

NEEDS

FINANCE EXECUTIVES

NALCO, a Navratna Company is the largest integrated Alumina - Aluminium Company of Asia, having State-of-the-Art Technology, with its present turnover of around ₹ 5,548 Crores, is going for further growth and expansion. The Company also enjoys Star Trading House status in the field of export. The Company has bagged best listed CPSE award for its excellent performance in significant value addition to its Shareholders. The plants and offices are multi locational with Corporate Office at Bhubaneswar. The present manpower strength is over 7500. The company needs Finance Executive at E01 grade in the scale of pay ₹24900-3%-50500/- for different locations of the Company.

JUNIOR MANAGER (FINANCE) - E01 Grade:

No. of post : 03 posts in UR-02 & OBC-01 (out of three, one post is identified for PWD in HH) category.

Upper Age Limit : 32 years (As on 23.04.2011)

Qualification : Recognized Degree in any discipline with ACA / ICWA or MBA with specialization in Finance Management from reputed institution/recognized by Government of India.

Relevant Experience : The candidate should have 03 years post qualification experience at executive level (Out of the total experience, the candidates should be working in immediate lower level/grade or equivalent for at least two years in the PSUs / Govt departments & equivalent in case of Private Enterprises).

Job Requirement : The prospective candidates should have experience in Sales Accounting, Treasury, Investment proposals, Costing, Project Accounting, MIS, Retirement / Discount of Bills etc. in an Industrial enterprise of repute. Candidates having exposure to computerized accounting would be preferred.

Compensation : Besides Basic & DA they will be entitled for PF, Gratuity and other perks & benefits as well as Leave encashment, Housing / HRA and free medical facility for self and dependents as per rules of the Company for the above posts.

Further, the 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. The CTC comes to ₹ 8 lakhs approximately per annum.

GENERAL CONDITIONS:

- (1) Persons employed in Govt/Semi Govt/ Public Sector undertaking should forward their applications through proper channel or produce "No Objection Certificate" from their employer during the time of interview.
- (2) Candidates will be reimbursed 2nd class to and fro train / bus fare for attending the interview by the shortest route on production of ticket / proof.
- (3) The relaxation in age and other applicable relaxation will be extended to SC/ST/OBC/PWD (with minimum 40% disability) candidates as per Government Directives / Guidelines. The candidates ordinarily domiciled in the Kashmir Division of the state of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 will be given age relaxation for 5 years as per the Government Directives/ Guidelines. Departmental candidates may apply as per the existing policy of the company.
- (4) Nalco reserves the right to fill up all the posts or alter the number of posts or even to cancel the whole process of recruitment, without assigning any reasons.
- (5) Management reserves the right to increase the minimum eligibility standard depending upon the number of applicants.
- (6) Applications received after stipulated date or incomplete in any respect will be rejected. NALCO shall not be responsible for any postal delay. Canvassing in any form would also disqualify the candidature.
- (7) The appointment of selected candidates would depend upon the medical fitness of the candidate as per medical rules of the company.
- (8) Mere application against the post does not confer any right for employment.

How to apply : Typed application with recent passport size photograph must contain : (01) Post applied for (02) Advertisement No. (03) Name in Capital Letters (04) Father's name (05) Address for communication with E.mail address and Mobile No. (06) Permanent Address (07) Date of Birth (08) Nearest Railway Station (09) Qualification from HSC onwards with name of the College / University, year of passing, percentage of marks and principal subjects / Specialization if any (10) Details of experience including post qualification experience clearly indicating name and address of the employers, period of employment, designation and level of post held, pay scale (Basic pay, DA, Total emoluments) responsibilities and reason of leaving (11) Whether SC/ST/OBC/PWD. (attach copy of certificate). In case of OBC, attach the latest certificate (12) D.D. No., Date, Amount and Name of the Bank (13) Signature and Date. Attested copies in support of proof of date of birth, qualification, caste etc. are to be submitted along with the application which is mandatory. Documents in support of present pay particulars must accompany the applications. The applicant should superscribe the post applied for. The application should be as per the format given above.

An application fee of ₹ 100/- is required to be paid in the shape of Bank Draft / DD (non-refundable) drawn after the release of Advertisement, in favour of National Aluminium Company Limited payable at Bhubaneswar (Bank Draft / DD not applicable for SC/ST/PWD candidates).

The applications should reach Chief Manager (HRD), Recruitment, National Aluminium Company Limited, NALCO Bhawan, P/1, Nayapalli, Bhubaneswar - 751061, Orissa by post. Last date of receiving application is 23/04/2011. Please visit our website www.nalcoindia.com.