



National Aluminium Company Ltd.  
(A Government of India  
Enterprise) S&P Complex, Angul

Ref No: S&P/TRG/341/2022

Date: 16/11/2022

**CIRCULAR**

**ENGAGEMENT OF TRADE APPRENTICES FOR YEAR 2022-23 AT S&P COMPLEX**

As per the provisions of the Apprentices Act, 1961, we are required to engage Trade Apprentices during the year 2022-23 as per the sanctioned quota of 375 seats allotted to NALCO, Angul by RDSDE, Bhubaneswar.

All 375 Apprentices shall be engaged from the following groups subject to meeting the standards of educational qualification & physical fitness as provided under Section 3 of the Apprentices Act, 1961 read with Rule 3 & Rule 4 of the Apprentices Rules'1992. The qualification required for engagement of Trade Apprenticeship in different trades is mentioned in the table below.

| Trade   | Qualification required   | Duration of Training |
|---|--|----------------------|
| Fitter, Turner, Welder, Machinist, Mechanic Motor Vehicle (MMV), Electrician, Electronic Mechanic, Diesel Mechanic, PASAA, Lab Asst. (C.P). | 1) Passed 10th class examination under 10+2 system of education or its equivalent.<br>2) ITI pass in relevant trade. | One year             |
| Laboratory Assistant (Chemical Plant)   | B.Sc. pass with Physics (Hons.) & Chemistry (Hons.) only   | One year             |

**Eligibility:**

- i. Nominees of Land Oustees affected by NALCO projects (son/ daughter/ Grandson/ Granddaughter
- ii. Dependent son/ daughter/ spouse of NALCO/ Ex-NALCO employees.
- iii.a) Dependent son/ daughter of NALCO Associates b) Candidates from Angul district c) Candidates from other districts. (Vacant seats after engaging i & ii above will only be offered to these categories on following preferences i.e. Category –a ,Category – b and then Category –c )

**SELECTION PROCEDURE TO BE ADOPTED-:**

Selection will be done subject to meeting the eligibility criteria. The common merit list will be prepared considering 50 points for seniority, 25 points for ITI marks and 25 points for HSC marks secured by the candidate. Merit list will be prepared separately for land oustees dependants and for employees son/daughters. Final merit list candidates will be called for Document verification based on the selection committee recommendations.

Applications are invited from the interested candidates in the enclosed format along with the self-attested copies of the following certificates.

1. All applicants must register in NCVTMIS Portal (www.apprenticeshipindia.org) under NAPS (by linking **AADHAR Number**) and produce portal registration number & proof for the same along with application form.
2. HSC (10<sup>th</sup>) Certificate and Mark Sheet.
3. ITI pass certificate issued by NCVT/ SCTE & VT, Odisha wherever applicable.
4. Candidates applying under ST/SC / PWD category should produce Valid Certificate from Appropriate Authority. For claiming the benefit of reservation/concessions applicable for PWDs, the candidates shall have to submit a disability certificate as per the provisions of Chapter-VII (Rule-17 to Rule-20) of the Rights of Persons with Disabilities Rules, 2017 of the Notification No. G.S.R.591 (E) dated 15.06.2017 issued by the Ministry of Social Justice and Empowerment, Govt. of India.
5. Candidates applying under OBC category should produce Valid Certificate from Appropriate Authority. The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a Competent Authority issued in the **current financial year**, otherwise the application will not be considered.
6. The Residence certificate from the concerned Revenue Authority (Tahsildar **Issued on or after 01<sup>st</sup> January 2019**), otherwise the application will not be considered.
7. **If original land oustee is dead then legal heirs may give their consent in writing for engagement in Trade Apprenticeship at Nalco as a land affected family member.**
8. Printout of Screenshot of 100% Profile Completion is required along with application.

**N.B**

- i. Vacant seats of the trades within each Group will be filled from other trades.
- ii. Reservation of seats for SC/ST/OBC/PWD will be maintained taking the overall seats of all the groups & Engagement of Apprentices is carried out Under Apprentices Act, 1961 and Apprenticeship Rules 1992.
- iii. If a candidate is found to be ineligible at any stage during the selection process or during training he/she will not be considered for apprenticeship or his/her training will be terminated as the case may be.
- iv. Applications accompanied by certificates issued beyond the stipulated date will not be entertained.
- v. **Information filled in the portal should match with the candidate's supporting documents. Any discrepancy may lead to cancellation of the candidate's contract of which Establishment will not be held responsible.**
- vi. The filled in application along with the requisite documents are to be sent through Ordinary Post or deposited by hand before 5pm of 07/12/2022 at Office of

**Dy.General Manager(HRD) ,  
Training Institute ,  
S&P Complex, NALCO,759145.  
Angul (District), Odisha.**

**The applicants are also required to login into Google form through the given link to fill up the details as desired in the form: ...**

[https://docs.google.com/forms/d/e/1FAIpQLSf7Hs5B\\_75nmo\\_jUYxJKipMfMIwa8vEv3s2Hdf4W26VxeMsuw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSf7Hs5B_75nmo_jUYxJKipMfMIwa8vEv3s2Hdf4W26VxeMsuw/viewform?usp=sf_link)

Since the selection is based on the particulars furnished by the candidate in the application for deciding merit, **any incomplete application, absence of required enclosure will lead to summarily rejection of the candidature without any further correspondence and communication in this regard.**

**GENERAL CONDITIONS**

- I. Indian Nationals belonging to the state of Odisha are only eligible to apply.
- II. Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application.
- III. The candidates should **NOT have undergone Apprenticeship earlier or pursuing Apprenticeship Training** as per the Apprentices Act, 1961, as amended from time to time.
- IV. Candidates, who had training or job experience for a period of one year or more after the attainment of prescribed qualifications, shall NOT be eligible for being engaged as Trade Apprentice.
- V. **NALCO shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship period. After successful completion of Apprenticeship period, candidates shall be relieved from the respective work area.**
- VI. Candidates can apply for one Trade only. Candidates applying for more than one Trade will not be considered for any engagement of Trade Apprenticeship and their applications will be summarily rejected. Further, only one mobile number and one email ID can be used for applying for the training. The same mobile number and email ID cannot be used by any other candidate for filling online application for this notification. The e-mail id mentioned in the application form must remain valid for one year.
- VII. Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.
- VIII. The candidature of the applicant would be provisional and subject to subsequent verification of certificates. In case it is detected at any stage of engagement of Trade Apprenticeship or thereafter, that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/doctored/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement of Trade Apprenticeship, his/her engagement of Trade Apprenticeship is liable to be terminated.
- IX. Engagement of Trade Apprenticeship of selected candidates will be subjected to his/her being declared medically fit as per the requirement of the Apprentices Act, 1961. All such engagement in Trade Apprenticeship will also be subjected to all relevant Rules/policies/guidelines of the

- Corporation.
- X. The decision of Management will be final and binding for all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, higher qualification etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability / insufficient number of candidates.

The last date of receipt of application is **07/12/2022**. Applications received after the cutoff date or submitted without the requisite documents & incomplete applications shall be summarily rejected without any intimation to the concerned candidate.



(S.K.Nayak)  
**DGM(HRD) Trg. & Hort.**

**Copy to:** 1) All Notice Boards / All DGMs/HODs of S&P Complex-For wide circulation.  
2) ED (S&P) and All GGMs of S&P Complex.

(Paste your recent colour un-attested passport size photo here)  
(35mmX45mm)



Scan this QR Code for google link

# नालको NALCO

(A Government of India Enterprise)  
Smelter & Power Complex, Angul

## APPLICATION FORM FOR ENGAGEMENT OF TRADE APPRENTICES FOR 2022-23

(To be filled in Capitals only; Strike out whichever is not applicable)

1. Portal Registration Number : \_\_\_\_\_ Trade: \_\_\_\_\_
2. Name of the Candidate: \_\_\_\_\_ 3. Sex: \_\_\_\_\_ (M/F)
4. Father's/Husband's/Mother's Name: \_\_\_\_\_ 5. Marital Status: \_\_\_\_\_
6. Category (SC/ST/OBC/PWD- attach attested certificate copy): \_\_\_\_\_ 7. Date of Birth: \_\_\_\_\_
8. Academic Record of the Applicant: ( In chronological Order from HSC) ( attach Self-Attested copies of certificates)

| Sl. No. | Examination Passed | Name of the Institute | Year of passing | Max Marks / Full Marks | Marks Secured |
|---------|--------------------|-----------------------|-----------------|------------------------|---------------|
|         |                    |                       |                 |                        |               |
|         |                    |                       |                 |                        |               |
|         |                    |                       |                 |                        |               |

9. Present Address:

10. Permanent Address:

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----- Phone No. -----

----- Phone No. -----

**E-mail ID:** \_\_\_\_\_

11. Whether belongs to A) Employee dependent B) Land Affected Category

11-(A)- In case belong to dependents of existing employees of S&P complex including children of separated employees of S&P complex on account of Superannuation, Death or VRS:

| Name of the employee | Relationship with the employee | Personal number, designation, and Unit of the employee | Period of employment of the employee at S&P complex<br>From To | Signature of the employee/ex-employee or spouse (in case of death) |
|----------------------|--------------------------------|--|--|--|
|                      |                                |  |  |  |

11-(B) Candidates belonging to Land Affected Category of S&P Complex including LDPs and SAPs (only one candidate from single family). (Attach Copies of the relevant land documents & Land acquisition certificate issued by the Spl.LAO, Nalco, Angul and Voter ID / Aadhar Card establishing genealogical relationship with original land oustee).

| Name of the original Land oustee from whom land was acquired for NALCO Project. | Name of village & Tahasil of the acquired land for Nalco Project | Khata No. and Plot No. | LA Case No. & Award No. | Extent of land acquired for NALCO Project (in Ac. & Dec.) | Genealogical relationship of the candidate with original land oustee (Document proof to be attached such as Family Genealogy /Family Tree certificate and Legal heir certificate if oustee is dead) |
|---|--|------------------------|-------------------------|---|---|
|   |  |                        |                         |   |   |

11-(C) Nalco Associates

| Name of the associated agency | Name of the employee of the associated agency | Designation or position held by the employee | Period of employment with the associated agency at S&P Complex ,Angul | Relationship of the candidate with the employee of associated agency | Signature of the Head of the Associated agency/Contractor with seal |
|-------------------------------|---|--|---|--|---|
|                               |   |  |   |  |   |

11-(D) Candidates from Angul District

| Name of the ITI | Address of the ITI | Native Village and District | Number and date of the Nativity certificate |
|-----------------|--------------------|-----------------------------|---|
|                 |                    |                             |   |

11-(E) Candidates other than Angul District

| Name of the ITI | Address of the ITI | Native Village and District | Number and date of the Nativity certificate |
|-----------------|--------------------|-----------------------------|---|
|                 |                    |                             |   |

**UNDERTAKING**

This is to certify that, the facts stated above are true to the best of my knowledge, belief and based on record. I also further certify that **I have not undergone Apprenticeship Training in any other organization prior to this. I have not accepted any apprenticeship contract from any other establishment. In case the facts stated above are found to be incorrect or false, or if any discrepancies are found between my portal profile and supporting documents my candidature for training shall be rejected and I further undertake to refund the stipend received by me from NALCO and shall be held responsible for the consequences under the provisions of the Apprenticeship Act, 1961.**

Signature of Parents

Date:        /        /

Signature of the candidate (in full)

**Mandatory Documents Checklist**

1. 10<sup>TH</sup> Mark sheet
2. 10<sup>th</sup> Certificate
3. ITI Mark sheet
4. ITI Certificate
5. Aadhaar Card
6. Enrolment Paper
7. Caste Certificate (2016 onwards, in case candidate belongs to SC/ST/OBC Category)
8. Google link verification
9. Printout of Screenshot of 100% Profile Completion is required along with application
10. Printout of screenshot showing Aadhaar is verified

**LAND CATEGORY**

- 1) Proof of Land Acquisition
- 2) Affidavit
- 3) Legal Heir
- 4) Death Certificate
- 5) Genealogical Representation (link from Land Oustee to candidate)

**EMPLOYEE CATEGORY (only dependents)**

- 1) Employee's I.D. Card
- 2) Employee's Aadhar card

**NALCO ASSOCIATES**

(Dependents of DPS/SVM/Contractual emp/Banks/Church/Masjid/Temples/Police Station/CISF/ISS/ISAS)

- 1) Employee's I.D Card
- 2) Employee's Aadhaar Card

**GENERAL CATEGORY**

- 1) Recent Resident / Nativity Certificate
- 2) Aadhar Card of Father.

**FOR OFFICE USE ONLY**

**CERTIFICATION FROM NALCO HRD Deptt. (Estt. Section)**

Certified that Mr./Ms: \_\_\_\_\_ is the **dependent** (Son/Daughter/Brother/Sister) of Sri/Smt: \_\_\_\_\_ Pl. No: \_\_\_\_\_, Designation: \_\_\_\_\_ Department: \_\_\_\_\_ Unit: \_\_\_\_\_ who is/was in employment at Smelter/CPP, S&P Complex, Anugl from \_\_\_\_\_ to \_\_\_\_\_.

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Signature of the concerned executive of  
HRD Dept. with seal**

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**CERTIFICATION FROM NALCO Admn.Deptt (PD/Land section)**

Certified that Mr/Ms \_\_\_\_\_ S/o/D/o \_\_\_\_\_ belong to the family lineage of Sri \_\_\_\_\_, who has lost. \_\_\_\_\_ Acres of **Land for NALCO**, S&P Complex at village \_\_\_\_\_, Tahasil \_\_\_\_\_ as per the records available with us. The relevant documents submitted by the candidate has been verified by me & found to be authentic.

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Signature of the concerned dealing official / executive of  
PD/ Land Section with seal**

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**CERTIFICATION FROM Associated Agency of NALCO at S&P Complex**

Certified that Mr/Ms: \_\_\_\_\_ is a dependent Son/ of Mr/Mrs: \_\_\_\_\_ who is working in \_\_\_\_\_ (Institute/Organization) since \_\_\_\_\_ (year) which is an existing Associated Agency (as per the circular) functioning at S&P Complex, Angul

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Signature of the head of the Institution with  
Seal**

***Countersigned by the concerned executive of HRD (for contractor)/  
Concerned executive of Administration Dept. (for others)***

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