

NEEDS
Community Mobiliser, Office Assistant and Office Attendant

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 and extensive experience on CSR field of operation to join the Foundation on tenure basis initially for a period of 5 (Five) years for the post of Office Assistant, Community Mobiliser and Office Attendant.

REQUISITE AGE, QUALIFICATION AND EXPERIENCE					
Sl No	Position	Vacancy/ Location	Upper Age Limit as on 1 st June, 2026	Requisite Qualification	Experience as on 1 st June, 2026
1	Community Mobilizer	01 / M&R Complex, Damanjodi	45	Graduate in (any discipline)	<p>Minimum 10 years of experience in community mobilisation, planning activities, community development projects, or related work.</p> <p>Out of this experience of working in the Koraput region of Odisha must be for more than 8 years & should be conversant with local language</p> <p>Experience of working with any PSU or PSU foundation is desirable.</p>
2.	Office Assistant	01/ NALCO Foundation, Corporate, Bhubaneswar	45	<p>Graduate in (any discipline).</p> <p>Additionally Diploma in IT/ Office Management will be preferred</p>	<p>Minimum 10 years of experience in administration/office support roles.</p> <p>Experience in CSR projects is desirable.</p> <p>Experience of working with the CSR programmes of a reputed</p>

					<p>organisation in the social and developmental sector is desirable.</p> <p>Must have knowledge of CSR rules and regulations.</p> <p>Must have working knowledge of MS Office, PowerPoint, MS Excel, and Tally software.</p>
3	Office Attendant	01 / M&R Complex, Damanjodi	45	10 th Pass	<p>Minimum 10 years of experience in office upkeep and maintenance, handling official correspondence, providing logistical support, and managing dispatch and diary work.</p> <p>Out of this experience of working in the Koraput region of Odisha must be for more than 8 years & should be conversant with local language</p> <p>Experience of working with any PSU or PSU foundation is desirable.</p>

Roles and Responsibilities

Community Mobilizer:

- Conduct stakeholder mapping and relationship building with community groups, local institutions, Panchayati Raj members, and other grassroots stakeholders.
- Facilitate community consultations to understand local needs and priorities for CSR interventions.
- Mobilise community participation in planning, implementation, and monitoring of CSR programs.
- Support sensitisation and awareness drives for CSR initiatives, including livelihood, health camps, education support, sanitation drives, skill development, etc.
- Foster formation and strengthening of community-based institutions (e.g., self-help groups, youth clubs).
- Liaise between the Foundation's project teams and village communities during planning, rollout and evaluation phases.
- Assist in organising community meetings, trainings, workshops and field events.
- Ensure beneficiary engagement and smooth execution of on-ground activities.
- Collect and document field information (case studies, narratives, interviews) to support impact reports.
- Track field progress against planned outputs and outcomes.

- Provide feedback loops between field realities and program design for adaptive implementation.
- Any other task assigned by Project Manager, NALCO Foundation

Office Assistant:

- Provide administrative support to the Foundation’s office, including documentation, record keeping, tracking of the records, filing and managing files and correspondence.
- Manage office upkeep, office maintenance, office logistics (file management, data entry, phone/email communications, scheduling).
- Assist with preparation of reports, presentations, and meeting proceedings.
- Coordinate with internal departments and external stakeholders as required.
- Support finance/admin processes (e.g., maintaining petty cash records, store, stock and registers, vendor liaison, account mapping, organising files and also digital records etc).
- Any other task assigned by Chief Operating Officer, NALCO Foundation

Office Attendant:

- Maintain cleanliness and basic upkeep of the office and workspaces.
- Assist in reception duty, welcoming visitors and directing them appropriately.
- Carry out delivery and collection of internal correspondence, files, circulars, and documents.
- Assist with office errands such as dispatch/receipt of postal items and office supplies.
- Maintain logs for utilities (water, electricity) usage and report issues to the Office In-Charge.
- Ensure office equipment (photocopier, fax, printers) have adequate supplies (paper, toner, etc.) and report need for replenishment.
- Support arrangement of furniture, equipment, refreshments during meetings, visitors and small events.
- Ensure adequate stock of daily-use items like stationery, drinking water, and housekeeping supplies.
- Coordinate with housekeeping, security, and vendor staff for smooth office operations.
- Assist with minor repairs reporting and work order coordination.
- Follow safety and security protocols of the Foundation and M&R Complex.
- Support data entry or simple record keeping tasks as assigned.
- Assist in maintaining office registers (visitor register, complaint/feedback register).
- Any other task assigned by Project Manager, NALCO Foundation

Monthly Compensation Package	
Position	Amt. (in INR)
Community Mobilizer	Rs. 28,500/-
Office Assistant	Rs. 28,500/-
Office Attendant	Rs. 19,000/-
<p>NB: Besides consolidated Remuneration, the selected Candidates is also entitled for other benefits and emoluments as per the rules of the NALCO Foundation in force from time to time</p>	

Selection Processes:

Selection of candidates will be through interview only. A preliminary screening of the applications will be carried out, if necessary, a short-list of eligible candidates to be called for the interview. While shortlisting candidates the Management 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.

However, Management reserves the right to raise the minimum eligible standards / criteria and /or to restrict the number of candidates in the interview, if so required.

The final placement of 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 5 (Five) years for all the positions. 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. True copies of the documents in support of qualifications and experience, if any, 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 Operating Officer, NALCO Foundation, Learning & Development Centre, NALCO, NALCO Nagar, Chandrasekharpur, Bhubaneswar- 751023, Odisha by ordinary post only. No application will be received by hand. Last date & time of receiving application is by 5.00 PM on 20th July, 2026.
- (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 Date of Birth).
 - b. Copy of Certificates and Mark sheets in respect of qualifications acquired.
 - c. Appropriate document(s) in support of experience.

General Instructions:

- (i) Only Indian Nationals are eligible to apply.
- (ii) 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 relieve 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
- (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.
- (xiii) No TA / DA will be given for appearing the personal interview

APPLICATION FORM

Paste your recent passport size coloured 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 recognized 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)