

**ENGAGEMENT OF INDUSTRIAL TRAINEE**

National Aluminium Company Limited(NALCO), a Navaratna Company is the largest integrated Alumina – Aluminium complex of Asia, having state of the art technology having its Corporate Office at Bhubaneswar, Odisha. The Company takes pride for its unflinching commitment to corporate governance by giving an opportunity to the young budding professional an exposure to industry by way of industrial trainee. NALCO is looking for engaging four industrial trainees in HR for a period of one year in **NALCO** with a consolidated monthly remuneration of Rs.10,200/-.

Sl. No	Post	Consolidated monthly remuneration	Vacancy	Vacancy break up	Upper age limit as on 31.05.2014	Requisite qualification
01	HR	Rs.10,200/-	4	UR : 02 SC : - ST : 01 OBC : 01	UR- 28 Yrs SC/ST- 33 Yrs OBC- 31 Yrs	<ul style="list-style-type: none"> <li>• Full time recognized degree in any discipline with recognized PG Diploma in Personnel Management/ Labour Welfare/Industrial Relations/ HRD/ HRM(duration not less than two years) or MBA with specialization in PM/IR/HRD/ HRM(duration of not less than two years).</li> <li>• The percentage of mark throughout academic career for general candidates shall be 60% and for SC/ST/OBC category shall be 50%.</li> </ul>

- The eligible candidates are advised to visit the career section of NALCO website [www.nalcoindia.com](http://www.nalcoindia.com) for detail advertisement, prescribed application format and other conditions.



(A Government of India Enterprise)  
P/1, Nayapalli, NALCO Bhawan  
Bhubaneswar- 751061  
HRD CENTRE OF EXCELLENCE, NALCO NAGAR

Advt. No: \_\_\_\_\_

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### VACANCIES, UPPER AGE LIMIT & QUALIFICATION

Sl. No	Post	Vacancy	Vacancy break up	Upper age limit as on 31.05.2014	Requisite qualification
<b>Industrial Trainees</b>					
1	HR	04	ST – 01 OBC – 01 UR - 02	UR-28 Yrs. SC/ST-33 Yrs. OBC-31 Yrs.	<ul style="list-style-type: none"> <li>Full time recognized degree in any discipline with recognized PG Diploma in Personnel Management/ Labour Welfare/Industrial Relations/ HRD/ HRM(duration not less than two years) or MBA with specialization in PM/IR/HRD/ HRM(duration of not less than two years).</li> <li>The percentage of mark throughout academic career for general candidates shall be 60% and for SC/ST/OBC category shall be 50%.</li> </ul>

### SELECTION PROCESS

- Through “Walk- in –interview” to be held on Dated **18<sup>th</sup> - 19<sup>th</sup> June, 2014 at 10:00 AM at HRD Centre of Excellence, Nalco Nagar, Chandra Sekharpur, Bhubaneswar-751023** in the above discipline subject to fulfilling the advertised criteria. The candidates will be selected based on the performance in the personal interview, the organizational requirement, the vacancy in the discipline, reservation points as per the Presidential Directives. The percentage of qualifying marks in personal interview shall be 60% in case of general category candidates and 50% for SC/ST/OBC candidates.
- However, the management reserve the right to raise the minimum eligibility standards/criteria and/or to restrict the number of candidates in the “Walk-in- Interview”, if so required.

### MEDICAL FITNESS

- The industrial trainee will be subject to medical fitness to perform the assigned duty/responsibility. Certificate for this purpose will have to be obtained from a Govt. doctor.

## TERMS AND CONDITIONS OF ENGAGEMENT

- The engagement as Industrial Trainee will be regulated by Company's discipline and administrative orders that may be in force from time to time..
- The engagement is purely on temporary basis and is limited to a period of **One year (12 Months)** from the date of joining if performance during the training is found to be unsatisfactory or found guilty of moral turpitude or indiscipline, the training period may be terminated earlier at the discretion of the Management.
- No further extension of training period shall be permitted.
- **Placement of the trainees shall be made at any place of Nalco Establishment.**
- The engagement as trainee confers no right on the student for absorption in the Company.
- During the training period a consolidated stipend of **Rs. 10,200/-** (Rupees ten thousand two hundred only) per month will be paid.
- The trainee has to make his/her own arrangement for accommodation and transport during the training and would abide by rules and regulations of the Organization in the matter of conduct and discipline.
- The Medical facility will be applicable for self only. The reimbursement of medical expenses per year will be limited to one month's stipend.
- 15 days Medical Leave and 12 days Casual Leave is allowed per year to the trainee subject to approval of the Company.

## HOW TO APPLY

- The eligible candidates shall submit the duly filled in and signed application in the prescribed format at the time of walk-in-interview which will be held on Dated **18<sup>th</sup> - 19<sup>th</sup> June, 2014 at HRD Centre of Excellence**, Nalco Nagar, Chandrasekharpur, Bhubaneswar-751 023. The typed application must contain: (01) post applied for (02) advertisement no (03) name in capital letters and Father's / Guardian's name (04) address for communication with e. mail address and mobile no. (05) date of birth (06) academic / professional qualification with name of the college/university, year of passing, percentage of marks and principal subjects/specialization (07) whether SC/ST/OBC(NCL)/PWD.(attach copy of latest valid certificate) (08) signature and date. Attested copies in support of proof of date of birth, qualification, caste, etc. are to be submitted along with the application which is mandatory. The applicants have to bring the original certificates for verification at the time of walk-in- interview. The candidate may download the said prescribed application format from the career section of NALCO website [www.nalcoindia.com](http://www.nalcoindia.com) .The candidate is allowed to apply in the prescribed format only on Dated **18<sup>th</sup> June, 2014 by 02:00 PM** or time decided by Nalco Management. No application will be entertained beyond the schedule date and time.
- A candidate can apply for the post advertised only. Candidates applying for other post/discipline will not be considered.

## GENERAL INSTRUCTIONS

- Only Indian Nationals are eligible to apply.
- The candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement. Mere submission of application at the time of walk-in-interview does not imply that the Company (NALCO) has been satisfied about the candidate's eligibility. In case it is detected at any stage of engagement 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 engagement as industrial trainee will automatically stand cancelled, as the candidature/engagement would be deemed to be void *ab initio*.
- The requirement is purely temporary basis for a period of one year. This contractual engagement as industrial trainee will not confer any lien and/or right, whatsoever, for regularization of their services in the Company.
- NALCO reserves the right to raise the minimum eligibility standards. The management reserves the right to fill or not to fill any of the above positions without assigning any reason whatsoever. NALCO also reserves the right to cancel/restrict/modify/alter the contractual engagement process and also reserve the right to increase/ decrease the post advertised, if need arises without issuing any further notice or assigning any reason whatsoever.
- Candidate has to make his/her own necessary arrangement for attending the walk in interview on **Dated 18<sup>th</sup> – 19<sup>th</sup> June, 2014**
- Canvassing by a candidate in any form shall disqualify his/her candidature.
- Any dispute with regard to the said engagement process will be settled within the jurisdiction of Bhubaneswar only.

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NATIONAL ALUMINIUM COMPANY LIMITED  
(A Government of India Enterprise)  
NALCO Bhawan, P/1, Nayapalli,  
Bhubaneswar, Odisha

Paste your  
recent  
passport size  
coloured  
photograph

**APPLICATION FORM**

1. Post Applied For: \_\_\_\_\_
2. Advertisement No: \_\_\_\_\_
3. Name(Capital letters): \_\_\_\_\_
4. Father's/Guardians' Name: \_\_\_\_\_
5. Address for communication: \_\_\_\_\_

E. Mail: \_\_\_\_\_, Phone: \_\_\_\_\_, Mobile: \_\_\_\_\_

6. Date of Birth: \_\_\_\_\_
7. Academic Qualification:

Sl. No	Examination passed (HSC onwards)	Name of the School/College/Institution/University	The course is recognized by	Year of passing	% age of mark	Principal subject/ specialization

8. Whether belongs to SC/ST/OBC(Non- Creamy Layer)/PWD: \_\_\_\_\_ Category  
(Attach copy of the latest certificate)

**NB:** 1. Candidates are required to attach attested copies of educational certificates with the application.  
2. They are also to bring the original certificate(s) for verification at the time of personal interview

**Declaration:** I do, hereby, declare that the entries in this form and additional particular, if any, furnished by me are true to the best of my knowledge & belief. I understand that any material misrepresentation/ omission shall render me liable to termination or dismissal.

Date:  
Place:

(Signature of Candidate)