



(A Government of India Enterprise)
NATIONAL ALUMINIUM COMPANY LIMITED
NALCO BHAWAN, P/1, NAYAPALLI, BHUBANESWAR-751061, ORISSA

NEEDS

GRADUATE ENGINEER TRAINEES (GETs)

&

MANAGEMENT TRAINEES (MTs)

Nalco a leading Navaratna PSE of global repute, is the largest integrated Alumina-Aluminium Complex of Asia with State of the Art Technology and having multi-locational Units in the State of Orissa with Corporate Office at Bhubaneswar. The annual turn over of the Company is about Rs.5055 Crores. The Company has ambitious Projects in hand for further growth and expansion. The Company enjoys Star Trading House status in the field of Exports. Commensuration with the growth, the Company attaches due emphasis on its qualitative Human Resources whose strength is about 7500.

NALCO is looking for promising energetic **Graduate Engineer Trainees (GETs) and Management Trainees (MTs)** with bright academic record to join the Organization in the pay scale of Rs.16400 - 3% - 40500/- (E0 grade). Besides, Basic pay other perks and allowances under Cafeteria Approach, Dearness Allowance(Industrial Dearness Allowance pattern), HRA/Company Accommodation, Contributory Provident Fund, Performance Related Pay(PRP), Group Insurance, Medical Facility for self and dependants, Gratuity, Self Contributory Post Retirement Benefit etc. as per Company rules are also admissible. The CTC at the minimum scale is Rs. 27027/- pm approx (based on pre-revised perks).

I : GRADUATE ENGINEER TRAINEES(GETs) :

Graduates in Engineering/Technology (Full Time) with 65% of marks in aggregate of all the years/ semesters (55% of marks for SC/ST candidates) from a recognized University/ Institute in any of the following disciplines may apply.

Discipline
Mechanical
Mining Machinery
Electrical
C & I
Metallurgy

Discipline
Chemical
Civil
Systems (Computer Engineering/Computer Science/Information Technology)
Geology
Mining

For Systems discipline those having recognized three years full time course in Master's Degree in Computer Applications (MCA) with 65% of marks (55% of marks for SC/ST candidates) are also eligible to apply. However, such candidates must also have 65% of marks in aggregate of all the years/semesters (55% of marks for SC/ST candidates) at Graduation level from a Recognized University/Institute.

For Geology discipline, candidates having M.Sc(Geology) from recognized University/Institute with 65% of marks in aggregate of all the years/semesters (55% of marks for SC/ST candidates) in both graduation and post graduation are eligible to apply.

Preference would be given to those candidates in the above disciplines having Management Degree from premier University/ Institute.

II : MANAGEMENT TRAINEES (MTs) :

Discipline
Human Resource Management
Public Relation & Corporate Communication

Discipline
Marketing Management
Finance

Graduate with 65% marks in aggregate of all the years/ semesters (55% of marks for SC/ST) may apply in HR, Marketing, PR & Corporate Communication and Finance subject to securing the following percentage of marks and required qualification in respective courses.

- * 65% marks in aggregate of all the years/semesters (55% of marks for SC/ST candidates) in MBA/PG Degree/ PG Diploma courses (full time) for HR & Marketing discipline which should not be of less than two years duration and candidates from reputed Business School such as IIMs/XLRI, Jamnalal Bajaj Institute, XIMB etc., would be preferred.
- * Candidates with MBA/PG Diploma (minimum one-year full time course) in Mass Communication, Journalism, Advertising/Creative Writing with 65% in aggregate of all the year(s)/semesters (55% of marks for SC/ST candidates) may only apply for PR & Corporate Communication discipline.
- * Qualified CA/ICWA candidates may only apply for Finance discipline.

Candidates should have the above qualifications from recognized university/institutes.

NOTE :

- a) **The total maximum marks and total marks obtained for all years /Semesters will be summed up to arrive at aggregate percentage.**

(No. rounding off will be done & no weightage will be given to any particular Semester or year).

- b) Wherever CGPA/OGPA or letter grade in degree is awarded, equivalent percentage of marks should be indicated in the online application as per norms adopted by Univ./Instt. Please also obtain a certificate to this effect from the University/ Instt. which shall be required at the time of interview for verification.**

The candidates pursuing their final year examination viz Bachelor of Engineering/Technology, MCA, CA/ICWA, M.Sc (Geology), MBA, PG degree, PG Diploma Courses (full time) awaiting the results may also apply. Their cases will however be considered only if they finally pass the examination with requisite percentage of marks and produce Original certificate of passing in the said examination on the date the individual candidate appears his/her interview. **The interview is likely to be held during the month of October/November'2010.**

01. AGE LIMIT :

Not more than 30 years as on 31/08/2010 i.e. candidates born before 31/08/1980 need not apply. The age limit is relaxable by 05 years in case of SC/ST candidates, 03 years in case OBC candidates, 10 years for Persons with Disability (PWD) and 05 years for the candidates ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01/01/1980 to 31/12/1989.

02. RESERVATION:

The reservation for SC/ST/OBC/PWD category are provided as per the Presidential Directives in vogue.

For claiming the benefits under SC/ST/OBC category, candidate should have recent and valid caste certificate from the appropriate authority as per the Proforma prescribed by the Government of India. In respect of OBC candidates, among other things, the certificate should specifically mention that the candidate does not belong to the persons/section of Creamy Layer as mentioned in column-3 of the schedule of the Department of the Personnel & Training in the Government of India O.M. No: 36033/5/2004-Estt.(Res),dated 14/10/2004. In case of PWD candidates the disability should be equal or more than 40% as certified by Appropriate Authority.

03. TOTAL NO. OF POSTS FOR GETs: 124

Un-reserved (UR) 62, Scheduled Castes (SC) 15, Scheduled Tribes (ST) 8, Other Backward Class (OBC) 39.

(15 nos. post of GETs would be for Physically Handicapped Persons with minimum 40% disability as against horizontal reservation.)

04. TOTAL NO. OF POSTS FOR MTs: 15

Un-reserved (UR) 09, Scheduled Castes (SC) 02, Scheduled Tribes (ST) 01, Other Backward Class (OBC) 03.

(01 no. post of MTs would be for Physically Handicapped Persons with minimum 40% disability as against horizontal reservation.)

05. SELECTION PROCESS:

- (a) Eligible candidates will be required to appear for written test consisting of two papers namely
 - (i) General Aptitude Test
 - (ii) Subject Knowledge Test (Separate for each discipline).
- (b) The written test is tentatively scheduled on 26/09/2010 (exact date, time & venue of the test shall be communicated to the candidates through admit card)
- (c) Screening and selection will be done based on the details provided by the candidates. Hence, the candidates are required to furnish full and correct information. Furnishing of wrong / false information will lead to disqualification at any stage of recruitment.

Only those candidates who are short listed based on merit and criteria decided by the management after the Written Test shall be called to appear for Personal Interview at Bhubaneswar or any other place as notified to them.

06. WRITTEN TEST CENTERS:

The written test will be conducted at following cities.

Test City
Bangalore
Bhubaneswar
Chennai
Delhi

Test City
Hyderabad
Kolkata
Mumbai
Vizag

Candidates have to choose one of these cities as test centre and no change will be allowed subsequently. However, NALCO reserves the right to change any above mentioned test cities at its discretion.

07. TRAVELLING ALLOWANCE:

The candidates shall be required to appear for the Written Test at their own cost. The candidates called for Interview shall be paid IInd class return rail/ bus fare to the place of Interview by the shortest route from the address for communication on production of proof. Only SC/ST candidates called for Written Test from outstations

(beyond 30 kms.) will be eligible for reimbursement of journey expenses at the venue limited to single IIInd Class Rail/Bus fare from the address for communication given in the application to the place of test and back by the shortest route subject to production of tickets & copy of the caste certificate.

08.HOW TO APPLY :

Eligible applicants would be required to apply Online through NALCO's website: www.nalcoindia.com & eapps.nalcoindia.co.in/getmt and no other mode of application shall be accepted.

- a. Before registering/submitting their applications on the website the candidates should possess the following :
 - i) Valid E-mail ID.
 - ii) Mobile No.
 - iii) Facility to take printout of the filled in application form & pay-in-slip for depositing the registration fee.
- b. The candidate can access the online application form and pay-in-slip at above mentioned websites. The application form indicates all detail information to be filled up by the candidate and pay-in-slip indicates the registration fee fixed for the individual category with applicable bank charges. The online registration sites would be opened from **6:00 AM on 10/08/2010 to 6:00 PM on 31/08/2010.**
- c. Online application and payment methodology of registration fee of Rs. 500/- for General / OBC candidates and Rs. 100/- for SC/ST/PWD candidates will be available through on line site. The said registration fee is to be deposited in **NALCO Powerjyoti A/c number 31285673209 of SBI.** Payment is to be made as per the prescribed process only.
- d. Registration Fee is non-refundable. No other mode of payment would be accepted other than prescribed mode. Instruments like Demand Draft/ Banker Cheques / IPO, online transfer of money into NALCO account etc received towards payment of registration fee will **NOT** be entertained and if received will not be returned to applicants.
- e. Candidates are to send the envelope containing the down loaded filled in application form in original, self attested recent coloured photograph(size 3.5 x 4.5 cms with white back ground) affixed, signature in space provided in the application form along with NALCO's copy of pay-in-slip in original with bank seal. In addition, the candidate belongs to SC/ST/OBC(non-creamy layer)/PWD/J&K domicile are required to submit self attested copy of relevant certificate by ORDINARY POST (since post box do not accept registered post/courier) to **PO Box No. 12026, COSSIPORE POST OFFICE, KOLKATA-700002** so as to reach latest by 07/09/2010, NALCO will not be responsible for any postal delay/loss.

Details of filling up online application and payment method will be available on the web site.

09. TRAINING AND PROSPECTS:

i) Service Bond:

The selected candidates at the time of joining the training will be required to sign a contract of apprenticeship in accordance with the Apprenticeship Act and also a Bond on non-judicial stamp paper to serve the Company for a period of **04 years** after successful completion of one year training.

ii) Facilities During Training Period:

The duration of the training shall be for a period of 01 (one) year. The trainees shall be entitled to avail leave @20 days per annum during the training period. Medical benefits for self, bachelor accommodation and other allowances/ benefits shall be provided as per the Company's Rules.

iii) Facilities On Absorption:

On successful completion of training, the candidates will be placed in the pay scale of **Rs.20600 – 3 % - 46500/- (E01) (provisional)**.

10. GENERAL INSTRUCTIONS :

- (a) The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE. In the event qualification or the institution from where the candidate has acquired is found to be derecognized by the above institutions, his/her application/whole process of recruitment/joining is liable to be cancelled/terminated..
- (b) Before applying the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in the advertisement.
- (c) The candidates are required to deposit the applicable non-refundable registration fee, as indicated in payment methodology on website, at any branch of **State Bank of India having core banking facilities**.
- (d) An application once made will **NOT** be allowed to be with drawn and the fee once paid will **NOT** be refunded on any account nor can it be held in reserve for any other examination or selection process.
- (e) Requests for change of mailing address, Examination centre / category / discipline as declared in the application will not be entertained.
- (f) If a candidate has changed his/her name or dropped/added part of his/her name after matriculation /SSC/Higher Secondary/Senior Secondary, he/she is required to submit an attested copy of Gazette Notification with affidavit to this effect that he/she has changed his /her name after matriculation etc at the time of interview.
- (g) Candidates should retain the copy of their pay-in-slip and copy of application for future reference. Further, they are also advised to retain six nos of same

passport size photographs which will be used in all other documents of the company till the recruitment process is over.

- (h) Candidates in employment of Public Sector undertaking / Govt. service will be required to produce 'No Objection Certificate' at the time of interview. In the absence of which his/her candidature will be rejected.
- (i) Court of Jurisdiction for any dispute will be Bhubaneswar, Orissa.
- (j) NALCO reserves the right to cancel or add any centre depending on the response in that area / centre, to fill up all the posts or alter the number of posts or even to cancel the whole process of recruitment, without assigning any reasons.
- (k) Canvassing in any form shall disqualify the candidature.

11. NOTE

1. The number of post indicated above may vary based on further assessment of requirement. There will be an approved panel of successful candidates in order of merit, valid for a period of one year.
2. Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per the standard laid down under NALCO's Medical Rules.
3. The selected candidates are liable to be posted anywhere in India or abroad or with its business associates.

12. IMPORTANT DATES :

a)	Registration start date	10/08/2010
b)	Last date for registration	31/08/2010
c)	Last date for receiving the down loaded filled in application form with enclosures.	07/09/2010
d)	All India written test (Tentative)	26/09/2010

Advt No. 02/2010



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Nalco Bhawan, P/1, Nayapalli, Bhubaneswar- 751061

NEEDS

Graduate Engineer Trainees(GETs)

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Management Trainees(MTs)

NALCO a leading Navaratna PSE of global repute is looking for highly dynamic Graduate Engineer Trainee (GETs) & Management Trainee (MTs). The online registration of application will be available from Dt 10/08/2010, 6:00AM to dt- 31/08/2010, 6:00PM in our websites www.nalcoindia.com & eapps.nalcoindia.co.in/getmt. For details, please browse our web site given above or refer to Employment News dated 14/08/2010.

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