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नालको NALCO
(A Government of India Enterprise)

National Aluminium Company Limited
NALCO Bhawan, P/1, Nayapalli
Bhubaneswar- 751013

Advertisement No. 10250414 Date: 03/07/2025

Build a better future.... come join us

National Aluminium Company Limited (NALCO), a 'Navratna' company under the Schedule 'A' category of CPSE's, is one of the country's largest bauxite, alumina, aluminium and power complex. The Company has been operating its captive Panchpatmali Bauxite Mines for the pit head Alumina refinery at Damanjodi, in the District of Koraput in Odisha and Aluminium Smelter & Captive Power Plant at Angul.

NALCO is a leading name in the industrial map of Eastern India. True to the spirit, the Company is taking the lead to bring in a significant change in the Industrial map of Odisha. The company since inception has marched ahead with sustainable growth, perpetual profits while exhibiting deep empathetic concern for the society. Etched in the hearts of millions of people of Odisha as modern industrial "Konark", the company has been able to create a special place for itself for the people it works with. Enhancing the stakeholders' wealth has remained the prime mover to steam Company's growth but nonetheless the driving spirit remains to bring smiles in the face of multitude of its stakeholders.

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.

Company is looking for committed, promising and result oriented candidates for the following positions:

01. Discipline, Post, Grade, Vacancy, Qualification & Experience:

TABLE-1

Sl.No. Area	Name of the Post /Grade	Total No. of Posts*	Category wise Post(s)	No. of Post for PwBDs**	Post identified as suitable to be held by PwBDs in following categories	Qualification & Experience
1. Finance	Dy. Manager (Finance) /E02	01	UR(PwBD) -01^	01	a) B, LV b) D, HH c) OA, BA, OL,BL, OAL, BLOA, SD/SI, LC, Dw, AAV d) MD involving (a) to (c) above	**Qualification:** Degree in any discipline with Chartered Accountant (CA) or Cost & Management Accountant (CMA). **Experience:** Should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2. Should have experience in sales accounting, treasury, fund management & investment proposal, negotiation/discount of bills, costing,

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						project accounting, MIS, budget control, compilation of annual accounts and audit thereof, direct & indirect taxation, tender procedures, computerized accounts, risk management, etc. is desirable. Work experience in ERP environment will be preferred.
2. Systems	Dy. Manager (Systems)/ E02	01	UR(PwBD) -01^	01	a) B, LV b) D, HH c) OL, SD/SI, CP,LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	**Qualification:** Degree in Computer Science & Engineering/ Information Technology OR Degree in any discipline with MCA **Experience:** Should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2. Should have experience of building innovative IT solutions for business excellence. Experience in application software development, testing, documentation, implementation & maintenance support using tools such as .Net/BI Tools/Mobile App tools/ERP and databases such as MS-SQL /PostgreSQL in Windows/Linux. Proficiency in design and implementation methodologies like Agile, Scrum, lean. Experience in system administration of Windows/UNIX/Linux/ VM Ware based systems for Active Directory, Mail, Proxy, DNS, Anti-Virus, Storage Management, Automated Backup, Video Conference System, Web Portal etc. Knowledge of network administration comprising Ethernet routing, switching, network monitoring, configuration management and network security. Certifications in Software Programming, Server administration, Database, Business Analytics, Networking shall be an added advantage.
3. H&A	Dy. Manager (HRD) /E02	01	UR(PwBD) -01^	01	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLA, SD/SI ,CP,LC, Dw, AAV, MDy d) SLD, MI e) MD involving	**Qualification:** Graduation with PG Degree or PG Diploma in Social Work / Labour Welfare/Personnel Management/ IR /IRPM/HR/HRM or MBA (Personnel Management/HR /HRM) minimum of two years duration. **Experience :** Should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2.

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					(a) to (d) above	Should have experience of industrial environment and should be conversant with HR Policy development and its implementation, industrial relations / welfare activities, recruitment /induction/ placement, training & development and change management interventions, compensation and benefit administration, industrial law and their implementation, liaisoning with various Govt. and statutory/Enforcement agencies, disciplinary matters/ domestic enquiry, etc. work experience in ERP environment etc. will be desirable .
4. Law	Dy. Manager (Law)/ E02	01	UR-01	-	a) B, LV b) D, HH c) OA,BA, OL, OAL, CP, LC, Dw, AAV, SD/SI d) SLD, MI e) MD involving (a) to (d) above	**Qualification:** Degree in any discipline with Graduate Degree in Law OR Integrated Law of 5 yrs duration. **Experience:** Should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at table-2. Should have relevant experience in the areas of legal affairs in HR/Company Affairs/Taxation, etc. in Govt./PSU or reputed/leading organization. The period of experience of practicing in any Bar and/or in District Courts/High Courts/equivalent Courts as advocate with proper license prior to service in any organization as stated above may be considered as executive experience for the purpose subject to a limit up to maximum 50% of the total required experience. **Area of Exposure:** Should have exposure in appearing / attending and conducting/handling of cases / matters of different nature before various courts, tribunals, quasi-judicial authorities and other forum with expertise in drafting / interpreting deeds, claims, pleadings, replies, notices, contracts, letters, agreements in commercial and labour matters, handling corporate industrial laws, commercial documentations, agreement, contract petition, affidavit, familiarization of court and arbitration position, vetting of legal opinion is desirable. The practicing

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						advocates of any law firm having annual turnover of more than Rs. 10 crores in any of the last three financial years would be preferred.
5. Coal Mining/ Survey	Dy. Manager (Survey)- Coal Mines /E02	01	UR-01	-	a) D, HH b) OA, OL, SD/SI, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above	**Qualification:** Degree in Mining Engineering with 2nd Class Certificate of Competency under Coal Mines regulation. Candidates having Surveyor certificate will be given preference. **Experience:** Should have experience as an Executive/Officer in Mining set up in Govt./PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2. Should have experience of Mining Production/operation & development and/or Survey related activities in Coal Mines.
6. PR&CC	Dy. Manager (PR&CC)/ E02	02	UR-01, OBC(NCL) -01^	-	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV, SD/SI d) ASD (M), SLD, MI e) MD Involving (a) to (d) above	**Qualification:** Graduate with PG Degree or Diploma in PR/Journalism/Mass Communication (minimum of two years duration) **Experience:** Should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations, in the areas of Media Management / Public Relation / Corporate Communication as mentioned against the required number of years of experience as at Table-2. Should have experience in the areas of developing & implementing brand image building strategy, managing and building relationships with print and visual media, editing and publishing in-house magazines / newsletters / Journals / news features / articles / press releases etc., organizing exhibitions / trade fares etc., pro-active relationship with internal and external stake holders, creative writing in English, Hindi & Odia will be desirable.
7. Bauxite Mines	Dy.General Manager (Mining)/ E06	02	UR-02	-	a) B, LV b) D, HH c) OA, BA OL,BL,OAL, CP,LC,Dw, AAV, SD/SI.	**Qualification:** Degree in Mining Engineering with 1st Class Metalliferrous Mines Manager's Certificate of Competency (Unrestricted/ Restricted). **Experience:**

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					d), ASD, SLD,MI e), MD involving (a) to (d) above.	Should have experience as an Executive/Officer in Mining set up in Govt./PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at table-2. Should have experience of working in a Mechanised Opencast Metalliferous Mines, Mine Planning, Mine Production, Mine Excavation, Mine Reclamation & sustainable Mining Practices, Quality control, MMDR Act & The Mines Act-1952 and Rules and Regulations made thereunder, Other relevant Acts, Rules and Regulations applicable to Indian Mines like Forest and Environment Acts and Fleet Management Systems.
8. Environment	Dy. Manager (Environment)/ E02	01	UR-01	-	a) D,HH b)OL,BL,CP, LC,Dw,AAV c) ASD(M), SLD, MI, SD/SI. d) MD involving (a) to (c) above.	**Qualification:** Degree in Engg. with PG Diploma in Environmental Science/ Degree in Environmental Engineering. **Experience :** Should have experience as an Executive/Officer in Govt. or PSUs or reputed/ leading organizations as mentioned against the required number of years of experience as at Table -2. Should have experience of Environment and Forest clearances, its compliance and related activities in Mines.
9. Bauxite Mines	Sr.Manager (Mining)-/E04	01	UR-01	-	a) LV b) D,HH c) OA,BA OL,CP, LC,Dw, AAV, SD/SI d) ASD,SLD, MI e) MD involving a to d above.	**Qualification:** Degree in Mining Engineering with 1st Class Metalliferrous Mines Manager's Certificate of Competency (Unrestricted/ Restricted) **Experience:** Should have experience as an Executive/Officer in Mining set up in Govt./PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at table-2. Should have experience of working in a Mechanised Opencast Metalliferous Mines, Mine Planning, Mine Production, Mine Excavation, Mine Reclamation & sustainable Mining Practices, Quality control, MMDR Act & The Mines Act-1952 and Rules and Regulations made thereunder, Other relevant Acts, Rules and Regulations applicable to Indian

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						Mines like Forest and Environment Acts and Fleet Management Systems.
10. Bauxite Mines	Dy. Manager (Mining)/E02	07	UR-3, OBC(NCL)-1, EWS-1, SC-1, ST-1	-	a) LV b)D,HH c)OA,BA,OL, CP,LC,Dw,A AV, SD/SI d) ASD,SLD, MI e) MD involving a, b,c,& d	**Qualification:** Degree in Mining Engineering with Second Class Metalliferrous Mines Manager's Certificate of Competency (Unrestricted/ Restricted) **Experience:** Should have experience as an Executive/Officer in Mining set up in Govt./PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at table-2. Should have experience in statutory norms, rules and regulations related to Mines Act (MMDR Act), Forest and Environment Acts, computerized ore deposit evaluations, mine planning, monitoring tool in full mechanized mine with electronic optimization system like Truck Dispatch System will be desirable.
11. Coal Mining	Dy. Manager (Coal Mining)/E02	04	UR-1, OBC(NCL)-1, EWS-1, SC-1.	-	a) LV b)D,HH c)OA,BA,OL, CP,LC,Dw,A AV, SD/SI d) ASD,SLD, MI e) MD involving a, b,c,& d	**Qualification:** Degree in Mining Engineering with 2nd Class Certificate of Competency under Coal Mines regulation (Restricted / Unrestricted). **Experience:** Should have experience as an Executive/Officer in Mining set up in Govt./PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at table-2. Should have an experience of carry out day to day supervision of the mining operations in Coal Mines. Hands on experience of discharging all duties assigned as per the code of practices framed under Mines Act, Mines Rule, Coal Mine regulations and other Acts, Rules, regulations applicable to Coal Mines and amendments there under.
12. Safety	Dy. Manager (Safety) /E02	07	UR-3, OBC(NCL)-2, EWS-1, SC-1.	-	a) D, HH b) OA, OL, SD/SI , CP, LC, Dw, AAV c) MI d) MD involving	**Qualification:** Degree in Engg. with Diploma in Industrial Safety recognized by the Odisha State Government or Regional Labour Institute under DGFASLI (Ministry of Labour & Employment, GOI) & adequate knowledge of odia language as per Odisha Factories Rule, 61A.

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					(a) to (c) above	**Experience:** Should have experience as an Executive/Officer in Govt. or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table -2. Should have 05 years' experience as Safety Officer in reputed organisation. Should have experience of carrying out plant safety inspection, Incident investigation & reporting, Job Safety Analysis, Conducting safety audits, Preparation of Hazard Identification & Risk Analysis (HIRA), Firefighting, Various work permits system. Selection of appropriate Personal Protective Equipments (PPEs), Contractor Safety Management.
13. Geology	Dy. Manager (Geology) /E02	02	UR-1, OBC(NCL)-1	-	a) D, HH b) OA, OL, SD/SI, CP,LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above	**Qualification:** M.Sc. Geology/Applied Geology or M.Sc. Tech. in Geology/Applied Geology or M.Tech. in Geology /Applied Geology **Experience:** Should have experience as an Executive/Officer in Mining set up in Govt./ PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2. Should have experience in the areas of quality control of highly varying deposit, preparation of deposit evaluation report, mine planning, conversant with relevant statues, rules and regulation as per Mines Act, MMDR Act., Forest Act, Environment Act, computerized Truck Dispatch System, knowledge in mine planning & deposit evaluation using mine planning software will be desirable.
14. Bauxite Mining/ Survey	Dy. Manager (Survey)-Bauxite Mines/E02	01	UR-1	-	a)OA, LC, Dw, AAV b)SLD, MI,SD/SI c) MD involving (a) to (b) above.	**Qualification:** Degree or equivalent Diploma in Mining Engineering with Survey Competency certificate under MMR 1961. **Experience:** Should have experience as an Executive/Officer in Mining set up in Govt./PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2. Should have experience of working as surveyor at the mine which includes

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						survey and leveling, prepare statutory plans and sections, Mine face survey for preparation of mine working plan, Stock pile and dump measurement, providing RLs and Co-ordinations for pre-production drilling, other survey related jobs as per Reg. 52 of MMR-1961.

Abbreviations used:

B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Legs, BLOA=Both leg & one arm, BLA=Both Legs Arms, SD/SI=Spinal Deformity/and Spinal Injury without any associated neurological/limb dysfunction, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, ASD(M)= Autism Spectrum Disorder(M=Mild), SLD= Specific Learning Disability, MI= Mental Illness, MDy= Muscular Dystrophy, MD=Multiple Disabilities, UR=Un-Reserved, ST=Scheduled Tribes, SC=Scheduled Castes, OBC(NCL)=Other Backward Classes (Non-Creamy Layer), EWS= Economically Weaker Sections, PwBD= Person with Benchmark Disability.

^ It includes backlog post.

* The number of posts indicated above is tentative which may vary depending upon existing & future organizational requirement.

** From the Posts mentioned at Sl.No. 04 to 14, there will be 01 post horizontally reserved for Persons with Benchmark Disabilities (PwBDs) as per Government guidelines. Persons with Benchmark Disabilities (PwBDs) belonging to the category/categories for which the post is identified (as indicated in Table-01). In case no vacancy is reserved for them, candidate will be considered for selection for appointment to the post by general standard of merit.

02. Scale of Pay, Minimum period of executive grade experience, CTC and maximum Age :

The pay scale, minimum period of executive grade experience and maximum age limit of the posts advertised for are as below:

TABLE-2

Sl. No	Post , Grade & Pay Scale	Below Grade Pay Scale (IDA Pattern) (in Rs)	Below Grade Pay Scale (CDA Pattern) for Central Govt / State Govt. (in Rs)	Comparable CTC for eligibility of candidates from Private/ other sectors (in Lakhs)	Minimum years of Experience in relevant areas on 11/08/2025	Upper age Limit as on 11/08/2025
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
1	Dy. General Manager (E06) Scale - (120000-280000)	Revsd-100000-260000 Pre-Rvsd - (43200 - 66000)	Revsd-Level 13: 123100 - 215900 Pre-Rvsd - (37400-67000 (PB4), GP 8700)	33.94	17	48 Years
2	Sr. Manager (E04) Scale - (90000-240000)	Revsd-80000-220000 Pre-Rvsd - (32900 - 58000)	Revsd-Level 12: 78800 – 209200 Pre-Rvsd - (15600-39100 (PB3), GP 7600)	26.03	11	41 Years
3	Dy. Manager (E02) Scale - (70000-200000)	Revsd-60000-180000 Pre-Rvsd - (24900 - 50500)	Revsd-Level 9: 53100 – 167800 Pre-Rvsd - (9300-34800 (PB2), GP 5400	14.70	05	35 Years

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Note :

1. Emoluments in terms of CTC, shall be compared with that of components of NALCO viz; Basic pay, DA, Perks, Allowances and Performance related pay etc.
2. The internal candidates may apply along with other candidates, as per the rules of the Company.
3. Reputed/leading organization in relation to the present / current experience refers to listed companies (which would mean and include companies listed on NSE or group A&B of BSE) OR having annual turnover with more than 250 crores in any of the last three financial years would be preferred.
4. Candidates working in Govt./PSUs applying for the above posts, must have 2 years' experience in the immediate lower scale of pay as mentioned in column (iii)/(iv) above and for other candidates their present CTC should not be less than the CTC, mentioned in the column (v) above.
5. In case of experience in Government/ Autonomous bodies/ Public Sector Banks/Private etc. where scales of pay are different and not comparable / do not have parity with CDA/ IDA pay scales, **candidates are required to provide/upload all supporting relevant details in respect of their declared CTC. In absence of sufficient proof of CTC, mere declaration of some figure in online application cannot be construed as CTC. It is mandatory to attach his / her self-certified latest 03 pay-slips along with application.**
6. Experience of candidates working on contract basis through an empaneled agency/contractor (i.e., those who have been deployed on contract basis by some other agency/ organization) will not be considered. Only direct work experience including fixed term basis employment in an organization will be taken into consideration.

03. Compensation:

- Company offers one of the best compensation packages as far as Cost to Company (CTC) is concerned with opportunity of merit-oriented advancement in a professionally managed organization focused on growth.
- In addition to Basic Pay and DA in Industrial DA pattern, the other benefits shall include Perks (35% of basic pay), Performance Related Pay based on the Company's as well as individual performance, Company accommodation or HRA, Medical facilities for self and family, Post-Retirement Medical Benefit, Leave Encashment, NPS, Contributory Provident Fund, Group Insurance, Gratuity, etc. as per Company's Rule.

04. GENERAL CONDITIONS:

i. Selection Process:

a. The assessment for E02 and E04 grade vacancies will be made through Written Test/Computer-Based Test (CBT) and Personal Interview(PI), with a weightage of 85% and 15% respectively. However, for E06 grade vacancies, the assessment will be made through Group Discussion(GD) and Personal Interview(PI), with a weightage of 25% and 75% respectively.

b. Initial shortlisting of the candidate will be done based on the criteria/experience mentioned at Table-1 read with Table-2, along with information/ declaration provided by the candidate at the time of submission of online application, based on which the candidates shall be called for Written Test/Computer-Based Test (CBT) or GD/PI. The Written Test/CBT shall be conducted at one or more location(s)/center(s) as decided by the Management.

c. Candidates attending the GD/PI(as applicable) will be reimbursed for travel expenses limited to IInd class AC to and fro train/bus fare from their communication address mentioned in the on-line application, by the shortest route on production of tickets/proof of journey for E02 and E04 grade posts. For E06 grade posts, candidate shall be eligible for reimbursement limited to economy class air fare. No change in communication address will be entertained at a later stage for the purpose of reimbursement of TA. However, in case of Written Test/CBT, only SC/ST/PwBD candidates will be eligible for reimbursement.

d. The candidates shall be required to produce their original certificates for verification before the final stage of selection process i.e. GD/PI (as applicable). In case any false declaration/incorrect information/suppression of facts/unable to provide required document against the declaration, the candidate will be disqualified and shall

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not be allowed to appear in the selection process as well as he/she shall not be entitled for any travelling allowance (TA).

e. The minimum qualifying marks in the Written Test/CBT and Personal Interview for Un-reserved posts will be 50% in each component. However, for SC/ST/OBC (Non creamy layer) and UR(PwBD) candidates the qualifying marks will be 40%. Whereas for OBC(PwBD)/SC(PwBD)/ST(PwBD) the qualifying marks will be 30%.

f. Candidates shall be called in the ratio of 1:10 for PI, based on the marks scored in WT/CBT for recruitment up to E5 grade. Whereas, for E6 grade, candidate shall be called in the ratio of 1:10 for GD/PI, based on the weightage scored for % of marks obtained in essential qualification, experience of CPSE/Govt. Organisation/Others, additional year(s) of experience, experience of the company having turnover of 250 Crores or more / experience of listed companies etc. In addition to the same, experience from Mining, Metallurgical, Chemical, Power, Manufacturing / Production sectors will have additional weightage.

g. **Mere meeting the advertised specification does not entitle a candidate to be considered for selection process.** 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.

ii. Medical Fitness:

The final appointment of the candidate in the Company will be subject to their passing the Company's Medical Examination as per standards laid down under NALCO Medical examination Rules amended from time to time and being found medically fit by the Company's Medical Officer/Board. The decision of Medical Board constituted by the Company will be final and binding.

iii. Placement:

During the probation period and/or after absorption, selected candidates will be posted in the NALCO's Units/Offices anywhere in India or abroad or any of the subsidiaries/joint ventures/business associates of NALCO and 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.

05. Application Fee:

- There is no application fee.

06. Reservation & Relaxation:

- Reservations/relaxations for SC/ST/OBC (NCL) /EWS/PwBD (degree of disability 40% or above) candidates as per Government guidelines are applicable. In case any increase in the number of total posts, the number of reserved category posts will vary in accordance to the Govt. guidelines.

- PwBD candidates would be required to furnish valid disability certificate duly stamped and signed by a medical panel empowered for the purpose and should comprise of 3 medical practitioners of Govt. hospital or medical board attached to Special Employment Exchange for the handicapped.

- Appointment to the PwBD candidates will be made 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 candidate's medical fitness with respect to the job of the identified posts.
- Category SC/ST/OBC(NCL)/EWS/PwBD once filled in the online application form will not be changed. The reserved category candidates are required to submit requisite certificate in the prescribed format of Government of India, issued by the Competent Authority, at the time of personal interview, if called for.

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- If the SC/ST/OBC(NCL)/EWS/PwBD certificate has been issued in a language other than English/Hindi, the candidates will be **required to submit a self-attested 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 Unreserved (UR). The OBC (NCL) candidates are required to submit requisite certificate in prescribed format of Government of India, from a Competent Authority, valid for FY 2025-26. 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(NCL) candidates will have to give a self-undertaking indicating that they belong to OBC (NCL) category also at the time of personal interview, if called for.
- The EWS candidates are required to submit requisite Income and Assets Certificate issued by the Competent Authority in prescribed format, which should be valid for FY 2025-26, based on the income of FY 2024-25.
- The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (NCL), 10 years for PwBD- Un-reserved (UR), 13 years for PwBD-OBC (Non-Creamy Layer) and 15 years for PwBD-SC/ST candidates. However, relaxation in age for SC/ST/OBC(NCL) is subject to be the availability of seat for the particular category.
- 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.
- However, maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.

07. How to Apply:

- Only Indian Nationals are eligible to apply.
- The candidates need to apply online in the career section of NALCO website (www.nalcoindia.com). Candidates are advised to read the instructions carefully and fill-in the online application form giving accurate information. Applications received through any other mode will not be accepted and will summarily be rejected.
- While applying online, candidate needs to upload the signature and self-attested scanned copy of his/her recent passport size colour photograph, qualification proofs, proof related to experience, recent salary slip and document related to the existing employers or copy of his/her annual IT return. The candidates must ensure that all relevant documents are duly uploaded as per requirements.
- Due to non-submission of correct / valid and legible complete documents, application submitted would be rejected summarily.
- Applicant are advised to keep a copy of online submitted application (hard copies) along with submitted documents for future reference. **There is no need to send hard copy of the application/documents by post.**
- NALCO will not be responsible for, candidates not being able to submit their online application within the last date on account of system error or for any other reasons.
- A candidate shall be considered for one post only. However, candidates applying for more than one post will attract cancellation of the candidature.

08. Instructions to the Candidates:

- No request with respect to change in any data entered by the candidate will be entertained once the online application is submitted successfully.

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- Any request for change in date or venue of the selection process will not be entertained.
- The applicants are advised to fill in all their particulars in the online recruitment application carefully as submission of wrong information will lead to rejection through computer based shortlisting.
- **No enquiry asking for advice on eligibility criteria will be entertained.**
- All qualification should be from a UGC recognised Indian University/ UGC recognised Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable, qualification from " University incorporated by an Act of the Central or State legislature in India or other educational institutions established by an Act of Parliament'). Candidates who have obtained their qualification through the Open & Distance Learning mode are also eligible to apply provided that their qualification is recognized by the relevant statutory bodies for employment to the post and services of the Central Government.
- Wherever CGPA/OGPA or letter grade in a Degree/Diploma is awarded, equivalent marks must be indicated in the application as per norms adopted by concerned University/Institutes. Candidate shall be required to attach documentary proof/certificate to this effect from the Institute/University while applying online.
- 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 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 to be void ab initio.
- 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.
- Candidates working in PSUs/Govt. should generally apply through proper channel or produce 'No Objection Certificate' at the time of interview. However, in case of failing in this regard, the candidate would only be allowed to join, if selected, after formal release order from his present organization.
- All computations of age/experience requirement /qualification shall be done w.r.t. **11/08/2025.**
- 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.
- Canvassing by a candidate in any form shall disqualify his/her candidature.
- Any dispute with regard to the said recruitment will be settled within the jurisdiction of Cuttack, Odisha only.

09. Important Dates:

a) Opening of online submission of application : **11/07/2025 (10:00 AM)**

b) Last date of submission of online application **: 11/08/2025 (05:00 PM)**

Group General Manager (H&A)-I