

## UTKARSHA ALUMINIUM DHATU NIGAM LIMITED

**Advt. No: UADNL/Nlr.plant/ 2021/01, Dated:11.01.2021**

Utkarsha Aluminium Dhatu Nigam Limited, A Joint Venture Company promoted by NALCO&MIDHANI is incorporated under the companies Act, 2013. The company is setting up a high end Aluminium plant at Nellore District of AP with Production capacity of 60,000 MTs per annum. Now UADNL is looking for suitably qualified and experienced candidates for the following posts on **fixed term contract basis for period of 3 years**. The requirement will be for proposed plant at Nellore dist. of AP or Offices at anywhere in India as per requirement of the company.

<b>Post&amp; vacancies</b>	<b>Essential Qualifications</b>	<b>Post qualification experience</b>	<b>Age limit</b>	<b>Consolidated pay per month</b>
Company Secretary (Gr.III) (Vacancy-1)	Graduate with membership of Institute of Company Secretaries of India(ICSI)	Minimum of 4 years experience in handling secretarial and compliance matters of public limited company as per Companies Act.2013	35 years	Rs.60,500/-
Executive Gr.IV (Purchase) (Vacancy-1)	B.Tech/equivalent Degree with minimum 60% of marks/equivalent grade and Full time MBA/P.G Diploma (duration of 2 years) in Materials Mgt./Supply chain Mgt.	Minimum of 7 years experience in handling purchase/contracts matters of Metallurgical plants	40 years	Rs.72,600/-
Executive Gr.II (Finance) (Vacancy-1)	Bachelors Degree and Associated Member of ICWA/CA/CMA with 55% of marks/ equivalent grade	2 years experience in Finance &Accounts in reputed organisations/Companies. Experience in taxation matters will be preferred	30 years	Rs.48,500/-
Executive Gr.II (Projects) Vacancy-1	BE/B.Tech in Mechanical Engineering with minimum of 60% marks/ equivalent grade	2 years experience in planning/projects activities	30 years	Rs. 48,500/-

### **General Conditions:**

1. Only Indian National are eligible to apply
2. The prescribed qualifications/experience are the minimum and mere possession of the same does not entitle candidates for participation in the selection process. The shortlisted candidates only shall be called for selection process as decided by UADNL.
3. While applying for above posts, the applicant should ensure that he/she fulfils the eligibility criteria on the cut off date of 31.12.2020
4. Wherever CGPA/Grades in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per the norms adopted by concerned institutes/universities.
5. No travelling expenses shall be paid for attending interview/selection process.
6. The vacancies are purely on contract basis and do not have any scope for claiming permanent absorption in the company.
7. Depending on the requirement the company reserve the right to alter the eligibility criteria, devise its own selection procedure and to cancel the advertisement/ selection process without any reasons/intimation. The decision of company will be final. Canvassing in any form shall disqualify the candidates

### **How to Apply:**

The Interested candidates may apply in the prescribed format (as attached) giving details of Qualifications & Experience, date of birth, email, mobile no. Address for communication etc. The application along with copies of all relevant documents should be sent by post to reach **DGM (HR)-Nellore Plant, Mishra Dhatu Nigam Ltd, PO. Kanchanbagh, Hyderabad - 500058. Telangana on or before 02.02.2021 (5 PM)**. The applicant should mention name of the post applied on top of the envelop, the company will not be responsible for any postal delay and the applications received after last date will be summarily rejected.

**BIO-DATA FORMAT**

Affix Recent  
Passport Size  
Photograph

**Post Applied for (on contract basis) :**

**Name of the Candidate :**

**Father's Name :**

**Date of Birth & Age( as on 31.12.2020) :**

**Category :**

**State Of Domicile :**

**Address for Communication :**

**Mobile Number :**

**Email :**

**Educational Qualifications :**

<b>Qualification/ Exam Passed</b>	<b>Duration of the course</b>	<b>Month &amp; Year of Passing</b>	<b>Specialisation/ Major Subjects</b>	<b>Name of University / Institute</b>	<b>% of Marks Obtained</b>

**Work experience Details (In Chronological order):**

<b>Organisation/ Company</b>	<b>Post held</b>	<b>Total Experience with Duration</b>	<b>Nature of Job/Job Assignments</b>	<b>Last pay/Salary drawn</b>

I certified that the information furnished above is true to the best of my knowledge. If at any stage the information is found to be false or incorrect, my application will be liable to be rejected.

**Place:**

**Date:**

**Signature of the Candidate**