For more job news visit : www.kpscvaani.com

नालको NALCO
National Aluminium Company Limited
(A Government of India Enterprise)

Nalco Bhawan, P/1, Nayapalli
Bhubaneswar-751013, Odisha, India
CIN : L27203OR1981GOI000920
A NAVRATNA COMPANY

RECRUITMENT OF NON-EXECUTIVE PERSONNEL - M&R COMPLEX, DAMANJODI

National Aluminium Company Limited (NALCO), a Navratna Central PSE and one of the largest integrated Alumina -Aluminium Complex of Asia, having state of the art technology is going for further growth and expansion within India & across the globe. The plants and offices of the Company are multi-locational with its Corporate Office at Bhubaneswar, Odisha. The Company believes in achieving organizational excellence through competent human resources and practices having "people centric" approach to achieve its vision to be a premier and integrated company in the Aluminium value chain with strategic presence in Mining both domestic & global, Metals and Energy sectors. The Company has been operating its Bauxite Mines and Alumina Refinery at Mines & Refinery Complex Damanjodi, in Koraput District, Odisha and Aluminium Smelter, Captive Power Plant & Coal Mines at Smelter & Power Complex in Angul District of Odisha.

NALCO invites applications from Indian nationals fulfilling the eligibility criteria, for filling up various posts in Non- Executive cadre, as per details given below:

A. DETAILS OF CATEGORY-WISE VACANCIES, ELIGIBLITY CRITERIA AND POSTS:

Sl. No.	Post, Grade and Scale of Pay	Total No. of Posts (Category wise breakup)*	Post identified as suitable to be held by PwBDs	Minimum requisite Qualification	Upper age limit (in years) as on last dt. of submission of online application	Induction Level	Minimum experience in Years (training period shall not be considered as experience)
1	Operator (HEMM) Gr. III T0 grade (Rs.29500-3%-70000/-)	Total- 6 (UR – 5 ST – 1)	-	The candidate must have passed 10th with ITI (NCVT/NCVET) of 2 years duration in Mechanic Motor Vehicle (MMV) trade or 1 year duration in Diesel Mechanic Trade and should possess Apprenticeship certificate in MMV or Diesel Mechanic Trade. Heavy vehicle driving license is required. First aid training certificate is desirable.	35	T0 grade (Rs.29500-3%-70000/-)	02 years work experience in the relevant field.
2	Mining Mate Gr. III T0 grade (Rs.29500-3%-70000/-)	Total- 21 (UR – 8 EWS – 2 OBC(NCL) – 3 SC – 3 ST – 5)	-	The candidate must have passed 10th with a valid Mining Mate Certificate of Competency (Restricted to open cast Metalliferous Mines) being issued by DGMS. Candidate with First aid certificate will be preferable.	35	T0 grade (Rs.29500-3%-70000/-)	02 years work experience in the relevant field.
3	Jr. Foreman (Mines) S0 grade (Rs.36500-3%-115000/-)	Total-8 (UR – 5 OBC(NCL)-1 SC-1 ST-1)	-	The candidate must have passed Diploma in Mining/Mining Engineering with valid Mining Foreman Certificate of Competency (Restricted to opencast Metalliferous Mines) being issued by DGMS.	40	S0 grade (Rs.36500-3%-115000/-)	02 years work experience in the relevant field.
4	Jr. Foreman (Electrical) S0 grade (Rs.36500-3%-115000/-)	Total-3 (UR-3)	-	The candidate must have passed Diploma in Electrical Engineering (full time regular course) from a recognized University/Institution. The candidate must possess valid Supervisory Certificate of Competency (M.V/ H.T/ E.H.T) issued by the Electrical Licensing Board, Odisha covering Mining installations. **	40	S0 grade (Rs.36500-3%-115000/-)	02 years work experience in the relevant field.
5	SUPT(JOT)-Operator	Total-55 (UR – 28 EWS – 6 OBC(NCL)–2 SC – 12 ST – 7)	(b)D,HH (c)OL, CP, LC, Dw, AAV,SD/SI (d)ASD(M),SLD, MI (e) MD involving (b) to (d) above.	The candidate must have passed 10th with ITI (NCVT/NCVET) in Electronics Mechanic/ Technician Mechatronics/Electrician/Instrumentation/ Instrument Mechanic/ Fitter Trade of 2 years duration, along with apprenticeship certificate.	27	SUPT for 12 months and then JOT for 18 months before placement at T0 Grade.	Nil
6	Operator Gr. III T0 grade (Rs.29500-3%-70000/-)	Total- 54 (UR – 24 EWS – 5 OBC(NCL)–6 SC – 8 ST – 11)	(b)D,HH (c)OL, CP, LC, Dw, AAV,SD/SI (d)ASD(M),SLD, MI (e) MD involving (b) to (d) above.	The candidate must have passed 10th with ITI (NCVT/NCVET) in Electronics Mechanic/ Technician Mechatronics/Electrician/Instrumentation/ Instrument Mechanic/ Fitter Trade of 2 years duration, along with apprenticeship certificate.	35	T0 grade (Rs.29500-3%-70000/-)	02 years work experience in the relevant field.
7	SUPT(JOT)-Fitter	Total-12 (UR – 6 EWS – 1 SC – 3 ST – 2)	(b)D,HH (c)OL, CP, LC, Dw, AAV,SD/SI (d)ASD(M),SLD, MI (e) MD involving (b) to (d) above.	The candidate must have passed 10th with ITI (NCVT/NCVET) in Fitter Trade of 2 years duration, along with apprenticeship certificate.	27	SUPT for 12 months and then JOT for 18 months before placement at T0 Grade.	Nil
8	Technician (Fitter) Gr. III T0 grade (Rs.29500-3%-70000/-)	Total- 13 (UR – 7 EWS – 1 OBC(NCL) –1 SC – 2 ST – 2)	(b)D,HH (c)OL, CP, LC, Dw, AAV,SD/SI (d)ASD(M),SLD, MI (e) MD involving (b) to (d) above.	The candidate must have passed 10th with ITI (NCVT/NCVET) in Fitter Trade of 2 years duration, along with apprenticeship certificate.	35	T0 grade (Rs.29500-3%-70000/-)	02 years work experience in the relevant field.

For more job news visit : www.kpscvaani.com

9	SUPT(JOT)-Electrical	Total-35 (UR – 17 ST – 5 SC – 8 OBC –1 EWS – 4)	(b) D, HH (c) OA, OL, LC, Dw, AAV, SD/SI (d) ASD (M), SLD, MI (e) MD involving (b) to (d) above.	The candidate must have passed 10th with ITI (NCVT/NCVET) in Electrician Trade of 2 years duration, along with apprenticeship certificate.	27	SUPT for 12 months and then JOT for 18 months before placement at T0 Grade.	Nil
10	Technician (Electrical) Gr. III T0 grade (Rs.29500-3%-70000/-)	Total-35 (UR – 16 EWS – 3 OBC(NCL) – 4 SC – 5 ST – 7)	(b) D, HH (c) OA, OL, LC, Dw, AAV, SD/SI (d) ASD (M), SLD, MI (e) MD involving (b) to (d) above.	The candidate must have passed 10th with ITI (NCVT/NCVET) in Electrician Trade of 2 years duration, along with apprenticeship certificate.	35	T0 grade (Rs.29500-3%-70000/-)	02 years work experience in the relevant field.
11	SUPT(JOT)-Laboratory	Total-6 (UR – 3 EWS – 1 SC – 1 ST – 1)	(b)D,HH (c)OA,OL, BL, Dw, AAV,SD/SI (d)ASD(M),SLD,MI (e)MD involving (b) to (d) above.	The candidate must have passed B.Sc. (Hons) in Chemistry.	27	SUPT for 12 months and then JOT-Lab. for 18 months before placement at T0 Grade.	Nil
12	SUPT(JOT) – Instrumentation/ Instrument Mechanic	Total-10 (UR – 5 EWS – 1 SC – 2 ST – 2)	(b) D, HH (c) OL, BL, CP, LC, Dw, AAV,SD/SI (d) ASD (M), SLD, MI (e) MD involving (b) to (d) above.	The candidate must have passed 10th with ITI (NCVT/NCVET) in Instrumentation/ Instrument Mechanic Trade of 2 years duration, along with apprenticeship certificate.	27	SUPT for 12 months and then JOT for 18 months before placement at T0 Grade.	Nil
13	Technician (Instrumentation / Instrument Mechanic) Gr. III T0 grade (Rs.29500-3%-70000/-)	Total-10 (UR – 6 OBC(NCL) –1 SC – 1 ST – 2)	(b) D, HH (c) OL, BL, CP, LC, Dw, AAV,SD/SI (d) ASD (M), SLD, MI (e) MD involving (b) to (d) above.	The candidate must have passed 10th with ITI (NCVT/NCVET) in Instrumentation/ Instrument Mechanic Trade of 2 years duration, along with apprenticeship certificate.	35	T0 grade (Rs.29500-3%-70000/-)	02 years work experience in the relevant field.

*In addition to the above-mentioned reservation of posts, 20 posts (Which includes 10 backlog posts) will be horizontally reserved for Persons with Benchmark Disabilities (PwBDs), as per Government guidelines, belonging to the category/categories for which the post is identified (as indicated at Para-A). Further, 38 posts will be horizontally reserved for Ex-Serviceman (ESM), as per Government guidelines.

** If the Supervisory Certificate of Competency (M.V./ H.T/ E.H.T) covering Mining installations, is granted by any other Electrical Licensing Board, the candidate shall have to get the certificate endorsed for validity from Electrical Licensing Board of Odisha as per the Electrical Licensing Board Regulation, Odisha, 2014, failing which, his service will not be confirmed.

B. IMPORTANT NOTE:

(I) Abbreviations used stands for **UR**-Un-reserved; **ST**-Scheduled Tribe, **OBC(NCL)**-Other Backward Class(Non-creamy layer),**PwBD**-Person with Benchmark Disability, **ESM-Ex**-Serviceman, **EWS**-Economically Weaker Sections, **LV**= Low Vision, **D**=Deaf, **HH**= Hard of Hearing, **OA**=One Arm, ,**OL**=One Leg, **BA**-Both Arm, **BL** = Both Leg, **SD**=Spinal Deformity, **SI**=Spinal Injury, **CP**=Cerebral Palsy, **LC**=Leprosy Cured, **Dw** =Dwarfism, **AAV**=Acid Attack Victims, **ASD**= Autism Spectrum Disorder (M= Mild, MoD= Moderate), **ID** = Intellectual disability, **SLD**= Specific Learning Disability, **MI**= Mental Illness, **MD**=Multiple Disabilities, **NCVT** = National Council for vocational training, **NCVET**= National Council for Vocational Education and Training, **SUPT**= Skilled Upgradation Practical Trainee, **JOT**= Junior Operative Trainee.

(ii) Qualification must be from Universities or Institutes recognized / accredited by council / bodies like UGC/ AICTE /NCVT / NCVET/ SCTE&VT set up by Central/State Government (wherever applicable). Only full time Regular courses will be considered. This shall include Matriculation /equivalent as specified under the minimum essential qualification(s) column.

(iii) ITI / Diploma / BSc. in Branch / Subjects as specified against respective Posts above will ONLY be considered as eligible qualification. ITI / Diploma / BSc. in other than specified Branch / Subjects shall not be considered.

(iv) Qualification prescribed above shall only be considered. No Claim of possession of a qualification equivalent to above prescribed Qualification shall be entertained.

(v) Candidates who have not acquired the prescribed qualification, age etc., as mentioned above, on or before closing date of submitting application need not apply.

(vi) The candidates should possess valid employment exchange registration card.

C. EMOLUMENTS & OTHER BENEFITS:

(i) Company offers one of the best compensation packages with opportunity of merit-oriented advancement in a professionally managed organization focused on growth.

(ii) Candidates selected for the post of SUPT(JOT)-Operator/ SUPT(JOT)-Fitter/ SUPT(JOT) Electrical/ SUPT(JOT)-Laboratory/ SUPT(JOT)–Instrumentation/Instrument 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.

(iii) After successful completion of 12 months 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 period of training.

(iv) It may be mentioned here that in normal course training period is of 12 months for SUPT(JOT)-Operator/ SUPT(JOT)-Fitter/ SUPT(JOT) Electrical/ SUPT(JOT)-Laboratory/ SUPT(JOT)–Instrumentation/Instrument 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 for the post.

(v) During the period of training they will be eligible to get medical facility (indoor & outdoor) for self only in NALCO Hospital.

(vi) Other benefits as per the rules of the Company shall be also applicable.

D. SELECTION PROCESS

(i) The candidates applied for the posts shall be required to undertake a Computer Based Test (CBT).

(ii) The CBT will be conducted for one objective type paper containing 100 Multiple choice Questions (MCQs), each carrying one mark, with a total duration of 120 minutes. The question paper will comprise of 60% technical (domain specific) questions and 40% non-technical questions (Quantitative aptitude, Reasoning, General knowledge and English).

(iii) All questions will be of Objective Multiple-Choice Type. The computer-based examination will be conducted in English and Hindi only. There will be no negative marking for wrong answer.

(iv) Candidates need to indicate their choice of the examination test cities for CBT examination. The list of tentative cities for CBT is placed at **Annexure-II** of the advertisement.

(v) The Computer Based Online Test will be held at Test Cities as mentioned in the online application portal. Candidates may opt three test cities in order of preference from the list. Once choice of test cities is exercised by the candidate, it will be final and the same cannot be changed after the online form is submitted. NALCO, however reserves the right to cancel any of the Test City/ centre and/ or add some other City/ centre, at its discretion, depending upon the response, administrative feasibility, etc. NALCO also reserves the right to allot the candidate to any Test City/centre other than the one he/she has opted for.

(vi) Candidate will appear for the CBT examination at a test City/Centre at his/her own risks and expenses and NALCO will not be responsible for any injury or losses etc. of any nature.

(vii) Exact venue details will be communicated through the Call Letter. Call letters shall not be sent by Post. Candidates are advised to regularly visit NALCO Careers' page of website **www.nalcoindia.com** from time to time for the updates on examination process and for downloading call letters for online test for each stage of selection. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/ Roll Number (ii) Password/Date of Birth for downloading the call letter.

(viii) For posts at Sl. No. 5, 7, 9, 11 and 12 of Table-A, selection shall be based on Computer Based Test (CBT) only. For post at Sl. No. 1, 2, 3, 4, 6, 8, 10 and 13 of Table-A, the selection will be made through CBT and Trade Test. The weightage for CBT and Trade test shall be 60% and 40% respectively.

(ix) Call Letters for Computer Based Test will be issued to all prima-facie eligible candidates on the basis of the details furnished in Online-Application form and submission of application fees (applicable for General, EWS & OBC (NCL) Category candidates). Scrutiny of documents uploaded by the candidates will be carried out post Computer Based Test and/or Trade Test. Only those candidates will be considered/ called for next stage i.e. original document verification and Pre-employment Medical Examination (PEME) and who are (a) shortlisted on the

For more job news visit : www.kpscvaani.com

basis of performance in Computer Based Test and/or Trade Test (b) meet the notified eligibility criteria upon scrutiny of documents uploaded by the candidates and other parameters. Mere submission of online application form shall not entitle a candidate for a claim for consideration for next stage of selection process.

(x) Based on the performance in the Computer Based Test (CBT) and/or trade test (as per the requirement of the post), 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, 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.

(xi) Mere meeting the advertised specification and appearing in the Computer Based Test and/or trade 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.

(xii) Provision for Online Mock Test shall be made to familiarize the candidates about processes of Computer Based Test (CBT) for which a link shall be shared through email/website. The link shall be made active for such eligible applicants from the date of issuance of Call letter to the date of conduct of CBT.

(xiii) Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in this Advertisement and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the NALCO's website on account of heavy load on internet/website jam/disconnection.

(xiv) NALCO does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Company.

E. MEDICAL FITNESS

The final placement of the selected candidate in the Company will be subject to 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

During the probation period and/or after absorption, selected candidates may be posted in 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.
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. 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 the valid disability certificate in the prescribed format.
4. PwBD candidates with more than 40% of permanent disability are eligible against PwBD reserved posts.
   (i) The visually impaired candidates and candidates with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment); will be eligible for compensatory time of 20 minutes per hour.
   (ii) The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.
   (iii) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the CBT examination.
   (iv) In case of Persons with Benchmark Disabilities in the category of Cerebral Palsy, the facility of Scribe shall be given, if so opted by the candidate in online application.
   (v) In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed upon production of a certificate to the effect that the candidate concerned has physical limitation to respond in CBT and scribe is essential to respond in CBT examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Govt. Healthcare Institution as per prescribed Proforma (Certificate regarding Physical Limitation of an examinee to respond in CBT).
   (vi) The person with benchmark disability opting for own Scribe/ Reader should submit details of the own Scribe as per prescribed Proforma (Letter of Undertaking for using own scribe) at the time of CBT examination along with submission of copy of 'Certificate regarding Physical Limitation of an examinee to respond in CBT' as specified above. Both the prescribed proforma are available on “Policies and Documents” under Careers page of NALCO website www.nalcoindia.com .Candidates shall upload the scanned copy of Proforma duly completed and signed in the online application and also submit the same at the time of CBT examination.
   (vii) In all such cases where a scribe is used, the following rules will apply:
      (a) The candidate will have to arrange his/her own scribe at his/her own cost.
      (b) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
      (c) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
      (d) The scribe should be from an academic stream different from that prescribed for the post against which the PwBD candidate has applied for. The qualification of the Scribe should be one step below the qualification of the candidate taking the examination.
      (e) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
      (f) 20 minutes per hour of 'compensatory time' in Computer Based Test shall be given to PwBD candidates who are allowed use of scribe as per the Govt. guidelines.
      (g) Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature
      (h) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based; it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
      (i) During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
5. In case of PwBDs, appointment will be offered, subject to the identified posts, 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 in 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, issued by the Competent Authority **on or after 01.04.2026**. 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 candidates will have to give a self-undertaking indicating that they belong to OBC (Non-Creamy Layer) category at the time of document verification, if called for as per the format available on Career page of the NALCO website under “Policies and documents”.
9. The reservation for Economically Weaker Section (EWS) candidates shall be as per Government Guidelines in this regard vide Department of Public Enterprises' O.M. 20(10)/99-DPE-GM-Part-2019-FTS-1517 dated 25.01.2019 and Department of Personnel & Training's O.M. No. 36039/1/2019-Estt (Res) dated 31.01.2019.The EWS candidates are required to submit requisite Income and Assets Certificate in prescribed format, issued by the Competent Authority **on or after 01.04.2026.** Further, EWS candidates will have to give a self-declaration indicating that they belong to EWS category at the time of document verification, if called for. The format of **Income and Asset Certificate** and self-declaration is available on Career page of the NALCO website under “Policies and documents”.
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. However, maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations. **The relaxation in age for SC/ST/OBC(NCL) is subject to availability of vacancy for the particular category.**
11. 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. However, there will be no upper age limit. The internal candidates also meet the job specification as per notification/advertisement. However, their cases will be governed as per the rules of the Company.
13. In case of candidates whose lands have been acquired for Nalco project at Damanjodi 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 may be considered provided **he /she meets the qualification, experience and age criteria and other conditions (if any)**. The maximum age limit is 40 years for land ousted person **as on 10.06.2026**.

For more job news visit : www.kpscvaani.com

14. 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 particulars of the candidate and relationship between the candidate and land oustee by the candidate in non-judicial stamp paper of Rs.25/- as per the prescribed format provided below at Annexure-III by way of Affidavit before the Executive Magistrate, failing which his/ her 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. SC/ST/PwBD/ Ex-Servicemen/ land ousted/ internal candidates are exempted from payment of application fee.
3. Candidates can opt to pay through dedicated bank account, net banking or through debit card /UPI. 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.

I. HOW TO APPLY: ONLINE APPLICATION

1. Candidates are required to complete their online application, along with payment of non-refundable application fees, as applicable, through the official website of NALCO i.e. **www.nalcoindia.com**. **Applications received through any other mode/means will not be accepted and will be summarily rejected.** The on-line registration process involves 02 (two) steps for successful registration & filling of online application.
2. To apply online, visit our website **www.nalcoindia.com** go to "Career page of NALCO Current Openings Recruitment of Non-Executive Personnel -M&R Complex, Damanjodi-2026.
3. Candidates need to register themselves in the website as per instructions.
4. Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. Once the application is submitted, no change / edit will be allowed, thereafter.
5. The Computer Based Test shall be conducted in one/two or more sessions. Therefore, the candidates are advised to make note of this fact and apply for a post accordingly.
6. The application for the posts is 2 step process. The candidates should ensure the completion of both Step I and Step II of the registration process and ONLINE deposit of examination fee (if applicable) by the stipulated date and time.
   Step-I - Registration and profile creation.
   Step-II - After login with credentials received in registered email ID, completion of Application form and online payment.
7. The candidates should ensure the completion of both Step I and Step II of the registration process and ONLINE deposit of examination fee (if applicable) by the stipulated date and time.
8. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION
   Before applying online, candidates should-
   (a) scan their :
   - ❖ photograph (4.5cm × 3.5cm)
   - ❖ signature (with blue /black ink)
   - ❖ left thumb impression (on white paper with blue /black ink)
   - ❖ All relevant documents/details relating to eligibility criteria viz. Educational Qualification, Caste Certificate [SC/ST/OBC(NCL)/EWS], Disability Certificate and other testimonials/documents as stipulated etc.
   - ❖ A hand written declaration (on a white paper with blue /black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in **Annexure-I** to this Advertisement.

   (b) Signatures in CAPITAL LETTERS will NOT be accepted.
   (c) The left thumb impression should be properly scanned and not smudged. (Note: If a candidate does not have left thumb, he/ she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/ right hand or toe.)
   (d) **The text for the hand written declaration is as follows –**
   "I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."
   (e) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In case of visually impaired candidates who cannot write may get the text of the declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
   (f) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.
   (g) Candidates must have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. NALCO may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
   (h) Please note that the above procedure is the only valid procedure for making application. Application shall not be accepted through any other mode.

9. **Application Registration:**

Candidates meeting the prescribed eligibility criteria for a post may visit the website **www.nalcoindia.com** Go to 'Career' page of NALCO > Go to 'Current Openings'> Go to 'Requirement of Non-Executive Personnel- M&R Complex, Damanjodi-2026 > Click on "View Advertisement" (to refer to the Advertisement) > Click on "Click here to Apply Online" (to fill online application form) " which will open a new screen.

(a) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
(b) Applicants need to apply for a particular Post. (Reserved Category candidates need to check from Advertisement whether the vacancy is available under their respective reserved category. If vacancy is not available under respective category, then such candidates can apply however relaxation for reserved category, as applicable, shall not be available).
(c) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
(d) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
(e) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
(f) Applicants are advised to carefully upload all the requisite documents including Photo/Signature in the corresponding separate links in completeness. Failure to upload incorrect/incomplete/ illegible documents may render the candidate ineligible for selection process.
(g) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
(h) Candidates can proceed to upload Photo, Signature and Documents as per the specifications given in the Guidelines for Scanning and Upload of Photograph, Signature and Documents detailed under **Annexure I.**
(i) Candidates can proceed to fill other details of the Application Form.
(j) Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
(k) Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
(l) Click on 'Payment' Tab and proceed for payment.
(m) Click on 'Submit' button.

10. Payment of fees through online mode (if applicable):

(a) The application form is integrated with the payment gateway, and the payment process can be completed by following the instructions.
(b) The payment can be made by using Debit Cards, Internet Banking and UPI.
(c) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
(d) On successful completion of the transaction, an e-Receipt will be generated.
(e) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
(f) Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
(g) To ensure the security of your data, please close the browser window once your transaction is completed.
(h) There is facility to print application form containing fee details after payment of fees.

11. The candidates must ascertain the correctness of each information/detail before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly/exclusively responsible for the information/details so filled/provided in his/her online Application Form. Any mistake committed by the candidate shall be his/her sole responsibility.
12. Candidates who are not exempted from fee payment must ensure that their fee has been deposited online. If the fee is not received by the Company, status of Application Form will remain pending with Status of Fees payment as not Successful. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.
13. Fee once paid shall neither be refunded under any circumstances nor will be adjusted against any other examination or selection. Application once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case neither it shall be held reserve for any other recruitment or selection process in future (even if the recruitment process is cancelled).
14. It may be noted that NALCO does not seek payment of any kind other than the above-mentioned application fee.
15. After entry of all the details in online application form and upload of digital photograph and signature, left-hand thumb impressions, hand-written declaration; good quality scanned copies of prescribed size and formats, as applicable, of the following documents are to be uploaded to complete the application process (please go through the details on scanning of photographs/signature and documents) (PLEASE NOTE THAT THE BELOW MENTIONED DOCUMENTS, AS APLICABLE, ARE TO BE SCANNED AS ONE SEPARATE SCANNED FILE FOR UPLOAD UNDER RESPECTIVE UPLOAD TABS {also refer **Annexure-I below}):**

For more job news visit : www.kpscvaani.com

(i) Matriculation certificate issued by Board of Secondary Education. In case Date of Birth (DOB) is not mentioned on the Matriculation Certificate by the concerned Education Board, School Leaving Certificate / Matriculation mark sheet mentioning DOB shall be additionally required to be uploaded along with the Matriculation Certificate.
(ii) Mark sheets of ITI / Semester-wise or year-wise mark sheets of Graduation/Diploma in Engineering issued by University/ Institute (as applicable)
(iii) Certificate of ITI Pass / Graduation/Diploma in Engineering Final/ Provisional Pass Certificate issued by respective University/Institute (as applicable).
(iv) National Apprenticeship Certificate (NAC) with requisite endorsement.
(v) Latest SC/ST/ Disability Certificate/OBC (NCL) Certificate alongwith "Declaration"/ EWS-Income & Asset Certificate. Certificate must be in the prescribed format (available on 'Policies & Documents' under Careers' page of NALCO website **www.nalcoindia.com**) and issued by the Competent Authority. The OBC (NCL) certificate should be issued **on or after 01.04.2026** and EWS-Income & Asset Certificate should be issued **on or after 01.04.2026**.
(vi) For PwBD candidates, certificate to the effect that the candidate concerned has physical limitation to respond in CBT and scribe is essential to respond in CBT examination on his behalf, from the Chief Medical Officer/ Civil Surgeon / Medical Superintendent of a Govt. Healthcare Institution as per the prescribed pro-forma.
(vii) Ex-servicemen eligibility proof with declarations as per latest Govt. guidelines (in case of Ex-servicemen candidates).
(viii) Valid Employment Exchange Registration Card.
(ix) Valid Heavy Vehicle Driving License for Post at Sl. No. 1 of Table A.
(x) Valid Mining Foreman Certificate of Competency (Restricted to opencast Metalliferous Mines) issued by DGMS/ valid Electrical Supervisor's Certificate of Competency (M.V /H.T /E.H.T), covering mining installations issued by State Electrical Licensing Boards/ valid Mining Mate certificate of Competency (Restricted to Opencast Metalliferous Mines) issued by DGMS as applicable for the post applied for.
(xi) All Certificates/ Testimonials in respect of qualifications (Refer Table A).
(xii) Land ousted candidates are required to submit all supporting documents including land documents; legal heir certificate issued by the Govt. authorities, declaration showing particulars of the candidate and relationship between the candidate and land oustee by the candidate in non-judicial stamp paper of Rs.25/- as per the prescribed format provided below at **Annexure-III.**
(xiii) Experience certificate (if applicable) issued on the letter head of the Organisation in the given format, enclosed at **Annexure-IV** along with offer of appointment, last pay slip.

16. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the online application link on account of heavy load on the website during the closing days for which NALCO will not be responsible.
17. **A candidate is allowed to apply for only one post.** If a candidate submits multiple applications for a single post, the latest application will be considered and rest of the applications shall be rejected. In case a candidate applies for multiple posts, his candidature shall be summarily rejected. Application form once submitted cannot be modified, hence utmost care should be taken to furnish the correct details before submitting the online application form.
18. The candidates must exercise due diligence at the time of filling their online Application Forms. No refund of fees, if any, for applications shall be considered.
19. Incomplete applications will not be considered.
20. Candidates are required to apply through ON-LINE mode only. No documents/certificates and application forms are required to be sent by post.
21. Mere fulfilling the minimum educational qualification & other eligibility parameters doesn't bestow right to a candidate to be considered for appointment.
22. Furnishing of wrong/false information or suppression of factual information will lead to disqualification. Since all the applications will initially be screened without documentary evidence, the candidates must fully satisfy themselves of the suitability for the position to which they are applying. If at any stage during the selection process, it is found that a candidate has furnished false or wrong information or has suppressed factual information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. eligibility parameters, furnishing of wrong/false information and or suppressing of any material fact is detected/noticed even after appointment, his/her services will be liable for termination without any further notice. Candidate may also render himself/herself liable to criminal prosecution.
23. Before submission of the final online application, candidates must check that they have filled correct details in each field of the form. After submission of the final online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by NALCO and will be summarily rejected.
24. In the event of non-receipt of application fee (applicable for General, EWS & OBC (NCL) Category candidates) for ANY reason whatsoever, his / her candidature will stand cancelled, and no further communication shall be entertained. NALCO will not be responsible for any glitch in payment gateway or any failure of payment/non-generation of transaction number through the gateway.
25. Candidates shall be required to carry a copy of the online application submitted by him/her along with the originals & self-attested copies of all testimonials and produce the same at the time document verification.
26. Further information regarding Computer Based Test, Call letters, results, etc. shall be made available through the website/ over email/SMS. Candidates are, therefore, advised to keep visiting the website regularly.
27. NALCO will not be responsible for any loss / non-delivery of email/ any other communication, due to invalid / wrong email id/ mailbox being full/ incorrect contact details furnished by the candidate etc.
28. NALCO will not be responsible for non-submission of any application by the candidates through online mode.
29. In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.
30. The Company reserves the right to cancel or postpone the advertisement, if any, due to any administrative reasons. Canvassing in any form during any stage of recruitment process is liable to render the candidate ineligible.
31. In case of any query, candidates can register the same at https://cgrs.ibps.in or toll-free Helpline Number 1800222366 or 18001034566 from 09:30 AM to 6:00 PM on working days except Saturday, Sunday and holidays.
32. Candidates are required to submit along with their applications all certificates in support of their claims regarding age, educational qualifications, experience etc. as enlisted above at (I) (15) (How to apply). The candidates applying for the examination should ensure that they fulfil all the eligibility conditions as mentioned in the notification for appointment to the post applied for on or before the last date of submission of application form. Their admission at all the stages of examination/documents verification for which they are admitted by NALCO, will be PURELY PROVISIONAL subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the computer-based test, verification of identity, documents, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by NALCO.
33. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by NALCO as deemed fit and mainly as reproduced below:

At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

i. Obtaining support for his/her candidature by following unfair means, namely: –
- ❖ Offering illegal gratification to, or
- ❖ Applying pressure on, or
- ❖ Blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or

ii. impersonating or procuring impersonation by any person or
iii. Submitting fabricated documents or documents which have been tampered with, or
iv. Uploading irrelevant or incorrect photo and signature in the application form in place of actual photo and signature, or
v. Making statements which are incorrect or false or suppressing material information, or
vi. Resorting to the following means in connection with his/her candidature for the examination, namely
- ❖ Obtaining copy of question paper through improper means,
- ❖ Finding out the particulars of the persons connected with secret work relating to the examination.
- ❖ Influencing the examiners, or

vii. Writing obscene matter or drawing obscene sketches in the scripts, or
viii. Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or
ix. Harassing or doing bodily harm to the staff employed by the NALCO for the conduct of their examinations, or
x. misbehaving in the examination hall / venue or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
xi. resorting to any irregular or improper means in connection with his/ her candidature or
xii. carrying mobile phones or similar electronic gadgets of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
- ❖ to be disqualified from the examination for which he/ she is a candidate
- ❖ to be debarred either permanently or for a specified period from any examination conducted by NALCO
- ❖ for termination of service, if he/ she has already joined NALCO.

xiii. Violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or
xiv. Attempting to commit or abetting as the case may be, of all or any of the acts specified in the foregoing clauses; in addition to rendering himself/herself liable to criminal prosecution, be liable
- ❖ To be disqualified by NALCO from the examination for which he/she is a candidate and/or
- ❖ To be disqualified by NALCO from any examination or selection held by NALCO;
- ❖ To face disciplinary action under the appropriate Rules if already in service under Government.

34. Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.
35. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of NALCO. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
36. NALCO would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by NALCO in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, NALCO reserves right to cancel the candidature of the concerned candidates, and the result of such candidates (disqualified) will be withheld.
37. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any NALCO recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

Note: In case of candidate not meeting eligibility criteria /prescribed parameters, application form will be cancelled, and no query will be entertained

For more job news visit : www.kpscvaani.com

J. INSTRUCTION TO THE CANDIDATES:

a) The candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement. Mere submission of application or meeting the advertised specification and appearing in the Computer Based Test (CBT) does not entitle the candidates' eligibility for the post. In case it is detected at any stage of recruitment/ selection/even after appointment 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 candidature/appointment will automatically stand cancelled, as the candidature/appointment would be deemed as void ab initio.

b) The candidate is advised to refer to the prescribed proforma of SC/ST/OBC(NCL)/EWS/PwBD certificates available on "Policies and Documents" under Careers page of NALCO website **www.nalcoindia.com** and submit the certificates in the prescribed format.

c) The e-mail id mentioned in the application form must remain valid for one year from the date of Computer Based Test (CBT). 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.

d) Candidates are also advised to visit the career section of NALCO website **www.nalcoindia.com** regularly for latest updates as no separate communication will be sent.

e) Candidates working in PSUs / any Govt. organization should generally apply through proper channel or produce 'No Objection Certificate (NOC) at the time of verification of original certificates/documents. However, in case he fails to produce the same, his candidature for appointment will be subject to submission of original release order.

f) Candidates will not be permitted to appear for the Computer Based Test (CBT), if original and valid photo identification is not presented along with the call letter. During registration of candidates, capturing finger and photo of the candidates will be made on examination day at the venue, if required.

g) The candidates those who will be provisionally selected in order of merit for the applied post will be required to produce the documents in originals when called for verification. The candidature is liable to rejection in the event of inadequacy/deficiency found at any stage before or after the verification of original certificate/documents and is subject to fulfilment of terms & conditions laid down in the Advertisement. No other documents other than the uploaded documents will be entertained during verification.

h) 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 reserves the right to increase/decrease the post advertised, if need arises without issuing any further notice or assigning any reason whatsoever.

i) The Company reserves the right to reject any application without assigning any reason whatsoever.

j) The decision of NALCO will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of candidates etc. No correspondence or personal enquiries shall be entertained by NALCO in this regard.

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

l) Any dispute with regard to the said recruitment will be settled within the jurisdiction of Cuttack (Odisha) only.

m) This advertisement supersedes all past advertisements made for the above positions including other positions made for lateral induction, if any.

n) Eligible SC & ST candidates called for Computer Based Testing (CBT) will be reimbursed 2nd class rail/bus fare by the shortest route through e-payment subject to the condition that the place of stay is 30 Kms or more from the place of Computer Based Test (CBT), on production of original railway ticket / number or bus ticket/ proof of journey from their communication address mentioned in the on-line application. For the purpose the candidate needs to submit a self-attested copy of his/her bank passbook having IFSC code and self-attested caste certificate. No change in communication address will be entertained at a later stage for the purpose of reimbursement of TA. The TA will be reimbursed only for those candidates who would finally be allowed for Computer Based Test (CBT). In other words, if the documents during scrutiny are not in order/ candidature is disqualified due to any reason on the date of Computer Based Test (CBT), no TA will be reimbursed to them. The prescribed TA form shall be downloaded by the candidate from the NALCO website and duly filled up before coming to appear the Computer Based Test (CBT). The TA claim along with required documents shall be handed over to the concerned Official at the Computer Based Test (CBT) center only. TA claim shall not be collected by any other mode. Any inadequacy/ deficiency/ discrepancy in documents for TA claim is liable to be rejected. No enquiry/ correspondence will be entertained in this regard. No other allowance is admissible towards journey/stay for the above purpose.

K. IMPORTANT DATES:

Opening of online submission of application	**21.05.2026 (10:00 Hrs.)**
Last date of submission of online application and payment of application fees (along with upload of all relevant documents)	**10.06.2026 (23:55 Hrs.)**

Chief General Manager (HR)-R&P

ANNEXURE-I

INSTRUCTIONS REGARDING SCANNING OF PHOTOGRAPH, SIGNATURE AND CERTIFICATES FOR UPLOAD

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below:

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Dimensions 200 x 230 pixels (preferred)
- **Size of file should be between 20kb–50 kb**
-

Photograph Capture

- In addition to the above photograph, candidates will also be required **to capture and upload their live** photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don'ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

Signature, left thumb impression and hand-written declaration Image:

The applicant has to **sign on white paper** with Black/Blue Ink pen.

- Dimensions 140 x 60 pixels (preferred)
- **Size of file should be between 10kb – 20kb for signature**
- Ensure that the size of the scanned image is not more than 20kb

The applicant has to put his **left thumb impression on a white paper** with black or blue ink.

- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB
- Note: If a candidate does not have left thumb, he/ she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/ right hand or toe.

The applicant has to write the declaration in English clearly on a white paper with black/Blue ink.

- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB

❖ The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.

❖ If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

❖ **Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.**

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).\
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Scanning the documents: For scanning of documents related to Category/Educational Qualification & other relevant Certificates, applicant has to scan and save the file in PDF format with max file size of 500 KB. Candidates must ensure to upload clear and legible, self-attested scan copy of documents. There must be one single upload file against each category of documents. For example, under Qualification certificate upload, candidate must scan all the marksheets (semester/year wise) and passing certificates etc. and upload them in a single document. Failure to comply with afore-mentioned provision of uploading documents shall render the candidate ineligible for selection process without any liability on the Company in this regard. **The upload of documents in the portal shall be as per below given tentative table (candidates are required to follow the categorization of documents as reflected in the online portal and adhere strictly to it):**

For more job news visit : www.kpscvaani.com

Documents Upload List/Categorization in the following tentative upload tabs on online portal (also refer clause I(15) above):

(i) Left Thumb Impression

(ii) Hand Written Declaration

(iii) Proof of Date of Birth (DOB): Matriculation Certificate, School Leaving Certificate /Matriculation mark sheet (PDF)

(iv) Photo Identity Proof (PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph) (PDF)

(v) Educational Certificates: Relevant all Mark-Sheets, Certificates (Final or Provisional) of Class 10th, ITI, Graduation, Diploma (as applicable).(PDF

(vi) Ex-servicemen(ESM) eligibility proof with declarations as per latest Govt. guidelines (in case of Ex-servicemen candidates).(PDF))

(vii) Valid Employment Exchange Registration Card

(viii) National Apprenticeship Certificate (NAC) with requisite endorsement.

(ix) Valid Heavy Vehicle Driving License for Post at Sl. No. 1 of Table A

(x) Valid Mining Foreman Certificate of Competency (Restricted to opencast Metalliferous Mines) issued by DGMS/ valid Electrical Supervisor's Certificate of Competency (M.V /H.T /E.H.T), covering mining installations issued by State Electrical Licensing Boards/ valid Mining Mate certificate of Competency (Restricted to Opencast Metalliferous Mines) issued by DGMS as applicable for the post applied for.

(xi) Experience certificate (if applicable) issued on the letter head of the Organisation in the given format enclosed at **Annexure-IV** along with offer of appointment, last pay slip

(xii) All Certificates/ Testimonials in respect of qualifications (Refer Table A)..

(xii)Land ousted candidates are required to submit all supporting documents including land documents; legal heir certificate issued by the Govt. authorities, declaration showing particulars of the candidate and relationship between the candidate and land oustee by the candidate in non-judicial stamp paper of Rs.25/- as per the prescribed format provided below at **Annexure-III.**

Procedure for uploading the documents:

- While filling in the Online Application Form the candidate will be provided with separate links/tab for uploading Photograph, signature, left thumb impression and hand written declaration and other essential prescribed documents
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration/ Upload Category/Educational Qualification & other relevant Certificates"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration/ other essential prescribed documents/certificates file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration and other mandatory documents as specified.

Note:

1. In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
2. After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
3. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
5. If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
6. Candidates should ensure that the signature uploaded is clearly visible
7. **Candidates must ensure that the mandatory documents as prescribed w.r.t. qualification, age, category, disability, Photo-id, ESM etc. as applicable, are properly uploaded. Failure in uploading complete and correct file containing requisite documents shall lead to cancellation of candidature.**

After registering online candidates are advised to take a printout of their system generated online application forms.

ANNEXURE-II

LIST OF TENTATIVE CITIES FOR CONDUCT OF CBT:

Sl. No.	Name of the State	Name of the City
1	Andhra Pradesh	Visakhapatnam
2	Assam	Guwahati
3	Maharashtra	Mumbai/Navi Mumbai/Thane/MMR region
4	Delhi	Delhi/NCR
5	Odisha	Angul, Balasore, Berhampur-Ganjam, Bhawanipatna, Bhubaneswar, Cuttack, Jeypore, Koraput, Rourkela, Sambalpur
6	Tamil Nadu	Chennai
7	West Bengal	Kolkata

ANNEXURE-III

DECLARATION

Affidavit

(Only for land ousted Category of M&R Complex, Damanjodi)

(Non-Judicial Stamp Paper of Rs.25/- only)

I, Shri/Ms. _____, Son/Daughter of _____, Village:_____

P.O_____,P.S._____, Dist:_____Hereby declare:

1.That my/ our land measuring ……decimal in following plot/ Khata/Mouza which stands in my name or in the name of…….. have been acquired by NALCO for its project in Koraput district. All supporting papers/documents to this effect are submitted herewith for kind reference. I am availing age relaxation for the ongoing recruitment process as a member of the family/ extended family.

Area	Khata No.	Plot No.	Mouza	Village / Tahasil	Stand in the name of	Award no & Date	Relationship with the Awardee

2. 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- in full)

ANNEXURE-IV

EXPERIENCE CERTIFICATE

Date:

It is to certify that Mr./ Ms. ……., Employee No. …… is a bonafide employee of.....

He/ She was/ is working as ……(Designation)…….. at the time of issue of this certificate.

Date of joining:

Date of leaving:

The service of Mr./Ms……. has been continuous without any break between the date of joining and date of leaving/ date of issue of this certificate.

(Signature of the issuing Authority)

Advertisement No. 10260213 **Date: 14.05.2026**