

Recruitment of Paramedical staff Advt No: S&P/01/2014

National Aluminium Company Limited (NALCO), a Navratna Company, is the largest integrated Alumina – Aluminium complex of Asia, having state of the art technology, with a turnover of about Rs 7000 crores, and is poised for further growth within India & across the globe. The Company enjoys Premier Trading House status in the field of export and has won many prestigious awards for its excellent performance over last 30 years. The plants and offices are multi-locational with its Corporate Office at Bhubaneswar, Odisha. Nalco has emerged to be a star performer in production, export of alumina and aluminium, and more significantly, in propelling a self-sustained growth. The Company has its 60 bedded own hospital at S&P Complex, Nalconagar, Angul with specialized doctors in various fields as well as sophisticated medical equipments. Applications are invited from interested candidates for the following posts:

Discipline	Number of posts	Pay Scale	Job Specifications
NURSE GR.III (P0 grade)	05 Posts (SC-01, ST-01, OBC-01 & Gen-02)	Rs.11700-3%-27500/-	The candidate should have passed Matric/ Higher Secondary/10+2 (Science) with General Nursing and Midwifery training (3years) or Diploma/ B.Sc in Nursing from a Government College /recognized institution approved by Indian Medical Council, valid Registration in Nursing Council of India/State Nursing Council and should have one year in line post qualification experience. (Training period shall not be considered as experience). The candidate will have to attend the indoor patients, emergency cases, labor rooms, isolation wards, injection room, health camps, first-aid center, occupational health centers, assist in Operation Theatres etc.
LABORATORY TECHNICIAN GR. III (Pathology) (P0 grade)	- 01 post (PWD (LD) & SC),	Rs.11700-3%-27500/-	The candidate should have passed Matric/ Higher Secondary/10+2 (Science) with Diploma of minimum 02 years duration in Laboratory Technician from a Government College/recognized institution and should have one year relevant post qualification experience in Govt./PSU/ reputed Private Hospital. (Training period shall not be considered as experience). He/ She is required to perform all routine works in clinical laboratory such as Hematology, Clinical Pathology, Histopathology, Cytology, Microbiology, Biochemistry, Blood Bank works, draw blood for investigations etc, prepare necessary slides and should have proper knowledge for storage of the specimens and tissues.
TECHNICIAN GR.III (Radiology) (P0 grade)	01 post (Gen),	Rs.11700-3%-27500/-	The candidate should have passed Matric/ Higher Secondary/10+2 (Science) with Diploma of minimum 02 years duration in Radiography from a Government College/recognized institution and should have minimum one year relevant post qualification experience. (Training period shall not be considered as experience). He/ She should have experience in working with the latest X-ray equipments & accessories in any modern Hospital.
TECHNICIAN Gr.III (Audiometry) (P0 grade)	01 post (Gen)	Rs.11700-3%-27500/-	The candidate should have passed Plus 2 (Science) with B.Sc. Degree course in Audiology and Speech Language Pathology (ASLP) or B.Sc. Degree course in Hearing Language and Speech Therapy (HLS) from a Govt. College/Recognized University with one year post qualification experience in an institute of repute. (Training period shall not be considered as experience). He / She should conduct audiometry test of employees routinely during PME, Pre-employment tests whenever required, Periodic Noise level measurements, Assist ENT specialist of Hospital for Audiometry testing and speech therapy of patients, Generate statistical and statutory reports for OHS department, comply to various standards and requirements, any other related task assigned any time

DRESSER (W2 Grade)	03POSTS (Gen-01, SC-01 & ST- 01)	Rs.10800- 3%- 25000/-	The candidate should have passed HSC from a recognized Board with two years of relevant post qualification experience (Training period shall not be considered as experience) as dresser in a Hospital/Dispensary of repute. Must possess a valid First Aid Certificate issued by St.John Ambulance. The candidate is required to do shift duty either in the Hospital or Plant First Aid independently. The candidates are required to perform regular dressings, prepare sterile dressing materials, sterilize dressing instruments, conduct surgical suturing under the supervision of doctors, etc and to carry out other assigned jobs.
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Age Limit

Maximum 35 years for General category as on 01.06.2014. The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC(non creamy layer), 10 years for PWD unreserved, 13 years for PWD-OBC (non creamy layer) and 15 years for PWD-SC/ST candidates.

Compensation Package

Besides basic pay, selected candidates will be entitled to Dearness Allowance, perquisite under cafeteria approach, HRA, medical facility for self & dependants and superannuation benefits i.e. Contributory Provident Fund, Gratuity, Profit Related Pay, etc. as per rules of the Company in force from time to time.

Selection Process

Candidates will be short-listed for written test/ personal interview in the above disciplines subject to fulfilling the criteria as specified in the advertisement. Based on the performance in the written test/ personal interview, the organizational requirement, the vacancies in the respective disciplines, reservation points as per the Presidential Directives, the candidates will be selected. However, the 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. The final placement of the candidate is subject to their medical fitness as per company's standard and other joining formalities.

Medical Fitness

The selected candidate needs to be medically fit as per NALCO medical rules of the Company. No relaxation in health standards as indicated in the medical rule of the Company is allowed.

Placement

During the probation period and/or after absorption, selected candidates may be posted in the establishments of NALCO anywhere in India & 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 duty.

Reservations and relaxations

- Reservations/relaxations for SC/ST/OBC (non-creamy layer)/PWD(degree of disability 40% or above) candidates as per Government guidelines are applicable. In case of increase or decrease of total posts and selection of the candidates in the lower grade, the numbers of reserved category post will vary in accordance to the Govt. guidelines.
- Relaxation in age to Ex-service men shall be as per Govt. guideline.
- Relaxation of 5 years in age will be extended to the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01.01.80 to 31.12.89; children/ family members of those who died in riots of 1984 will get extensions as per directives of Govt. of India.
- 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 practioners of Govt hospital or medical board attached to special Employment Exchange for the handicapped.
- If the SC/ST/OBC(NCL)/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 General. The OBC(Non-Creamy Layer) candidates are required to submit latest valid OBC certificate in the prescribed format applicable for purpose of reservation in

appointment to posts under Government of India/ Central Govt. Public Sector Undertaking as contained in DOPT memo no: 36012/22/93-Estt.(SCT) dtd.: 08/09/1993, from a Competent Authority. 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 (Non- Creamy Layer) candidates will have to give a self- undertaking indicating that they belong to OBC(Non- Creamy Layer) category also at the time of interview, if called for.
- Any request for change in category (Gen/SC/ST/OBC/PWD) once indicated in the application form by the candidate, will not be entertained and accordingly, applicable concession/relaxation will not be extended.
- In case of land affected persons whose lands have been acquired for Nalco project at Angul and possesses 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 members are employed in Nalco against the land acquired may be considered provided he/she is meeting the qualification, experience and age criteria. The maximum age limit is 40 years for land affected persons as on 01.06.2014. The land affected candidates are required to submit all supporting documents including land documents; legal heir certificate issued by Govt authorities, declaration showing nominee particulars & relationship between the candidate and land outsee by the candidate in non judicial stamp paper on Rs 25/ as per the prescribed format provided below, 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.

How to apply

- The eligible candidates shall submit the duly filled in and signed application in the prescribed format as given below, along with three sets of passport size photographs and attested copies (by gazetted officers) of all supporting certificates. The applicants have to bring the original certificates for verification at the time of personal interview. Name of the post should be super scribed on the envelope. The applications shall be exactly as per the format.
- An application fee of Rs 50/- is required to be paid in the shape of Demand Draft drawn after the release of advertisement, in favor of "National Aluminium Company Limited, Smelter Plant" payable at Kandsar/ Nalconagar, Angul (Application fee is not applicable for SC/ST/PWD/Ex-servicemen candidates). Application fee is not refundable for any reason whatsoever.
- The applications completed in all respect should reach Manager(HRD), Recruitment Cell, HRD Department, S&P Complex, National Aluminium Company Limited, NALCONAGAR, Angul 759145, Odisha by Registered/ Speed Post. No application will be received by hand/ordinary post/courier. Last date of receiving application is 20th June, 2014. Any application, which is incomplete, without supporting documents or received after 20th June 2014 will not be entertained. Nalco does not take any responsibility for postal delay, if any.
- A candidate can apply for one post/discipline only. Candidates applying for more than one post/discipline will not be considered.
- Application should be submitted on plain paper in A 4 size in the following format

- (1) Advt. No. S&P/01/2014
- (2) Name of the post
- (3) Name of the applicant (In block capital letters)
- (4) Father's name
- (5) Date of birth and age as on 01.06.2014
- (6) Religion
- (7) Present Postal Address for communication including email id & cell phone number
- (8) Permanent Address

Paste a recent color
passport size
attested photograph

(9) Academic/Professional qualification in the following proforma.

Exam.Passed	Institution/Council/ Board/University	Year of Passing	Class/Division	Main Subjects	% of marks
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(10) Whether undergone any specialized training/Apprenticeship if so, the details

Name of the Industry/ Organisation	Period of Training		Nature of Training	Remarks
	From	To		

(11) Details of past and present experience:

Name of the Industry/ Organization	Period of service		Designation	Nature of duties	Total salary (per month) drawn	Reasons of leaving
	From	To				

(12) Whether SC / ST / OBC/ PWD/ Ex servicemen. (Attach copy of certificates from competent authority in the prescribed format)

(13) Whether belong to land affected category (attach all relevant documents)

(14) Type of disability & % of disability for PWD.

(15) Employment Exchange Registration Number, its validity period and name of the Employment Exchange,

(16) Registration Number (Nursing)

(17) DD number & date

(18) Extracurricular activities if any

(19) A declaration by the applicant stating that "The information furnished above is true and correct. If the information furnished or documents submitted by me are found to be false/ incorrect at any point of time my training/ service will be terminated by NALCO without assigning any reason.

(20) Signature of the applicant with date

General Conditions

1. SC/ST/ PWD candidates called for test/interview will be paid second class return rail/bus fare by the shortest route subject to the condition that the place of stay is 30 KMs or more from the Administrative Building of Smelter Plant, Nalconagar, Angul, on production of tickets/ proof of journey.
2. Candidates should have registered their name in any employment exchange.
3. Only Indian Nationals are eligible to apply.
4. The candidate should ensure that he/she fulfils the eligibility criteria and other conditions as mentioned in this advertisement. Mere submission of application does not imply that the Company (NALCO) has been satisfied about the candidate's eligibility. In case it is detected at any stage of recruitment/ selection/even after appointment that the candidate does not fulfil 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 and the candidature/appointment would be deemed to be void ab initio.
5. 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.
6. Candidates presently employed in Central/ State Govt./ PSUs/ Autonomous bodies must submit "No Objection Certificate" from their present employer at the time of personal interview failing which they will not be allowed to appear in the personal interview.
7. 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 reserve the right to increase/decrease the post advertised, if need arise without issuing any further notice or assigning any reason whatsoever.

8. Canvassing by a candidate in any form shall disqualify his/her candidature.

DECLARATION
(Only for Land Affected Persons)
(Non-Judicial Stamp Paper of Rs.25/-)

I Sri/Ms.....Son/Daughter of.....
Village.....Po.....PS.....
Dist..... hereby declare:

1 That our land measuring.....decimal in following plot/Khata /Mauza which stands in my name or in the name of my Father/ Mother/Grand Father/ Grand Mother namely such as..... have been acquired by NALCO for its project. All supporting papers/ documents to this effect are submitted herewith for kind reference.

Area	Khata No.	Plot no.	Mauza	Village	Stand in the name of	Award No. & Date

2 That against the said land none of our family members are employed in NALCO till date.

3 That the information furnished above is true and correct. If the information furnished or documents submitted by me are found to be false/ incorrect at any point of time my training/ service will be terminated by NALCO without assigning any reason.

(Signature of the Applicant)

I/ We hereby nominate Sri/Ms Son/Daughter/ wife of

..... Village..... Po.....PS

Dist..... to consider his/her candidature for the post I/We also declare that against the said land none of our family member is employed in NALCO till date.

Counter signature of the Land Affected Person
(In case of death the Legal Heirs should sign
with Legal Heirs Certificate)

Name

Place

Date

ADV. No. S&P/01/2014
