

REQUIREMENT OF COMMITTED, PROMISING AND RESULT ORIENTED SENIOR LEVEL EXECUTIVES

National Aluminium Company Limited (NALCO), a Navratna PSU under the Ministry of Mines, Govt. of India and one of the largest integrated Alumina- Aluminium Complexes of Asia, having State of the Art technology, is going for further growth and expansion of its facilities. 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
Production	Executive Director (M & R Complex) / E09 - (150000-300000/-)	01	UR-01	--	Qualification: The candidate should be an Engineering graduate in Chemical / Mechanical / Electrical with good academic record from a recognised university/institution. Candidates holding MBA/Post graduate Diploma in Management will have an added advantage. Experience: The candidates should have post qualification experience as an Executive in PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2. The candidate should have at least 5 years' experience during last ten years at a Senior Management level in Technical / Operations / Maintenance in Alumina Refinery. The incumbent should have wide exposure to Alumina Refinery operations/ Aluminium Smelter operations/ Captive Power Plant/ Production Planning and process optimization/ Technology upgradation and expansion projects.

					The candidate having Contract management/ Material Management/ Project planning/ Scheduling and monitoring techniques experience, exposure to Corporate environment at a senior level of management in a large organisation of repute will have an added advantage.
Project	Executive Director (Project) / E09 - (150000-300000/-)	01	UR-01	--	Qualification: The candidate should be an Engineering graduate in Mechanical/ Electrical/ Civil with good academic record from a recognised university/institution. Candidates holding MBA/Post graduate Diploma in Management will have an added advantage. Experience: The candidates should have post qualification experience as an Executive in a PSUs or reputed/leading organizations as mentioned against the required number of years of experience as at Table-2. The candidate should have at least 10 years' experience during last 20 years in Project management (Planning / execution / Formulation / Engineering / Commercial) of large industrial projects. The candidate should have wide exposure and proven experience in planning, execution and commissioning of large industrial / metallurgical / power projects. The candidate should have experience in execution of Greenfield/ Brownfield projects in project planning / scheduling / monitoring and control of EPC/EPCM Contract Management, Procurement and vendor management / Construction Management/ Commissioning activities / Statutory clearances and Regulatory compliances / Budgeting, Cost control and Risk Management etc.

Abbreviations used:

UR=Un-Reserved, ST=Scheduled Tribes, SC=Scheduled Castes, OBC(NCL)=Other Backward Classes (Non-Creamy Layer), PwBD= Person with Benchmark Disability.

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

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	Required current Pay Scale (IDA Pattern/ CDA Pattern) (in Rs)	Comparable CTC for eligibility of candidates from Private/ other sectors during last two years (in Lakhs)	Minimum years of post-qualification experience in relevant areas on 21.10.2026	Upper age Limit as on 21.10.2026

(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 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.	47.76	24 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 fulfil 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 the date of assumption of charge in E8 grade certified by the employer.
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 has 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 compared to his/her present position in comparison to the Board level executives of his/her current organization.

Candidate has to provide certified **Format-2(enclosed)** and **Form 16 of last 02 years i.e. FY 2024-25 & FY 2025-26** along with pay-slips for the months of **June, 2026 to August, 2026**, 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.

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 certified **CTC proof from the employer, Form 16 of last 02 years i.e. FY 2024-25 & FY 2025-26** along with pay-slips of **June, 2026 to Aug, 2026** 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 career 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, 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, 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 and 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 candidates seeking employment in NALCO need to be medically fit as per NALCO's norms and standards for medical fitness. The selected candidates will have to undergo medical examination at Company's Hospital/ Company's empaneled hospitals/diagnostic centres. On receipt of the medical report, the Authorized Medical Officer of the Company will declare the candidate fit or unfit or temporarily unfit on the basis of medical standards laid down under the NALCO Medical Examination Rules.

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.

05. **Application Fee:**

- a. The General & OBC (NCL) Candidates are required to pay **Rs.1000/- (One thousand)** towards Application Fee and other candidates i.e. SC/ST 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-Senior level Executives, 2026 (For UR/OBC (NCL))**" or "**Recruitment- Senior level Executives, 2026 (For SC/ST)**" 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 SBI 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:

- Reservations/relaxations for SC/ST/OBC (NCL) 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.
- Category SC/ST/OBC(NCL) 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) 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 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 Financial Year 2026-27. The name of the caste and community indicated in the OBC (NCL) 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 (NCL) category also at the time of personal interview, if called for.
- 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 be 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.
- Applicants 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 whatsoever.
- A candidate can apply for one post only. Candidates applying for more than one post will attract cancellation of the candidature.

08. General Instructions:

- Candidates should be in employment 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 during scrutiny of application.
- 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 lead to 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. 21.10.2026**.
- Candidates will be reimbursed travelling allowances (TA) 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 : **01.10.2026 (10:00 AM)**
- b) Last date of submission of application fee : **21.10.2026 (04:00 PM)**
- c) Last date of submission of online application : **21.10.2026 (05:00 PM)**

Chief General Manager (HR)-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. 10260401 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 just below the Board level executives, w.e.f _____
3. We do not have any objection for his / her candidature for the applied post as per advertisement No. 10260401 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.**