

**NEEDS EXECUTIVES IN LEGAL DISCIPLINE** **Advt. No. 10160401**

National Aluminium Company Limited (NALCO), a Navratna Company is the largest integrated Alumina-Aluminium Complex of Asia, having State of the Art technology, with its present turnover of more than ₹6700 crores is going for further growth and expansion within India & across the globe. The Company 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 reputed global Company in mining, metals and energy sector, NALCO is looking for committed, promising and result oriented candidates in Legal discipline for the following positions;

**i) Posts, Grade & Number of Posts:**

Discipline	Post & Grade	No. of Post (s)
Law	Dy. Manager (E3) / Manager (E4)	01 (UR)
	Dy. General Manager (E7)	01 (UR)

**ii) Qualification & Experience:**

Degree in any discipline with Graduate Degree in Law. The candidate with a Post Graduate Degree in Law/Diploma in commercial/labour/taxation law will have added advantage. The candidate should have the required years of relevant experience as an Executive/Officer in the areas of legal affairs in HR/Company Affairs/Taxation, etc. in Govt/PSU or reputed/leading organization as at Table-III. 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. The candidates having exposure in appearing/attending and conducting/handling 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 & labour matters, handling corporate industrial Laws, Commercial Documentation, Agreement, Contract petition, Affidavit and familiarization of court & arbitration position, vetting of legal opinion will be desirable. However, the candidate should fulfill the requirement of 2 years of experience in the immediate below grade/level to avoid any grade/level/pay scale jump.

**iii) Scale of Pay, Minimum period of post qualification executive grade experience, Maximum age:**

Sl. No.	Post & Grade	Scale of Pay	Min. Relevant Work Exp.	Max Age (As on 05.02.2016)
01	Dy. General Manager (E7)	₹51300-73000	20	52
03	Manager (E4)	₹36600-62000	12	44
04	Dy. Manager (E3)	₹32900-58000	09	42

**Compensation:** In addition to Basic Pay and DA in Industrial DA pattern (presently 112.4% of basic), the other benefits shall include Perks (45% 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.

**iv) The candidates working in CPSEs/Govts./State PSUs should have relevant experience in the immediate lower level/grade or equivalent for at least two years in the PSUs/Govt Departments as the case may be.**

The positions advertised, grade and related pay scales and the next below level of grade and pay scales operated in Nalco both revised as per IDA-2007 and pre-revised as per IDA-1997 are furnished in the Table below.

Post & Grade advertised	Pay Scale of the advertised posts (IDA-2007)	Next below pay scale and grade of Nalco as per IDA-2007	Next below grade and pay scale of Nalco as per IDA-1997
Dy. General Manager (E7)	₹51 300-73000	₹51300-73000(E6)	₹19000-24750(E6)
Manager (E4)	₹36000-62000	₹32900-58000 (E3)	₹16000-20800(E3)
Dy. Manager (E3)	₹32900-58000	₹29100-54500(E2)	₹13750-18300(E2)

Experience in the immediate lower level/grade in respect of candidates working in PSUs/Govt. following IDA/CDA pattern of pay scale will be reckoned based on the related level of grades/pay scale in CDA pattern or that of IDA pattern of DPE. While doing so, the scales of pay of IDA-2007 structure as well as the IDA-1997 structure as indicated at Colum-III & IV will be kept in view and no jumping of grades/levels/pay scale will be allowed.

In order to examine the above, the candidates from CPSEs/Govts. organizations should mention in the online application, all the grades, pay scale and period of experience they have possessed at each of the scale before reaching their present level, grade and pay scale in order to ascertain their comparative level and experience. The candidates should also submit a self certified copy of all the grades and, related pre-revised (IDA-1997) and revised scales of pay (IDA-2007) Structure operated at below Board level in said PSEs along with the hard copy of the application.

In order to assess the comparative level of candidates working in Private Sectors, the present emoluments drawn should be equivalent or more than the amount the minimum basic plus DA (@ 112.4% of Basic) and perks (@ 45% of Basic) of the related below level grade and pay scales of DPE, besides taking into consideration the required period as well as level of experience. In such cases, the payment/CTC components towards performance related pay/incentives, superannuation benefits and any other privilege should not be considered for computation. Accordingly, the candidate should produce the proof of their emoluments by taking the pay/basic pay, DA or similar allowances and perks only. To this effect the candidates should produce a self declaration that the components towards incentive and superannuation benefits, etc. are not considered under perks along with the hard copy of the application.

In the event of selection of candidates working in same grade and scale of pay, the candidate may be allowed seniority/weightage for the period of service put in said grade and scale of pay for the purpose of promotion.

[ Candidates must attach proof of their pay scale/pay band (in case of PSE/Govt. Enterprises), total operating pay scales of below Board level executives (in case of CPSE) or emoluments giving the break-up of pay/basic pay, DA and Perks (in case of others) along with their applications ].

**GENERAL CONDITIONS**

**Selection Process:**

- Candidates meeting with the advertised specifications for the particular post will be short-listed for Group Discussion and/or Personal Interview as the case may be. Assessment for the post(s) at E3 & E4 level will be made through Group Discussion followed by Personal Interview with the weightage of 25% for Group Discussion and 75% for Personal Interview. As regards, E7 grade, the assessment will be based on Personal Interview only. Based on the performance in Group Discussion and/or personal interview, organizational requirement, vacancies to be operated, the candidates will be selected.
- Management reserves the right to raise the minimum eligibility standards/criteria and/or to restrict the number of

candidates in the personal interview, if so required.

- The final placement of the candidate is subject to their medical fitness as per Company's standard and other joining formalities.

**Medical Fitness:**

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

**Placement:**

- During the probation period and/or after absorption, selected executives will be posted in the NALCO establishments anywhere in India & is transferable as per the organizational requirement. The selected executives may be assigned jobs/functions/ assignments related to their area as per the requirements of the Company.

**Reservation & Relaxation :**

- Appointment to PWD candidates will also be offered 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
- 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.
- If the PWD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- The upper age limit is relaxed by 10 years for PWD- Un-reserved (UR). However, the maximum upper age limit in respect of PWD candidates is 56 years.
- Relaxation of five years in age will be extended to the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir 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.

**How to Apply:**

- The candidates need to apply online in the career section of NALCO website ([www.nalcoindia.com](http://www.nalcoindia.com)) from 24.06.2016 to 23.07.2016. Candidates should click on the online application link, 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 would not be accepted and 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 their recent passport size colour photograph, signature and demand draft towards application fee, if applicable. 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.
- After on-line registration and successful submission of the application form, candidates are required to take a printout of the application form, affix a passport size colour photograph identical to the uploaded colour photograph in the online application form and attach an application fee of ₹100/- in the form of Bank Draft/DD drawn in favour of "National Aluminium Company Limited" payable at Bhubaneswar (Application fee is not applicable for PWD candidates). Application fee is not refundable for any reason whatsoever.
- The candidates applied earlier to the said post against our advertisement No.10160113 may apply afresh. However, they need not to pay application fee. Such candidates, may mention their earlier DD No., amount and date in the online application.
- The downloaded application 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. Name of the post applied for should be super scribed on the envelop used for sending the hard copy of the application. No application will be received by hand. No manual/paper application will be entertained directly unless registered and applied online. **The application must reach the address along with all documents in support of their age, qualification, experience, pay scale/emoluments by 09.08.2016 after closing date for submission of on line application.**
- It may be noted that a candidate's application only in soft copy will not be entertained and will be rejected summarily if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents and application fee is not received on or before 09.08.2016.**
- NALCO will not be responsible for any candidate for not being able to submit their online application within the last date on account of system error or for any other reasons.
- A candidate can apply 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.

**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.
- The interested candidates fulfilling the specifications may also apply for deputation with permanent absorption through proper channel as per Govt. guidelines.
- Candidates working in PSUs/Govt. should produce 'No Objection Certificate' at the time of interview.
- Candidates will be reimbursed Ind class AC(sleeper) to and fro train/bus fare for E3/E4 grade and airfare (economy class)/Ind class AC(sleeper) fare for E7 grade from their communication address mentioned in the on-line application for attending the interview 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.
- Conveying as 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.

**Important Dates:**

- Opening of online submission of application 24.06.2016 (10.30 AM).
- Last date of submission of online application 23.07.2016 (5.30 PM).
- Last date for receipt of hard copy of application along with requisite documents & application fee 09.08.2016.

**Asst. General Manager (HRD)**

Actual Size : 25 (W) × 30 (H)