

C. EMOLUMENTS & OTHER BENEFITS:

- ◆ Company offers one of the best compensation packages as far as Cost to Company (CTC) is concerned with opportunity of merit-oriented advancement in a professionally managed organization focused on growth.
- ◆ Candidates selected for the post of SUPT(JOT)-Lab/SUPT(JOT)-Operator/SUPT(JOT)-Fitter/SUPT(JOT)-Electrical/SUPT(JOT)-Instrument Mechanic/ SUPT(JOT)-Instrumentation/ SUPT(JOT)-Geologist/SUPT(JOT)-HEMM Operator/SUPT(JOT)-Mining Mate/SUPT(JOT)-Motor Mechanic will be required to undergo, on-the-job training, for a period of 12 months. During the training period, they will be paid stipend of Rs.12000/- per month.
- ◆ After successful completion of one-year SUPT, induction would be made to Jr. Operative Trainee (JOT) for a period of 18 months. During the training period, they will be paid stipend of Rs.15000/- per month for the first 12 months and Rs.15500/- per month for the remaining six months of training. During the period of training they will be eligible to get medical facility (indoor & outdoor) for self only in NALCO Hospital.
- ◆ It may be mentioned here that in normal course training period is of 12 months for SUPT(JOT)-Lab/SUPT (JOT)-Operator/SUPT(JOT)-Fitter/SUPT(JOT)-Electrical/SUPT(JOT)-Instrument Mechanic/ SUPT(JOT)-Instrumentation/ SUPT(JOT)-Geologist/SUPT(JOT)-HEMM Operator/SUPT(JOT)-Mining Mate/SUPT(JOT)-Motor Mechanic and 18 months for JOT. However, it may be extended, subject to the different terms and conditions of the training period. 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, candidates shall be considered for placement into regular employment in T0 grade with pay scale of Rs.29500-3%-70000/- along with all emoluments applicable to regular employees.
- ◆ Candidate selected as SUPT(SOT)-Mining will undergo on the job training for 12 months with a stipend of Rs.12000/- per month. After successful completion of one-year SUPT, induction would be made to Sr. Operative Trainee (SOT) for a period of 18 months. During the training period, they will be paid stipend of Rs.16000/- per month for the first 12 months and Rs.16500/- per month for the remaining six months of training. It may be mentioned here that in normal course training period is of 12 months for SUPT(SOT)-Mining and 18 months for SOT. However, it may be extended, subject to the different terms and conditions of the training period. 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, candidates shall be considered for placement into regular employment in S0 grade with pay scale of Rs.36500-3%-115000/- along with all emoluments applicable to regular employees. During the period of training they will be eligible to get medical facility (indoor & outdoor) for self only in NALCO Hospital.
- ◆ Other benefits as per the Rules of the Company shall be also applicable.

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

D. SELECTION PROCESS

1. The applied candidates for the posts shall be required to undertake a Computer Based Test (CBT).
2. The options for selection of exam centers needs to be filled up as per preference. Based on preference, date of application and availability, test centers will be allotted through computer-based program. Any request regarding change in venue/date/time of the examination will not be entertained. The list of examination centres is detailed at (I) (9).
3. The CBT will be conducted for total 100 questions and each correct answer will carry 01 mark and time allotted 120 minutes. The questions will be of MCQ types with one mark each. The question shall be on respective technical (Domain) subjects (80%) and general awareness (40%).
4. The question shall be in English and Hindi language only.
5. The answer key to the question will be displayed in the NALCO website www.nalcoindia.com three days after the CBT along with Objection management related to the concerns of the candidates, if any, related to questions and answer keys of the examination. Candidates can register their objection within three days of the answer key being posted on the website.
6. For posts from Sl. No. 1 to 10, selection shall be based on Computer Based Test (CBT) only.
7. For posts from Sl. No. 11 to 14, the selection will be made through CBT and Trade Test. The weightage for CBT and Trade test shall be 60% and 40% respectively.
8. Based on the performance in the Computer Based Test (CBT) CBT & trade test, the organizational requirement, the vacancies in the discipline and reservation points as per the Presidential Directives, the candidates will be called for original documents verification and pre-employment medical examination. The candidates shall submit the self-attested copy of online application, admit card, e-Receipt of application fee, ID proof and documents uploaded at time in the online portal along with their original documents during verification of documents by a Committee, if called for. Any inadequacy/deficiency/discrepancy/mismatched or non-submission of required documents of the candidates his/her provisional selection and candidature shall be rejected forthwith. Any undertaking/ request of the concerned candidate on this account will not be entertained at all.
9. Mere meeting the advertised specification and appearing in the Computer Based Test does not entitle a candidate to be called for verification of documents. The management reserves the right to raise the minimum eligibility standards/criteria by taking into account the standard of qualification and/or experience to restrict the number of candidates for assessment.

E. MEDICAL FITNESS

- ◆ The final placement of the candidate in the Company will be subject to the selected candidates being found medically fit by the Company's Medical Officer/Board for the post (s) for which they have been selected. The Decision of Medical Board constituted by the Company will be final and binding.

F. PLACEMENT

- ◆ The candidate has to opt for the post applied for either at S&P Complex, Angul or M&R Complex, Damanjodi against the respective vacancy (at Table-A) only while filling up the application. During the probation period and/or after absorption, selected candidates may be posted in the NALCO's establishments anywhere in India or abroad or any of the subsidiaries/joint ventures/business associates of NALCO & is transferable as per the organizational requirement. The selected candidates may be assigned jobs/ functions/ assignments related to their area as per the requirements of the Company including shift operation.

G. RESERVATIONS AND RELAXATIONS

1. Reservations/relaxations for SC/ST/OBC (non-creamy layer) /Economically Weaker Section (EWS)/Person with Benchmark Disability (PwBD)/(degree of disability 40% or above) /Ex-servicemen 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. Further, the Presidential Directives on relaxed standards for PwBD will be followed, wherever it may be required to do so.
2. Reservation for PwBD / Ex-serviceman (ESM) shall be on horizontal basis as per the prevailing rules. If suitable ESM candidates are not available for filling up posts for ESM, the same will be filled up by candidates other than ESM. The ESM candidates are required to submit their all relevant documents/declaration along with their application form as per Govt. guidelines/Notifications from time to time for their eligibility to availing concessions/relaxations, failing which their candidature is liable to rejection in the event of inadequacy/deficiency found at any stage before or after the verification of original certificate/documents.
3. EWS category may also apply for the posts, provided they meet the eligibility criteria prescribed for UR category.
4. For claiming the benefit of reservation/ concessions applicable for PwBDs, the candidates shall have to submit a disability certificate as per the provisions of Chapter-VII (Rule-17 to Rule-20) of the Rights of Persons with Disabilities Rules, 2017 of the Notification No. G.S.R. 591(E) dated 15.06.2017 issued by the Ministry of Social Justice and Empowerment, Government of India. The 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.
5. Appointment to some of the vacancies will be offered to the PwBD candidates after considering the nature of duties and responsibilities of the assignment, location, etc. and also considering that the disability is not likely to interfere with the performance and without possible deterioration of his/her health. However, the final appointment and placement would be based on candidates' medical fitness with respect to the job requirement of the identified posts.
6. Category of SC/ST/OBC(NCL)/PwBD /Ex-servicemen/EWS once filled in the online application form will not be changed. The reserved category candidates are required to upload the requisite certificate in the prescribed format of Government of India, issued by the Competent Authority in the online application form as well as submit the same at the time of verification of original certificates/required documents, if called for.
7. If the SC/ST/OBC(NCL)/PwBD /Ex-servicemen/EWS certificate has been issued in language other than English/Hindi, the candidates will be required to submit a self-certified copy of the same either in English or Hindi.
8. 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 financial year. The name of the caste and community indicate 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 Computer Based Test (CBT) as per the application form which will be available in the NALCO website.
9. The EWS candidates are required to submit requisite **Income and Assets Certificate** issued by the Competent Authority in prescribed format for the current financial year. Further, EWS candidates will have to give a self-undertaking indicating that they belong to EWS category also at the time of Computer Based Test (CBT) as per the application form which will be available in the NALCO website.
10. The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-creamy layer), 10 years for PwBD -Un-reserved (UR), 13 years for PwBD -OBC (Non-Creamy Layer) and 15 years for PwBD -SC/ST candidates. The maximum upper age limit in respect of PwBD candidates is 56 years. However, relaxation in age for SC/ST/OBC (NCL) is subject to availability of vacancy for the particular category.
11. Relaxation of five years in age will be extended to the candidates who had ordinarily been domiciled in the Union Territory of Jammu & Kashmir and Union Territory of Ladakh 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.
12. The internal candidates may apply along with other candidates provided they are serving in the next lower grade at least for one year and should be confirmed employees & there will be no upper age limit. The internal candidates also have to meet the job specification as per notification/advertisement. However, their cases will be governed as per the rules of the Company.
13. **S&P Complex, Angul:** In case of candidates whose lands have been acquired for NALCO projects at Angul and possess the relevant certificate issued by the land acquisition authorities of State Government in the name of self or in the name of parents or grandparents and none of their family member are employed in NALCO against the land acquired, may be considered provided he/she meets the qualification, experience and age criteria. The maximum age limit is 40 years for land ousted persons as on 21.01.2025. The relaxation will be applicable for the posts advertised for S&P Complex, Angul only.
14. **M&R Complex, Damanjodi:** In case of candidates whose lands have been acquired for Nalco project at Damanjodi and possess the relevant certificate issued by the land acquisition authorities of State Government in the name of self or in the name of parents or grandparents may be considered provided he/she meets the qualification, experience and age criteria. The maximum age limit is 40 years for land ousted person as on 21.01.2025. The relaxation will be applicable for the posts advertised for M&R Complex, Damanjodi only.
15. Further, the land ousted candidates are required to submit all supporting documents including land documents, legal heir certificate issued by the Govt. authorities, declaration showing nominee particulars and relationship between the candidate and land trustee by the candidate in non-judicial stamp paper of Rs.25/- as per the prescribed format provided below (Candidate needs to take care to choose the correct declaration i.e. either for S&P Complex or M&R Complex as applicable) by way of Affidavit before the Executive Magistrate, failing which candidature will not be considered. On the other hand if the document submitted or the declaration made or information furnished by the candidate are found to be false or incorrect at any point of time or there has been suppression of any facts, their candidature will be terminated forthwith without any notice or assigning any reason.

H. APPLICATION FEE

1. The General/OBC(NCL)/EWS candidates are required to pay Rs.100/- (Rupees one hundred) only towards Application Fee.
2. No application fee will be charged from SC/ST/PwBD/Ex-Servicemen/land ousted/internal candidates.
3. Candidates can opt to pay through dedicated bank account, net banking or through debit/credit card. Fee shall not be collected by any other mode.
4. Application fee/Registration Fee is non-refundable under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/registration fee and to fill in the payment details carefully.
5. To avoid last minute rush, candidates are advised to apply well in advance.