NEEDS MANAGEMENT Trainee & ASST. MANAGER FINANCE DISCIPLINE  
National Aluminum Company Limited (NALCO), a Navodya Company, is the largest integrated Alumina – Aluminium Company of Asia, having its state-of-the-art technology, with its present turnover of more than Rs. 11382 Crores is going for further growth and expansion within India and across the globe. The Company also earns Premier Trading House status in the financial year 2020-21. The Company is committed to the pursuit of excellence through competent human resources and practices having “people centric” approach. To achieve its vision to be a reputed global Company in mining, minerals and energy sector, NALCO is looking for committed, promising and result oriented candidates in Financ e disciplines for the following positions:

- Management Trainee (Finance) – 04
- Management Trainee (Finance) – 04

(A) MANAGEMENT Trainee (Pay Scale: Rs. 40000-3%–140000)

I. Qualification:
Finance: Chartered Accountant (CA) from ICAI or Cost Accountant (CMA) from ICAI.

II. Age (in years): 30 (As on 19.02.2020)

III. Selection Process:
The candidates will be selected based on the Marks accrued 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 papers both in Inter & Final examination of Chartered Accountant/Cost Accountant. For the purpose of candidates are required to send the certified copies of 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, subject to satisfactory performance they will be absorbed in the post of Assistant Accountant/Assistant Cost Accountant. After the 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 period of training and after absorption, the candidates may be posted to any of the units/Offices of NALCO in India or abroad or any of the subsidiaries/ventures/businesses of NALCO and the services therewith shall be transferable as per the requirement of the Company. The selected candidates may be assigned to suitable functional assignments as per the business needs of the Company.

V. Application Fee (Non-Refundable): Rs. 2000.- (Application fee is not applicable for SC/PH candidates)

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

I. Qualification & Experience:
- Degree in Finance (Chartered Accountant (CA) from ICAI or Cost Accountant (CMA) from ICAI)
- Candidate should have the required number of years of relevant experience as an Executive/Officer in Govt. or PSUs or reputed leading organizations as mentioned in Table-III. Candidates having experience in sales accounting, inventory, bank management, accounts payable, accounts receivable, purchase, sales, staff management, tax management, cost accounting, general management and project management, etc., are also considered.
- The candidates should have relevant working experience in the immediate lower level/grade in the pay scale.

II. Required Pay Scale/CTC as on 19.02.2020

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<tr>
<th>Sectors</th>
<th>Required Pay Scale/Ctc</th>
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<tbody>
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<td>(1)</td>
<td>(2)</td>
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<tr>
<td>Central PSUs</td>
<td>Rs.40000-3%–140000 (Pre-rev)</td>
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<td>Rs.60000-3%–180000 (Revised)</td>
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<td>Central Govt.</td>
<td>Rs.150000-3%–180000 (Pre-rev)</td>
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<tr>
<td>State Govt.</td>
<td>Rs.30000-3%–36000 (Pre-rev)</td>
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<td>Level I-II</td>
<td>Rs.21000-3%–25000 (Pre-rev)</td>
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III. Compensation:
In addition to basic Pay and DA in Industrial DA pattern (presently 17.2% of basic), the other benefits shall include PFs (30% of basic pay), Performance Related Pay based on the performance in Group Discussion & Personal Interview, allowances, leave, medical leaves, government leave, travel leaves, union leave, government leave, travel leaves, union leave, medical leave, etc. In case of North East States, the candidates may be offered travel assistance subject to the availability of the same.

IV. Selection Process:
(a) The assessment of shortlisted candidates will be made through Group Discussion & Personal Interview with the following criteria:
- performance in Group Discussion & Personal Interview, organizational requirement, vacancies to be occupied, the candidates will be selected;
- 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.
(b) During probation period and after absorption, selected executives will be posted in the NALCO establishments anywhere in India & Transalpine as per the organizational requirement. The selected executives may be assigned job/functional assignments related to their area as per the requirements of the Company.

V. Application Fee (Non-Refundable): Rs.1000.-(Application fee is not applicable for PH/SC candidates)

GENERAL CONDITIONS

Medic Fitness:
- The selected candidates need to be medically fitness 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:
- Reservation/relaxation for SC/OBC (non-creamy layer)/PWD (degree of disability 40% and above) candidates as per Government guidelines are applicable, as in case of increase or decrease in the number of total posts, the number of reserved/categorical 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. of India or medical board attached to Special Employment Exchange for the handicapped.

Category SC/SC/PH/PH candidates 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 Concerned Medical Authority.

The candidates who have been declared as eligible will be considered to be eligible only against the corresponding B.E/B.Tech categories and not for any other B.E/B.Tech category and not for any other B.E/B.Tech category.

The top management reserves the right to raise the minimum eligibility standards/criteria and/or to restrict the number of candidates to be interviewed, if so required.

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Important Dates:
- 1. Opening of online submission of application 10.02.2020
- 2. Last date of submission of hard copy of application 18.02.2020
- 3. Last date for receipt of hard copy of application along with requisite documents 25.02.2020

Advt. No: 1002001

Asst General Manager (HRD)