

**P/1, NAYAPALI,
NALCO BHAWAN
BHUBANESWAR - 751013**

NEEDS

CHIEF OPERATING OFFICER (COO) & CHIEF FINANCIAL OFFICER (CFO) FOR NALCO FOUNDATION

NALCO Foundation registered, under the Indian Trust Act 1882 came into existence on 28th July 2010 as per NALCO Board's decision to set up a standalone Foundation for its CSR activities. Among other things, the Board decided to allocate an additional one percent of NALCO's total net profit every year to fund the schemes to be undertaken by this Foundation.

The Foundation is based on the Guidelines on CSR for CPSEs, issued in March 2010 by the Department of Public Enterprises, Government of India.

NALCO Foundation inter alia focuses on development of villages located within 15km radius of NALCO Mines & Plants in Damanjodi & Angul, and also proposed mining areas such as Utkal-E Coal Block (Chhendipada Block- Angul), Pottangi (Koraput) and Gudem & KR Konda (Viskhapatnam and East Godavari districts of Andhra Pradesh) and such other areas as decided from time to time depending on functional requirement of the Company.

NALCO Foundation ensures community participation, accountability, sustainability and measurable results, through:

- Baseline surveys and needs assessment
- Identification of projects
- Selection of implementing agencies
- Monitoring and evaluation
- Social auditing by independent bodies
- Documentation of experience

To achieve its vision "To be an agent to engineer holistic development" NALCO Foundation is looking for committed, promising and passionate professionals with brilliant academic carrier to join the Nalco Foundation on tenure basis initially for a period of 03(Three) years which can be extended two years at a time for various positions in the Nalco Foundation.

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| Sl. No | Position | Vacancy | Upper age limit as on (as on date of advt. on website) | Requisite Qualification | Experience | Remuneration (per month consolidate) |
|--------|-------------------------------|---------|--|---|---|--------------------------------------|
| 01 | CHIEF OPERATING OFFICER (CCO) | 01 | 62 years | 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 in CPSEs / reputed govt. / private sector organizations / NGO/Foundation/Trusts majoring in Liaison 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 Company Act. | 100,000/- |
| 02 | CHIEF FINANCIAL OFFICER (CFO) | 01 | 62 years | Qualified Chartered Accountant or Cost Accountant | Should have at least 15 years of experience in handling financial matters and operations in CPSEs / reputed govt. / Private Sector Organizations / NGOs/ Foundations/ Trusts/ Banks /FIs /large financial companies/financial services organizations, out of which a minimum of 5 years should be in a Senior position of finance handling the position independently. | 80,000/- |

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RESPONSIBILITIES AND SKILLS

CHIEF OPERATING OFFICER (COO): The COO will report to Chairman, NALCO Foundation. He/She 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.

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COMPENSATION PACKAGE

CHIEF OPERATING OFFICER (COO): The engagement will be initially for three years with a monthly remuneration of Rs.100,000/-(consolidated) and may be extended depending upon the performance and need by two years at a time. The other facilities would include telephone reimbursement Rs. 1500/- per month, medical facilities for self and spouse within a medical insurance coverage of Rs.500,000/- per annum, leave for 12 days, Nalco Foundation holiday's and other facilities on tour like TA & DA at par with (DGM) E7 executive of NALCO, transport for official work, etc. as per the decision of the NALCO Foundation. The incumbent will be on probation for a period of one year and on successful completion of probation, he/she will continue for the balance term.

CHIEF FINANCIAL OFFICER (CFO): The engagement will be initially for three years with a monthly remuneration of Rs.80,000/-(consolidated) and may be extended depending upon the performance and need. The other facilities would include telephone reimbursement Rs. 1500/- per month, medical facilities for self & spouse with a medical insurance coverage of Rs.400,000/- per annum, leave for 12 days, Nalco Foundation holiday's and other facilities on tour like TA & DA at par with (AGM) E6 executive of NALCO, etc. as per decision of the NALCO Foundation. The incumbent will be on probation for a period of one year and on successful completion of probation, he/she will continue for the balance term.

SELECTION PROCESS

Selection 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 and will be required to produce original documents authenticating the information submitted in their application. 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. The place and date of interview will be advised to the short-listed candidates in due course.

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PLACE OF POSTING

The position / place of posting of COO and CFO will ordinarily be NALCO Foundation, Bhubaneswar. However, they may be required to work in field areas depending on need.

HOW TO APPLY

(i) Interested candidates may submit their application through speed post/Registered post giving details of their age, qualification, experience, past achievement, significant contributions, position held and other related factors appropriate to the position **in the** format attached at Anx-“A” and should reach to the office of Chief Coordinating Officer (CCO), Nalco Foundation, P/1 Nayapalli, Nalco Bhawan, Bhubaneswar-751013, Odisha latest by 5 PM of 16th August, 2018.

(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:

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

GENERAL INSTRUCTIONS

(i) 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.

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(ii) Candidates called for interview, will be reimbursed to and fro actual Economy Class air / 2nd Class AC train fare by the shortest route from the place of their residence/place of work to the place of interview whichever is nearer.

(iii) Canvassing in any form will be a disqualification.

(iv) 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.

(v) 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.

(vi) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Bhubaneswar only.

(vii) Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the career section of NALCO's website www.nalcoindia.com

(viii) 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.