

APPLICATION FEE

- ❑ The General, OBC & EWS Candidates are required to pay Rs.500/- (Five hundred) towards Application Fee and all other candidates including Departmental are required to pay Rs.100/- (Hundred) as Processing Fee only.
- ❑ Candidates can opt to pay through internet banking account/credit/debit card.
- ❑ 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.

HOW TO MAKE PAYMENT

- ❑ Step-1 :
 - Go to Career Page of NALCO at www.nalcoindia.com
 - Read the Advertisement carefully to be sure about the eligibility.
 - Click on **Apply Now**
 - Click on **Make Payment** 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.
 - Select "Odisha" under the State of the Corporate/Institution and "**PSU-Public Sector**" under type of Corporate/Institution.
 - Select Payment Category and choose "Nalco GET Recruitment-2020(For UR/OBC/EWS)" or "**Nalco G E T R e c r u i t m e n t - 2 0 2 0 (F o r S C / S T / P W D / D E P T T .)**" as applicable to you.
 - Fill the GATE Regd. No., 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.
 - 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 viz; a different GATE Registration No., etc.
 - Payment may be made using any one of the options available viz; Net Banking/Debit Card/Credit Card. **Please note that Nalco will bear the bank charges, if any.**
 - On successful payment, one e-Receipt will be generated in PDF format. The candidate will be prompted to print the e-receipt with SB Collect Reference Number. Note down the Reference Number as the same would be required during Step-3 of final registration process. E-Receipt can be generated/printed subsequently from the option "Payment History" available in State Bank Collect.
 - 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.
- ❑ Step-2 :
 - 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 in order to make themselves eligible to enter the details in Main Application Form.
 - No request for editing of payment details and issue of Call letter will be entertained in wrong submission cases and candidature will stand rejected.

HOW TO APPLY

- ❑ The candidates shall fill up the online Application Form with required details correctly and click on View Application Form. The candidates will be provided opportunity to edit their application form before final submission. Candidates should check the Application Form once again whether the information is accurate and edit the details, if required and then click on Final Submission. After submission of online application, the candidate should take a print out of the said application for future reference.

- ❑ The candidates need to ensure that the GATE-2020 registration number, which is mentioned in the GATE-2020 admit card, is filled up correctly. Name should also be filled up as appearing in GATE-2020 admit card. No request with respect to the change in any data entered by the candidate will be entertained once the online application is submitted successfully. On successful submission, a unique application number will be generated and sent to the registered email Id as well as mobile number and the same has to be referred for future correspondences.
- ❑ While applying online, candidate needs to upload the scanned copy of their recent passport size colour photograph, GATE-2020 admit card, signature which are identical to that they have submitted along with GATE-2020 application and prescribed qualification/mark sheet as per the requisite qualification. Candidates should ensure that the relevant details i.e. name, date of birth, etc. entered in NALCO online application should be same as entered in the GATE-2020 application. In case the candidate is called for personal interview, he/she will be required to produce his/her original GATE-2020 admit card and GATE-2020 official score card for verification and other relevant documents which will be communicated through personal interview call letter.
- ❑ A candidate can apply for one post/discipline only. Candidates applying for more than one post/ discipline will not be considered at all.

GENERAL INSTRUCTIONS

- ❑ Only Indian Nationals are eligible to apply.
- ❑ The candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement as well as in the career section of NALCO website www.nalcoindia.com.
- ❑ The candidates should ensure that they fill up all the eligibility criteria and other conditions mentioned in this advertisement and that the particulars furnished by them in the online applications are correct in all respect. Mere submission of online application successfully does not imply that the Company(NALCO) has been satisfied about the candidate's eligibility. 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 entered in the online 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.
- ❑ No manual /paper application will be entertained.
- ❑ NALCO reserves the right to raise the minimum eligibility standards. The management reserves the right to fill or not to fill or partly fill any of the above positions without assigning any reason whatsoever. NALCO also reserves the right to cancel/restrict/modify/alter the recruitment process, if need arises, without issuing any further notice or assigning any reason whatsoever.
- ❑ Canvassing by a candidate in any form shall disqualify his/her candidature.
- ❑ Candidates are advised to visit the career section of NALCO website www.nalcoindia.com regularly for latest updates as no separate communication will be sent.
- ❑ Any dispute with regard to recruitment will be settled within the jurisdiction of Bhubaneswar only.

IMPORTANT DATES:

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| 1 | Opening of online submission of application | 20/03/2020 (11:30 AM) |
| 2 | Last date of submission of online application | 09/04/2020 (05:30 PM) |

Advt. No: 10200207

NALCO Recruitment-2020

Size : 25(w) x 23(h) = 575 sq.cm

