

## **IMPORTANT INSTRUCTIONS TO THE CANDIDATES**

Please read the instructions given below carefully before submitting the Application Form online:

- ❖ Go through the vacancy notification published in the website thoroughly and confirm the eligibility criteria, fee details, reservation details etc. before applying for post(s).
- ❖ Application(s) are to be submitted online via the Official Website of National Aluminium Company Limited (NALCO) ( <https://nalcoindia.com/> ) only. The Application Form(s) in any other mode will not be accepted.
- ❖ The information provided by the Candidates like Name of Candidate, E-mail, Mobile Number, Date of Birth, Contact/ Address details, Category, Special Category, Educational Qualification details, Choice of Examination Centre's, etc during the online application procedure will be treated as final once submitted. Any request for change in such particulars may not be entertained later under any circumstances. Therefore, candidates are advised to exercise utmost caution and caution while filling up the details in the Application Form. NALCO disclaims any loss of opportunity/liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her Online Application Form.
- ❖ All the correspondence/alerts regarding the application and recruitment process will be done through E-mail/Mobile Numbers provided by the candidate at the time of submission of the application. Hence, the candidates must ensure that the e-mail address and Mobile number registered in their respective Online Application Form are accessible to get relevant/important information/ communication promptly. NALCO shall not be responsible for any non-communication if the E mail and Mobile Numbers are invalid or inactive or not accessible. Candidates are requested to visit the Recruitment Portal frequently for updations, if any, on important matters regarding the Written Test, Uploading of Certificates, Interview etc.

## **Application Procedure: Steps to be followed while applying Online.**

### **I. Candidate Registration**

- Register using active Mobile number and E-mail **ID** only.
- The Candidate should provide the required details such as Full Name, Aadhaar No , Date of Birth, User Id (e-mail as User Id), Password/ Confirm Password, E- mail, Mobile number (for SMS), Security Question, Answer and Captcha as shown in the text.
- After successful submission of the Registration form, Activation link will be generated and it will be communicated to your registered e-mail. Candidate has to click on the activation link to activate the account
- ❖ Candidate can login to the Portal after activation of the account with the given Username (email – ID) and Password.

### **II. Completion of the Application Form**

- The Candidate must login with the Username and Password for completing the Application Form.
- The Candidate can apply for single Posts as per their eligibility. The System will generate Registration Numbers and intimate via E-mail and SMS to the Candidate.
- The recent photograph of the Candidate must be submitted online. The photograph should be in Colour with 80% face visible including ears (without mask).
- Scanned Photograph and Signature should be in **JPG/JPEG** format (Size of the Scanned Photograph should be between **10 Kb to 100 kb** clearly legible).
- Size of the Scanned Signature should be between **10 kb to 100 kb** (clearly legible).  
Size of the Scanned copy of the Common Certificates (Proof of Age, Cast Certificate, Any certificates for claiming the Reservations/Special Category under PwD Departmental Candidate, Ex-servicemen, Sports Quota etc) should be between **50 kb to 100 kb** (clearly legible)

- ❖ Education qualifications need to be entered from SSLC onwards and subject should be specifically mentioned from the selection box, For SSLC/10<sup>th</sup> or Equivalent the subject can be selected as “Not Applicable”. If the subject pertaining to the candidates are not available in drop down menu, candidates can use the option “Others” and input their qualification accordingly.

### III. Fee Payment

- After the successful Submission of the Application, a payment link will be activated for each candidates within three days of the date of Application. Candidates need to pay the fee within the prescribed timeline as per the notification using **SB Collect** from the **Fee payment** option provided in the portal and obtain the receipt from the SBI portal for their future reference. Based on the Gender, Category and the No. of Posts applied, system will display the Total fee to be paid. The applications will be treated as incomplete if the applicable fee has not been paid within the time stipulated. The fee payment status will be reflected in the recruitment portal within three days after the payment is made by the candidate. Candidates are requested to ensure the status of their fee payment using their login.

### IV. Download Admit Card

- ❖ Separate Admit Card for Written Test/Certificate Verification/Interview etc. will be issued to eligible candidates during the recruitment process. The candidates can download the Admit Card from the portal , once issued to them by clicking the tab “View Application Status” and should produce the same for appearing for the Written Test/Certificate Verification/Interview etc.
- If a candidate is unable to download his/her Admit card, he/she should contact the NALCO immediately using the helpdesk option either through mail or helpline numbers.
- In case, no communication is received by NALCO from the candidate regarding non-receipt of his/her Admit card at least **one week** before the Written Test, the candidate alone will be solely responsible for the non-receipt of his/her Admit card.
- The candidates should note that their admission to the written test/ interview will be purely provisional based on the information furnished by them at the time of Online Application Process. This will be subject to verification of all the eligibility conditions by NALCO .

## V. Application Process

- After the closing date, Applications will be approved provisionally for those who have paid the fee applicable. Approved candidates can download the Admit Card for Test / Interview from the Website, once it is generated.
- After the Written Test, the shortlisted Candidates will be intimated to upload their Certificates (Educational, Technical & Experience as given in the application) in the website.
- For those who have uploaded the certificates, they can download the Interview Call Letter, once it is generated.
- All the stages of application will be communicated through e-mail & SMS to the candidates. The candidates are requested to visit the website frequently to check the status of their submitted application(s). NALCO will not be responsible for the non-communication through the electronic media.

### General Questions regarding the Recruitment Portal and Answers.

#### 1. How to upload Photo and signature?

Steps

- a. Scan passport size photograph in JPEG/JPG format with size **> 10KB and < 100KB**
- b. Scan signature in JPEG/JPG format with size **> 10KB and < 100KB**
- c. Select the scanned files by clicking the **Choose file** Option
- d. System will display the selected photograph and signature
- e. Now Click on the **Upload Photo and Sign** Button

Note:- If you have uploaded images as per the correct specification, you will get the message **successfully uploaded photo and Sign.**

#### 2. What are Common certificates?

Proof of Age, Cast Certificate, Any certificates for claiming the Reservations/Special Category under PwD Departmental Candidate, Ex-servicemen, Sports Quota etc should be uploaded against the upload common certificate option. General candidates need to upload Proof of Age Certificate only. Candidates who are claiming any other reservations should add those certificates to support their reservations. All **the certificates should be scanned as a pdf file with size limit 50KB to 100 KB.**

3. How to reset password?

Click on the ***“Forgot your password”*** link from the Home Page. Select the Security Question & enter its Answer as provided to you during the time of registration (Check your email for the Security Question and its Answer you have provided during registration).

4. What is password policy to reset password?

- a. The Password must be as per the following Password policy:
- b. Password must be of minimum 8 characters in length.
- c. Password must have at least one numeric value.
- d. Password must have at least one special character eg. ! @ # \$ % & \* - .

5. How to enter the educational/technical qualification as each post may have different eligibility criteria?

Candidates need to enter all their qualifications in the respective fields irrespective of the eligibility criteria which will be updated as their profile information. The applications are provisionally approved as per the information furnished by the candidates at the time of application. The candidature will be disqualified if the information furnished by the candidates in any of the stages of selection process, are found incorrect. Candidates should possess the notified qualifications/experience as on date of application.

6. How to input Educational/Technical Qualifications & Experience. Is there is any particular order?

Candidates need to enter all the qualification in the chronological orders from lower to higher. (Eg:- SSLC/Tenth onwards, Year wise experience etc.).

7. Where to upload the Education/Technical/Experience certificate in the portal?

The option for uploading the certificates regarding qualifications and experience will be enabled during filling up the application form. Only common certificates need to be uploaded initially.

8. How to check up that my application is complete and successful?

The candidates are requested to check up the application status frequently to get all the relevant information/updates.

9. How to make the payment through SB Collect?

The candidates can make the payment either directly at official website of State Bank of India or can navigate from the portal by clicking the fee payment link.

<https://www.onlinesbi.com/sbcollect/>

In the event of any query/assistance required, the candidates may contact the Help Desk in Corporate Office, NALCO , Bhubaneswar, in the email ID/Telephone number as given below:  
rectt\_cell\_corp@nalcoindia.co.in - Ph: