

REQUIREMENT OF COMMITTED, PROMISING AND RESULT ORIENTED EXECUTIVES

National Aluminium Company Limited (NALCO), a Navratna Central PSU and one of the largest integrated Alumina- Aluminium Complexes of Asia, having State of the Art technology, 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:

TABLE-1

Area	Name of the Post /Grade	Total No. of Posts*	Category wise Post(s)**	Post identified as suitable to be held by PwBDs in following categories	Qualification & Experience
H&A	Executive Director (H&A) /E09	01	UR-01	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV , SD/SI d) SLD e) MD involving (a) to (d) above	Qualification: Degree in any discipline is essential. Recognized PG Diploma in Personnel Management/Labour Welfare/Industrial Relations/ Management/ Behavioral Science/Trg. & Development /HRD/ HRM (duration of not less than 2 years or full time regular course of 1 year) OR MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years) OR PG Diploma in Social Welfare (IISW, Cal) is desirable. Experience : The candidates should have post qualification 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. The incumbent should have wide exposure to industrial environment and should be well conversant with HR Policy formulation and its implementation, hands on working experience in unionized plant to maintain harmonious industrial relations/welfare activities, recruitment / induction / placement, training & development and change management interventions, compensation and benefit administration, competency mapping, industrial law and their implementation, handling R&R issues, liaisoning with various Govt. and
	Group General Manager (H&A) /E08	03	UR-03		
	General Manager (H&A) /E07	03	UR-02, OBC(NCL) -1		

					statutory bodies/Enforcement agencies, disciplinary matters/ domestic enquiry, etc. and work experience in ERP environment etc. will be an added advantage.
Civil	General Manager (Civil)/ E07	02	UR-02	a) D, HH b) OA, OL, CP, LC, Dw, AAV , SD/SI c) SLD, MI d) MD Involving (a) to (c) above.	Qualification: Degree in Civil/Architecture/ Ceramics Engineering is essential. Experience: The candidates should have post qualification 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. Additionally, experience of executing Green Field and Brownfield projects, construction management, quality assurance, contract management, estimation of works proposal, cost and budgetary control. Exposure on earth work, soil investigation, piling, RCC, structural, plant and building, tankages etc. Conversant with SAP platform, different monitoring software, various integrated management system etc. Hands on experience of working on community residential buildings planning, public health, sewerage treatment and recycling, construction and maintenance of railways/road, earthen dam/dykes water supply system, water treatment plant, tailing and waste management, cooling tower, piping network is desirable.
Finance	General Manager (Finance) /E07	05	SC-01, OBC(NCL) -01, UR-03	a) B, LV b) D, HH c) OA, BA, OL,BL, OAL, BLOA, BLA, LC, Dw, AAV , SD/SI d) MD involving (a) to (c) above	Qualification: Degree in any discipline with Chartered Accountant (CA) or Cost Management Accountant (CMA). Experience: The candidates should have post qualification 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. Candidates having exposure in sales accounting, treasury, fund management & investment proposal, negotiation/discount of bills, costing, 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.
Mining	General Manager (Mining) /E07	02	UR-02	a) LV b) D, HH c) OA,BA, OL, CP, LC, Dw, AAV , SD/SI d) ASD, SLD, MI	Qualification: Degree or equivalent Diploma in Mining Engineering & First Class Metalliferous Mines Manager's Certificate of Competency (Unrestricted/ Restricted) Experience: The candidates should have post qualification experience as an Executive/Officer in Govt.

	Group General Manager (Mining) /E08	01	UR-01	e) MD involving (a) to (d) above	or PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2. The candidates should have exposure 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 fully mechanized mine with electronic optimization system like Truck Dispatch System will be desirable.
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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.

* The number of posts indicated above is tentative which may vary depending on the requirement of the organization.

** In addition to the reservation of posts for SC, ST and OBC (NCL), 01 posts will be 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 against the respective category, 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, along with other criteria mentioned against each post :

TABLE-2					
Sl. No	Post , Grade & Pay Scale	Pay Scale (IDA Pattern/ CDA Pattern) (in Rs)	Comparable CTC for eligibility of candidates from Private/ other sectors from last two years (in Lakhs)	Minimum years of post-qualification experience in relevant areas on 31.07.2024	Upper age Limit as on 31.07.2024
(i)	(ii)	(iii)	(iv)	(v)	(vi)
1	Executive Director(E09) Scale- (150000-300000/-)	FOR IDA Scale of Pay - Applicant must have minimum two years of experience in E8 grade or higher grade with pay scale of Rs.120000-280000/-. OR In case of CDA Scale of Pay: Applicant must have minimum two years of experience in pay scale of Rs. 144200-218200/- (L-14) or higher scale of pay. AND	46.31	24 years	56 years

		In case of CPSEs with same scale of pay for multiple grades, the applicants applying for a specific post should not result in any grade jump. For Ex.: If in a CPSE, the E6, E7 and E8 are in same scale of pay, i.e., ₹120000-280000, the applicant in E8 and above grade only can apply for E9 grade.			
2	Group General Manager (E08) Scale - (120000-280000/-)	FOR IDA Scale of Pay - Applicant must have minimum two years of experience in E7 grade or higher grade with pay scale of Rs.120000-280000/-. OR In case of CDA Scale of Pay: Applicant must have minimum two years of experience in pay scale of Rs. 123100-215900/- (L-13) or higher scale of pay. AND In case of CPSEs with same scale of pay for multiple grades, the applicants applying for a specific post should not result in any grade jump. For Ex.: If in a CPSE, the E6, E7 and E8 are in same scale of pay, i.e., ₹120000-280000, the applicant in E7 grade and above only can apply for E8 grade.	44.95	23 years	56 years
3	General Manager (E07) Scale - (120000-280000/-)	FOR IDA Scale of Pay - Applicant must have minimum two years of experience in E6 grade or higher grade with pay scale of Rs.120000-280000/-. OR In case of CDA Scale of Pay: Applicant must have minimum two years of experience in pay scale of Rs. 123100-215900/- (L-13) or higher scale of pay. AND In case of CPSEs with same scale of pay for multiple grades, the applicants applying for a specific post should not result in any grade jump. For Ex.: If in a CPSE, the E6, E7 and E8 are in same scale of pay, i.e., ₹120000-280000, the applicant in E6 and above grade only can apply for E7 grade.	37.49	20 years	56 years

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 who fulfils necessary requirements stipulated for the post under recruitment, and have applied for the same, will be considered along with other candidates. However, the prescribed age limit and application fees shall not be applicable for internal candidates.

3. For E9 grade post, the requirement of two years of experience in E8 grade shall be reckoned from date of assumption of charge in E8 grade certified by the employer. For other grades, the two years of experience shall be reckoned from date of promotion/notional date of promotion.
4. 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.
5. Candidates working in Govt./PSUs applying for the above posts, where scale of pay have parity with CDA/IDA scale of pay, as per column (iii) of Table-2 above. Candidate has to ensure that his/her selection to the applied post should not result in any grade jump (as per DPE's OM No. W-02/0028/2017-DPE (WC)-GL-XIII/17 dated 03.08.2017). Candidate must have to attach format-1 (enclosed), certified from his/her present employer along with last 03 promotion orders and latest pay-slip.
6. For candidates, working with State PSEs/ Subsidiaries & JVs of CPSEs, where there is no parity with CDA/IDA scale of pay, as per column (iii) of Table-2 above, their present CTC should not be less than the CTC mentioned in the column (iv) of Table-2, for last 02 years. Candidate has to ensure that his/her selection to the applied post should not result in any multiple level jump as compare to his/her present position in compare to the Board level executives of his/her organization. For example, in case at present candidate is three level below to the Board Level position (refer Table-3) and fulfilling the other conditions, can apply for E8 grade post.

Candidate has to provide certified format-2(enclosed) and Form 16 of last 02 years i.e. FY 2023-24 & FY 2022-23 along with pay-slips for the months of Apr, 2024 to Jun, 2024, to substantiating their claim of declared CTC. Further, candidate has to attach detailed break-up of every component of the pay and emoluments certified by the employer, failing which the candidature shall be treated as disqualified. In absence of sufficient proof of CTC, mere declaration of any figure in online application cannot be construed as CTC.

Table-3	
Criteria for the grade	Condition (To be submitted as per the format – 2 enclosed)
	Position of incumbent in comparison to Board level executives, for last 02 years
E9	Just below the Board level
E8	Two level below the Board Level
E7	Three level below the Board Level

7. All other candidates, where there is no parity with CDA/IDA scale of pay, as per column (iii) of Table-2 above, their present CTC should not be less than the CTC mentioned in the column (iv) of Table-2, for last 02 years. Candidate has to provide Form 16 of last 02 years i.e. FY 2023-24 & FY 2022-23 along with pay-slips of Apr, 2024 to Jun, 2024 to substantiating their claim of declared CTC. Further, candidate has to attach detailed break-up of every component of the pay and emoluments certified by the employer, failing which the candidature shall be treated as disqualified. In absence of sufficient proof of CTC, mere declaration of any figure in online application cannot be construed as CTC.
8. The onus to submit certified format-1/ certified format-2 or last 02 years Form 16 and pay slips, as per the applicability, along with application shall lie with the applicant, failing which the candidature shall be treated as disqualified.

9. Experience of candidates working on contract basis through an empanelled 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, Pension as per NPS, Contributory Provident Fund, Group Insurance, Gratuity, etc. as per Company's Rule.

04. GENERAL CONDITIONS:

i. Selection Process:

- a. Shortlisting will be done based on the information/ declaration submitted by the candidate at the time of submission of online application. In case any false declaration is found during the verification of documents / experience at the time of Personal Interview, candidate will not be allowed to appear the interview and no TA/DA will be paid.
- b. Shortlisting of the candidate will be done based on the criteria mentioned at Table-1 read with Table 2 and on the weightages assigned to % of marks obtained in essential qualification, desired qualification, minimum required experience, 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.
- c. The eligible candidates will be called post wise, category wise in the ratio of 1:10 to appear in the selection process. In case, two or more candidates have secured same marks in same post and category which eventually would result in the increase of 1:10 ratio, then all such candidates will be called for interview irrespective of the above mentioned ratio.
- d. The assessment will be made through Personal Interview (PI) only.
- e. Based on the performance in personal interview, organizational requirement, vacancies to be operated, the candidates will be selected.
- f. Mere meeting the advertised specification does not entitle a candidate to be called for PI. 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 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.

iii. 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 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:

- a. The General, OBC & EWS Candidates are required to pay Rs.1000/- (One thousand) towards Application Fee and other candidates i.e. SC/ST/PwBD are required to pay Rs. 500/- (Five Hundred) as processing fee only. However, no fee is applicable for internal candidate.
- b. Candidates can opt to pay through internet banking account/UPI/debit card.
- c. Application fee/Processing Fee is non-refundable under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/processing fee and to fill in the payment details carefully.
- d. 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.
- e. No request for editing of payment details and issue of Call letter will be entertained in wrong submission cases and candidature will stand rejected.

f. HOW TO MAKE PAYMENT

- i. Click on Pay Application fee through SBI Collect which 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.
- ii. Select "Odisha" under the State of the Corporate/Institution and "PSU- Public Sector Undertaking" under type of Corporate/Institution. Select "NATIONAL ALUMINIUM COMPANY LTD" under PSU- Public Sector Undertaking.
- iii. Select Payment Category and choose "Recruitment-July, 2024 (For UR/OBC/EWS)" or "Recruitment-July, 2024 (For SC/ST/ PwBD)" as applicable to you.
- iv. 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.
- v. 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.
- vi. Payment may be made using any one of the options available viz; Net Banking/Debit Card/UPI. Please note that NALCO will bear the bank charges, if any.

- vii. On successful payment, one e-receipt will be generated in PDF format. The candidate will be prompted to print the e-receipt with SB Collect Reference Number. Note down the Reference Number as the same would be required during next Step of online application process. E-receipt can be generated/printed subsequently from the option "Payment History" available in State Bank Collect.
- viii. 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.

06. Reservation & Relaxation:

- Candidates of SC / ST Communities shall be given one year relaxation in total experience. However, this relaxation is subject to be the availability of seat for the particular category.
- 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.
- 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 issued in the current 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(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 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 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 rejected.
- While applying online, candidate needs to upload the self-attested scanned copy of his/her recent passport size colour photograph, signature, qualification proofs, proof related to experience, recent salary slip and all other required documents(as applicable). 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. General Instructions:

- Candidates should be employed at the time of applying for the post.
- No request with respect to change in any data entered by the candidate will be entertained once the online application is submitted successfully.
- 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.
- All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained.
- Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish only accurate, full and correct information. Furnishing of wrong / false information will be a disqualification and NALCO will NOT be responsible for any consequence of furnishing of such wrong/false information.

- The courses offered by Institutes / Universities through the regular mode should be approved / recognized by the relevant statutory bodies for employment to posts and services under the central government like Association of Indian Universities (AIU)/ UGC/AICTE etc. Candidates who have obtained their qualification through Distance Learning / part time mode are also eligible to apply provided their qualification is recognized by the relevant statutory bodies for employment to posts and services of the central government. Qualifications mentioned in the table above are sacrosanct.
- 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.
- 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.
- All computations of age/experience requirement /qualification shall be done w.r.t. **31.07.2024**.
- Candidates will be reimbursed limited to economy class air fare for to and fro journey from their communication address mentioned in the on-line application for attending the selection process 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.
- 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.
- For more information about the Company you may visit our website **www.nalcoindia.com**.
- Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any communication/advertisement in this regard, the candidate may check on NALCO's website www.nalcoindia.com.
- Any amendment / modification / corrigendum in respect of recruitment through this Advertisement shall only be communicated through the NALCO's website (www.nalcoindia.com). Hence, candidates are advised to keep themselves updated by visiting the website from time-to-time for updates, etc.

- All documents submitted by the applicant must be self-certified.
- Canvassing by a candidate in any form shall disqualify his/her candidature.
- A person against whom a disciplinary or criminal proceeding is pending shall not be eligible for appointment.
- No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
- Any dispute with regard to the said recruitment will be settled within the jurisdiction of Bhubaneswar only.

09. Important Dates:

- a) Opening of online submission of application : **02.07.2024 (10:00 AM)**
- b) Last date of submission of online application : **31.07.2024 (05:00 PM)**

General Manager (H&A)-R&P

FORMAT-1

CERTIFICATE OF FORWARDING THROUGH PROPER CHANNEL / NO OBJECTION CERTIFICATE

(Certificate / NOC to be issued on the letter head of the organization by the present employer, where Scale of pay have parity with IDA / CDA scale of Pay)

1. This is to certify that the Mr. / Mrs. / Ms. _____ holds the position of _____, Scale of Pay _____ Grade: _____.

As per the records his/her details of last three promotions are as mentioned below:

Sl.No.	Date of promotion	Date of assumption of charge on last promoted grade	Promoted grade	Scale of pay on promotion

2. We do not have any objection for his / her candidature for the applied post as per the advertisement No. 10240304 of National Aluminum Company Limited. However, in case of selection, he/she will be released as per the rules of the Company.

(Signature) Name,
Designation & Contact No. of the forwarding Officer (Office Stamp)

Date:

Place:

*Not applicable for internal candidates.

FORMAT-2

CERTIFICATE OF FORWARDING THROUGH PROPER CHANNEL / NO OBJECTION CERTIFICATE

(Certificate / NOC to be issued on the letter head of the Organization by the present employer (State PSEs/ Subsidiaries & JVs of CPSEs), where Scale of pays do not have parity with IDA / CDA scale of Pay)

1. This is to certify that the Mr. / Mrs. / Ms. _____ holds the position of _____, Scale of Pay _____ Grade: _____.
2. This is also certified that incumbent is holding the position in comparison to Board level executives, w.e.f the date, as mentioned below:

Position of	Tick the position held	Date of holding the position
Just below the Board level		
Two level below the Board Level		
Three level below the Board Level		

3. We do not have any objection for his / her candidature for the applied post as per advertisement No. 10240304 of National Aluminum Company Limited. However, in case of selection, he/she will be released as per the rules of the Company.

(Signature) Name,
Designation & Contact No. of the forwarding Officer (Office Stamp)

Date:

Place:

*Not applicable for internal candidates.