

## NEEDS

### Chief Operating Officer (COO), Chief Financial Officer (CFO), Project Managers, Assistant Project Managers, Mobile Health Unit-Coordinators/ CSR Field Coordinators & Civil Engineers

National Aluminium Company Limited (NALCO), a Navratna Company is the largest integrated Alumina – Aluminium Complex of Asia with state of the art technology having its plants at Angul & Damanjodi and Corporate Office at Bhubaneswar, Odisha. The Company takes pride for its unflinching commitment to Corporate Social Responsibility through “NALCO Foundation” since the year 2010 and received many awards & accolades for its commitment towards the stake holders at large at state & national level. NALCO Foundation is registered under the Indian Trust Act, 1882.

NALCO Foundation is working unstintingly for sustainable inclusive development of the periphery villages of Mines & Refinery Complex at Damanjodi in Koraput district, Smelter & Power Complex at Angul, proposed Bauxite Mines at Pottangi in Koraput district and Utkal D & E Coal Block in Angul district of Odisha.

NALCO Foundation is looking for committed, promising and passionate professionals with brilliant academic carrier to join the Foundation on tenure basis initially for a period of 3 (Three) years for the post of Chief Operating Officer (COO) & Chief Financial Officer (CFO) and 5 (Five) years for the post of Project Manager, Assistant Project Manager, Civil Engineer & Mobile Health Unit (MHU) Coordinator/ CSR Field Coordinator.

#### REQUISITE AGE, QUALIFICATION AND EXPERIENCE

Sl. No	Position	Vacancy	Upper age limit as on 31.10.2022	Requisite Qualification	Experience as on 31.10.2022
01	Chief Operating Officer (COO)	01	62	Graduate with recognized MBA or PG Degree/ Diploma in Management / Social work / Social Welfare / Rural Management / Rural Development / Ecology / HR /CSR/ Personnel Management & Industrial Relation.	Should have at least 15 years of experience, out of which at least 7 years in leadership position / key positions / head of CSR, etc. in CPSUs / reputed Govt. / Private Sector Organizations / NGO/Foundation/Trusts for liaisoning with various agencies/ formulation of CSR projects and its implementation in areas like rural development, skill development / Rehabilitation & Resettlement related activities inter alia conducting baseline surveys, need assessments, EIA etc. and such other activities that fall under schedule VII of the Companies Act. 2013.
02	Chief Financial Officer (CFO)	01	55	Qualified Chartered Accountant/CMA or MBA with Specialization in Finance Management	Should have at least 5 years of experience in handling financial matters and operations in CPSUs / reputed Govt. / Private Sector Organizations / NGOs/ Foundations/ Trusts/ Banks /FIs /Large Financial Companies/

					Financial Services Organizations.
03	Project Manager	03	35	Full time regular course in Post-Graduation Degree/ Diploma in Rural Management/Rural Development/ Development Studies/ Social Work from reputed universities/institutes with not less than 55% marks in aggregate.	Three years relevant post qualification work experience in rural sector/social work.
04	Assistant Project Manager	06	35	Full time regular course in Post-Graduation Degree/ Diploma in Rural Management/Rural Development/ Development Studies /Sociology/ Social Work/Social Anthropology from reputed universities/institutes with not less than 55% marks in aggregate.	Two years relevant post qualification work experience in rural sector/social work.
05	Assistant Project Manager (Finance)	01	35	Bachelor's Degree in any discipline with Cost Accountancy (ICWAI) or Chartered Accountancy (ICAI) or MBA (Finance).	Two years relevant post qualification work experience. Experience with Tally-ERP-9 is preferable.
06	Civil Engineers	03	35	Full time regular Bachelor's Degree in Engineering or Technology in Civil from reputed universities/institutes with not less than 60% marks in aggregate.	Two years relevant post qualification work experience in rural sector is preferable.
07	Mobile Health Unit (Coordinator )/CSR Field Coordinator	04	35	Full time regular course in Post-Graduation Degree in any discipline from reputed universities/institutes with not less than 60% marks in aggregate.	Two years relevant post qualification work experience in rural sector/social work. The experience in MHU operation is desirable.

The qualifications must be from recognized by Govt. Universities/ Institutions, UGC recognized Universities and Institutes/ UGC recognized Indian deemed Universities or AICTE approved courses from autonomous institutes/ concerned statutory council (wherever applicable).

Wherever CGPA/OGPA or letter grade in Degree is awarded, equivalent percentage of marks should be indicated as per norms adopted by the University/Institute. The candidate is required to submit the original certificate to this effect from the University/Institute during the time of personal interview.

## RESPONSIBILITY AND SKILLS

**Chief Operating Officer (COO):** The COO will formulate, implement and monitor all CSR activities of NALCO. An expert as COO is in the areas of CSR activities including Skill Development, Community Mobilization, Social Development, Rural Development, Corporate image building which will supplement all the internal Company's endeavor in these areas, he/she will also advise and guide in furtherance of CSR plan of the Company in line with Company's need. The applicant should be an energetic individual with a passion for CSR, a good understanding of the trends and developments shaping the CSR agenda and how it can contribute to the successful performance of NALCO Foundation. Most importantly he/she is able to 'translate' this into concrete actions. He/she should have great interpersonal and communication skills with an ability to build strong relations with stakeholders both internally and externally. He/she is accountable, take ownership of his/her tasks and make things happen. The applicant is a strong project manager and can see a project through from initiation to execution and evaluation.

**CHIEF FINANCIAL OFFICER (CFO):** Chief Financial Officer in NALCO Foundation will be responsible for all financial activities of the Foundation. He/she will provide organizational leadership related to all financial transactions and will supervise the compilation and preparation of financial statements and reports, develop and pursue positive business ventures, develop strategies for internal growth and effectively manage the revenue of the foundation. The applicant will establish accounting policies and procedures wherever required. The applicant will look into the compliance with financial regulations and standards wherever applicable. The applicant will communicate both the Foundation's expected and actual financial performance. The applicant will oversee the budget process, collecting of inputs and comparing the Foundation's actual performance vis-à-vis the budget estimates. The CFO works in close cooperation with the Chief Operating Officer (COO) to create plans and opportunities for the maximum benefit of the organization. The position of CFO requires strong self-discipline and managerial skills, as well as an equally strong spirit of teamwork and cooperation.

**Project Manager (PM) & Asst. Project Manager (APM):** Project Manager & Asst. Project Managers will be responsible for all CSR & allied activities includes need assessment, designing, planning, implementing, monitoring and documenting the projects undertaken by the Foundation and will also play a supportive role to the Chief Operating Officer of the Foundation.

**Asst. Project Manager (Finance):** The Assistant Project Manager (Finance) will be responsible for all the financial and accounting activities of Nalco Foundation which includes preparation of budget, budgetary control, financial and account function , all direct & indirect taxation, banking, compliance of various returns, coordination with tax department & vender payments undertaken by the foundation & will also play a supportive role to the Treasurer and Chief Operating Officer of the Foundation.

**Civil Engineer:** The Civil Engineer will be responsible for all the project activities of NALCO Foundation includes designing, planning, estimation, lay out, monitoring and documenting the undertaken by the Foundation and will also play a supportive role to the Chief Operating Officer of the Foundation.

**Mobile Health Unit (MHU) Coordinator/ CSR Field Coordinator:** The Mobile Health Unit (MHU) Coordinator/ CSR Field Coordinator will be responsible for coordinating, planning, implementing, monitoring and documenting the MHU operation undertaken by the Foundation and will also play a supportive role to the Chief Operating Officer of the Foundation.

The candidates should have excellent communication, negotiation, writing and presentation skills. The candidates having the competency and domain knowledge in the developmental sectors is preferred. Working knowledge of local language is preferable.

## COMPENSATION PACKAGE

The selected candidate for Chief Operating Officer (COO) will be paid consolidated monthly remuneration of Rs. 1, 00,000/- per month.

The selected candidate for Chief Financial Officer (CFO) will be paid consolidated monthly remuneration of Rs. 80,000/- per month.

The selected candidates for Project Manager will be paid consolidated monthly remuneration of Rs. 60,000/- per month.

The selected candidates for Assistant Project Manager will be paid consolidated monthly remuneration of Rs. 40,000/- per month.

The selected candidates for Civil Engineer will be paid consolidated monthly remuneration of Rs. 40,000/- per month.

The selected candidates for MHU-Coordinator/ CSR Field Coordinator will be paid consolidated monthly remuneration of Rs. 30,000/- per month.

Besides consolidated remuneration, the selected candidates is also entitled for other benefits and emoluments as per rules of the NALCO Foundation in force from time to time.

## SELECTION PROCESS

Selection for Chief Operating Officer (COO) & Chief Financial Officer (CFO) will be through interview only. A preliminary screening of the applications will be carried out for making, if necessary, a short-list of eligible candidates to be called for the interview. While shortlisting candidates the Board may apply a criteria which may consider additional qualifications, greater experience and level of responsibilities handled. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview.

For the positions of Project Manager, Asst. Project Manager, Civil Engineer, & MHU Coordinator candidates will be short-listed through written test and for the group discussion subject to fulfilling the criteria as specified. The candidates who will qualify the group discussion will only be called for personal interview in a ratio of 1:10 from the group discussion score. Based on the performance in the personal interview taking into account the organizational requirement, the candidates will be selected. The place and date of interview will be informed/ advertised to the short-listed candidates in due course. No TA/DA to be paid to the candidates for written test and/or personal interview.

However, the management reserves the right to raise the minimum eligibility standards/criteria and/or to restrict the number of candidates in the written and/or personal interview, if so required.

The final placement of the candidates is subject to their medical fitness and other joining formalities.

## MEDICAL FITNESS

The tenure engagement for all positions will be subject to medical fitness to perform the assigned duty/responsibility. Certificate for this purpose is to be given by a Govt. Doctor.

## PLACE OF POSTING

The position / place of posting of the personnel of NALCO Foundation will ordinarily in Odisha and be posted in any of the Units of the establishment. Subsequently, they will be required to work in field areas depending on need in different operational locations as per the requirement of NALCO Foundation.

## TERMS AND CONDITIONS OF ENGAGEMENT

The engagement is purely temporary in nature and on tenure basis initially for a period of 3 (Three) years for the post of Chief Operating Officer (COO) & Chief Financial Officer (CFO) and 5 (Five) years for the post of Project Manager, Assistant Project Manager, Civil Engineer & Mobile Health Unit (MHU) Coordinator/ CSR Field Coordinator. He/she will be on probation for a period of one year and only on successful completion of the probation period, he/she shall be allowed to continue the balance period. The tenure engagement is terminable at any time by giving a notice pay of three month or pay in lieu thereof by either side.

The tenure engagement will be regulated by NALCO Foundation's rule and administrative orders that may be in force from time to time.

## HOW TO APPLY

- (i) The eligible candidates shall submit the dully filled in and signed application in the prescribed format. The applicants have to bring the original certificates for verification at the time of personal interview. Documents in support of experience if any may also be submitted along with the application. The application should super scribe the post applied for. The application should be as per the format given. **Interested candidates may submit application in the format annexed with this advertisement.**

The applications completed in all respect should reach **Chief Coordinating Officer, NALCO Foundation, Nalco Bhavan, P-1, Nayapalli, Bhubaneswar- 751013, Odisha** by ordinary post only. No application will be received by hand. **Last date & time of receiving application is 31.10.2022, 5 PM.**

- (ii) The recent photograph is to be pasted at the appropriate place. Incomplete applications will be rejected.

- (iii) The following documents should be submitted along with the application:

- Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the Date of Birth).
- Copy of Certificates and Mark sheets in respect of qualifications acquired.
- Appropriate document(s) in support of experience.

## GENERAL INSTRUCTIONS

- Only Indian Nationals are eligible to apply.
- Candidates should enclose copies of the relevant certificate/s (in support of age, educational qualification) and appropriate documents in support of the experience, with the application. Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents submitted therewith. If at any stage it is found that any information furnished in the application is false/incorrect

or if according to the Board, the candidate does not satisfy the eligibility criteria, his/her candidature/ appointment is liable to be cancelled/ terminated.

- (iii) Canvassing in any form will be a disqualification.
- (iv) 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 Foundation 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.
- (v) In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the decision of NALCO Foundation shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- (vi) Candidates already in service of Govt. /Quasi-Govt. organisations and Public Sector Banks/Undertakings will have to produce release order from the employer at the time of appointment in NALCO Foundation.
- (vii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Bhubaneswar only.
- (viii) Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the NALCO's website [www.nalcoindia.com](http://www.nalcoindia.com)
- (ix) Mere application does not make the candidate eligible for the position. NALCO Foundation reserves the right to select the candidate based its requirement and suitability of the candidate.
- (x) NALCO Foundation reserves the right to raise the minimum eligibility standards. Foundation reserves the right to fill up or not to fill up any of the above positions without assigning any reason whatsoever. NALCO Foundation also reserves the right to cancel/restrict/ modify/alter the recruitment process and also reserve the right to increase/ decrease the post advertised, if need arises without issuing any further notice or assigning any reason whatsoever.
- (xi) The candidate is not allowed to apply for more than one post and not more than one application.
- (xii) Candidates presently employed in Central/ State Govt. / PSUs/ Autonomous bodies must submit "No Objection Certificate" from their present employer at the time of personal interview in NALCO Foundation failing which they will not be allowed to appear the personal interview.

**APPLICATION FORM**

Paste your recent passport size colored photograph

1. Post Applied For: \_\_\_\_\_
2. Name(Capital letters): \_\_\_\_\_
3. Father's/Spouse's Name: \_\_\_\_\_
4. Address for communication: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

E. Mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

5. Date of Birth: \_\_\_\_\_
6. Nearest Railway Station: \_\_\_\_\_
7. Academic Qualification:

Sl. No	Examination passed ( HSC onwards)	Name of the School/ college/Institution/ University	The Course is recognised by	Year of passing	% age of mark	Principal subject/ specialization

8. Details of post qualification experience:

Sl. No	Name and Address of the Employer	Period of Employment		Designation and level of post held	Pay Scale	Total Emoluments (Basic pay + DA+ Other Allowances)	Responsibilities	Reason of leaving, if any
		From	To					

9. Language known: \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_

NB: 1. Candidates are required to attached self-attested copies of educational and experience certificates with the application.

2. Candidates are also to bring the original certificate(s) for verification at the time of personal interview.

**Declaration:** I do, hereby declare that the entries in this form and additional particular, if any, furnished by me are true to the best of my knowledge & belief. I understand that any material misrepresentation/ omission shall render me liable to termination or dismissal.

Date:

Place:

(Signature of Candidate)