful submission of the application form, candidates are required to take a print out of the application form, affix a passport size colour photograph identical to the uploaded color photograph in the online application form.
- ❖ The downloaded application with self-attested photocopies of all the documents in support of the information given by the candidate in their on-line application such as; qualification, age, experience, pay scales/emoluments, CTC should reach **Recruitment Cell, HRD Department, National Aluminium Company Limited, NALCO Bhawan, P/1, Nayapalli, Bhubaneswar – 751013, Odisha** by post immediately after submission of online application. Name of the post applied for should be super scribed on the envelop used for sending the hard copy of the application. No application will be received by hand. No manual/paper application will be entertained directly unless registered and applied online. The application must reach the address along with all documents in support of their age, qualification, experience pay scale/emoluments by 25.03.2020 after closing date for submission of on line application.
- ❖ It may be noted that a candidate's application only in soft copy will not be entertained and will be rejected summarily if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents.
- ❖ NALCO will not be responsible for any candidate for not being able to submit their online application within the last date on account of system error or for any other reasons.
- ❖ Only Indian Nationals are eligible to apply.

#### Instruction to the Candidates :

- ❖ 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 advertized specification does not entitled 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.
- ❖ 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.
- ❖ The Short-listed candidates for Management Trainee will be reimbursed II Sleeper to and fro Train fare and the candidates short-listed for E02will be reimbursed IInd class AC(sleeper) fare from their communication address mentioned in the on-line application for attending the interview by the shortest route on production of tickets/proof of journey. 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 interview. In other words, if the documents during scrutiny are not in order/candidature is disqualified due to any reason on the date of interview, no TA will be reimbursed to them.
- ❖ 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.
- ❖ Canvassing by a candidate in any form shall disqualify his/her candidature.
- ❖ Any dispute with regard to the said recruitment will be settled within the jurisdiction of Bhubaneswar only.

#### Important Dates:

1. Opening of online submission of application 19.02.2020
2. Last date of submission of online application 18.03.2020
3. Last date for receipt of hard copy of application along with requisite documents 25.03.2020

**Advt. No: 10200101**

**Asst.General Manager (HRD)**

Size : 25(w) x 38(h) = 950 sq.cm