

Advertisement No. 10200501

Date: 10/10/2020

**INVITING APPLICATION FOR MEDICAL DISCIPLINE (DOCTORS)**

**National Aluminium Company Limited (NALCO)**, a Navratna Central PSU and one of the largest integrated Alumina – Aluminium Complex of Asia, having State of the Art technology, with its present turnover of more than Rs. 8400 Crores is going for further growth and expansion within India & across the globe. The Company being a prominent foreign exchange earner for the Country also enjoys Premier Trading House status in the field of export and has won many prestigious awards for its excellent performance with significant value addition to its shareholders. The plants and offices 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.

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

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

**a. Discipline: Medical Services/ Doctors**

Post : General Duty Medical Officer (GDMO) – (E01 / E02) – 05 No.s  
Qualification : MBBS  
Experience : One (01) / Four (04) completed years of post-qualification experience for E1 / E2 Grade respectively, as Doctor in Govt. / PSU or reputed / leading hospital / organizations.

Post : Specialist (E02 / E03 / E04) – 11 No.s  
Specialisation : Pediatric–02, Radiology–02, Medicine–02, Surgery–01, Orthopedic–01, Dermatology–01, Ophthalmology–01, Pathology – 01  
Qualification : MD / MS / Recognized Post MBBS Diploma in Pediatric / Radiology / Medicine / Surgery / Orthopedic / Dermatology / Ophthalmology / Pathology.  
Experience : Three (03) / Six (06) completed years of post-qualification experience for E03 / E04 Grade respectively, as Doctor in Govt. / PSU or reputed / leading hospital / organizations. No experience is required for E02 grade.

***For the purpose of reservation the distribution of total posts will be decided taking into account the response and suitability against the concerned grade.***

**02. Scale of Pay & Age :**

❖ The pay scale and maximum age Limit of the posts advertised for is as below

Sl. No	Post & Grade	Scale of Pay (Revised - 2017) (In Rs)	Upper Age as on last date of closure of online appln mentioned in the Advt
(i)	(ii)	(iii)	(iv)
1	Jr. Manager (E01)	60000-180000	44 Years
2	Asst. Manager (E02)	70000-200000	
3	Dy. Manager(E3)	80000-220000	
4	Manager(E4)	90000-240000	

❖ The internal candidates may apply along with other candidates provided they are in the immediate lower grade & there will be no upper age limit. However, their cases will be governed as per the rules of the company.

❖ **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, Pension as per NPS, Contributory Provident Fund, Group Insurance, Gratuity, etc. as per Company's Rule.

## **GENERAL CONDITIONS**

### **03. Selection Process:**

- ❖ The assessment of short-listed candidates applied against post at E1 Grade will be through personal interview only, if number of applications received is less than 10, else through GD and Interview in weightage ratio of 25% and 75% respectively and for all other grades above E1, the assessment shall be through personal interview only.
- ❖ The personal interview may be conducted either through physical or video based mode depending on the situation prevailing at the time of interview. Also, the mode of GD, if conducted shall be decided as per the circumstances.
- ❖ Intimation w.r.t. mode of interviews and / or GD shall be sent through email. Candidates are required to comply with the instructions indicated therein.
- ❖ Based on the performance in group discussion and/or personal interview, organizational requirement, vacancies to be operated, the candidates will be selected.
- ❖ Mere meeting the advertised specification does not entitle a candidate to be called for GD and/or Personal Interview.
- ❖ 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.

### **04. Medical Fitness:**

- ❖ The final placement of the candidate in the Company will be subject to the selected candidates being found medically fit by the Company's Medical Officer/Board for the post (s) for which they have been selected. Where there is no Company's Medical Officer, medical examination will be conducted by an approved Government Hospital/Medical Board. The decision of Medical Board constituted by the Company will be final and binding.

### **05. Placement:**

- ❖ During the probation period and/or after absorption, selected candidates will be posted in the NALCO's establishments anywhere in India or abroad or any of the subsidiaries/joint ventures/business associates of NALCO & is transferable as per the organizational requirement. The selected candidates may be assigned jobs/ functions/ assignments related to their area as per the requirements of the Company including shift operation.

### **06. Application Fee**

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

### **07. How To Make Payment**

#### **Step-1:**

- Go to Career Page of NALCO at [www.nalcoindia.com](http://www.nalcoindia.com)
- Read the Advertisement carefully to be sure about eligibility.
- If eligible, click on the link "**Online Application**" then "**Make Payment**".

#### **Step-2:**

- The link will redirect you to State Bank Collect page of SBI, which has been authorized to collect the application fees/processing fees on behalf of NALCO.

- Select “Odisha” under the State of the Corporate / Institution and “PSU-Public Sector” under type of Corporate / Institution.
- Select Payment Category and choose “Nalco Recruitment for Doctors”
- Fill the Name, Discipline, Category, Date of Birth, Registered Email ID and Mobile No. as required on the Payment portal and submit. Ensure that the same Email ID and Mobile No. details are used during the whole registration process.
- Next Screen-Confirmation page is displayed with all details the candidate has entered. Ensure correctness before proceeding for payment. Now click on “Confirm” to proceed to the payment gateway to pay. NALCO or SBI will not be responsible, in case a candidate deposits the fee with incorrect details.
- Payment may be made using any of the option available viz. Net Banking/Debit Card. Please note that Nalco will bear the bank charges, if any.
- On successful payment, one e-Receipt will be generated in PDF format. The candidates will be prompted to print the e-receipt with SBI Collect Reference Number, Note down the Reference Number as the same would be required during Step-3 of final registration process. E-Receipt can be generated/ printed subsequently from the option “Payment History” available in State Bank Collect.
- In case a candidate does not finally submit application form with valid payment details, application will be treated as incomplete and rejected. Nalco will not be responsible for the same.

**Step-3:**

- Once the payment is made, the State Bank Collect Reference Number and the date of payment is required to be entered in the Nalco online application form on Career page of the website in order to make themselves eligible.
- No request for editing of payment details and issue of Call letter will be entertained in wrong submission cases and candidature will stand rejected.

**08. Reservation & Relaxation:**

- ❖ Candidates of SC / ST Communities shall be given one year relaxation in total experience.
- ❖ Reservations/relaxations for SC/ST/OBC (non-creamy layer) /EWS/PWD (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.
- ❖ PWD candidates would be required to furnish valid disability certificate duly stamped and signed by a medical panel empowered for the purpose and should comprise of 3 medical practitioners of Govt. hospital or medical board attached to Special Employment Exchange for the handicapped.
- ❖ Appointment to the PWD 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/EWS/PWD 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.
- ❖ If the SC/ST/OBC/EWS/PWD 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 (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a Competent Authority issued in the **current financial year**. The name of the caste and community 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 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.
- ❖ The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer), 10 years for PWD- Unreserved (UR), 13 years for PWD-OBC (Non-Creamy Layer) and 15 years for PWD-SC/ST candidates. However, the maximum upper age limit shall not exceed 56 years.
- ❖ Relaxation of five years in age will be extended to the candidates who had ordinarily been domiciled in the Union Territory of Jammu & Kashmir and Union Territory of Ladakh from 01.01.1980 to 31.12.1989. Ex-Servicemen and children/family members of those who died in the riots of 1984 will get relaxation as per directives of Govt. of India.

**09. How to Apply:**

- ❖ The candidates need to apply online in the career section of NALCO website ([www.nalcoindia.com](http://www.nalcoindia.com)). Candidates are advised to read the instructions carefully and fill-in the online application form giving accurate information. If the online

application is not successfully completed, candidate is required to register again. **Applications received through any other mode will not be accepted and will summarily rejected.**

- ❖ No request with respect to change in any data entered by the candidate will be entertained once the online application is submitted successfully.
- ❖ While applying online, candidate needs to upload the scanned copy of his/her recent passport size colour photograph & signature.
- ❖ In case the candidate is called for personal interview, he/she will be required to produce his/her original certificate and other relevant documents as mentioned in the on-line application form.
- ❖ The downloaded application (hard copies) along with self-attested photocopies of all the documents in support of the information given by the candidate in their on-line application should reach **Recruitment Cell, HRD Department, National Aluminium Company Limited, NALCO Bhawan, P/1, Nayapalli, Bhubaneswar – 751013, Odisha** by post immediately after submission of online application.
  - The application must reach the address along with self-attested copy of all documents in support of their age, qualification, experience, pay scale/ monthly emoluments/CTC, etc. within the stipulated date.
  - Only soft copy of the application shall not be entertained and shall be summarily rejected, if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents is not received within the stipulated date.
  - Name of the post applied for, should be superscripted over the sealed envelope while sending the hard copy of the application and should be sent through post only.
  - No application will be received by hand.
- ❖ 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. Candidates applying for more than one post will be considered for the lower grade/post.
- ❖ Only Indian Nationals are eligible to apply.

#### 10. **Instruction to the Candidates:**

- ❖ 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.
- ❖ Candidates will be reimbursed II nd class AC(sleeper) to and fro train/bus fare from their communication address mentioned in the on-line application for attending the interview for E1, E2, E3 & E4 grades by the shortest route on production of tickets/proof of journey. No change in communication address will be entertained at a later stage for the purpose of reimbursement of TA.
- ❖ 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.
- ❖ 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 Bhubaneswar only.
- ❖ This advertisement supersedes all past advertisements made for the above positions including other positions made for lateral induction.

#### 11. **Important Dates:**

- a) Opening of online submission of application : **12/10/2020**
- b) Last date of submission of online application : **02/11/2020**
- c) Last date for receipt of hard copy of application along with requisite documents : **09/11/2020**

**Asst. General Manager (HRD)**