

No. 7/84/2024-PESB  
भारतसरकार/ Government of India  
कार्मिक एवं प्रशिक्षण विभाग / Department of Personnel & Training  
लोक उद्यम चयन बोर्ड / Public Enterprises Selection Board  
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ब्लॉक संख्या 14, सीजीओ कॉम्प्लेक्स, लोदी रोड  
Block No.14, C.G.O. Complex, Lodhi Road  
नई दिल्ली/ New Delhi – 110003  
दिनांकित/ Dated: 25<sup>th</sup> February, 2025

To,

Shri Brijendra Pratap Singh  
Chairman-cum-Managing Director, NALCO  
Nalco Bhavan P/1 Nayapalli,  
Bhubaneswar 751013, Orissa

Subject: Selection for the post of Director (Commercial), National Aluminium Company Limited (NALCO), a  
schedule 'A' CPSE

Madam/Sir,

Please find enclosed a copy of advertisement inviting applications for the post of Director (Commercial), National Aluminium Company Limited (NALCO).

2. The advertisement may be got published in at least two leading National Dailies preferably All India circulation on or before, **04<sup>th</sup> March, 2025**; while the English version may be published in English dailies and its Hindi version may be published in Hindi dailies only. Further, the advertisement may also be published in the National Career Service portal under the Ministry of Labour & Employment (<https://www.ncs.gov.in>) by the stipulated time. It is also requested that the vacancy for the post may also be uploaded on the website of the CPSE for wider publicity.


3. The copies of the advertisements when published may be sent to PESB for ready reference and record. It is also requested that CMD/MD/CHAIRMAN will not withhold the publication of advertisement under any circumstance as they are personally accountable for publishing of the advertisement.

4. A compliance report in the enclosed format, duly filled in, may please be returned to PESB at the earliest.


5. **It may also be brought to the notice of all concerned that applications for the post are submitted sufficiently in advance of the last date of applications as prescribed so that the duly verified applications are submitted to PESB within the stipulated time & date.**

Encl: As above

Yours faithfully

  
25/2/25

(Nita Kejrewal)  
Secretary, PESB

 24361230

Copy to Secretary, Ministry of Mines: For information and with a request for ensuring compliance by the concerned CPSE.

हिन्दी दैनिक समाचार पत्रों में विज्ञापित करने के लिए :

विज्ञापनसंख्या. 12/2025

भारत सरकार

लोक उद्यम चयन बोर्ड

**नेशनल एल्यूमिनियम कंपनी लिमिटेड**  
में

**निदेशक ( वाणिज्यिक )**

पद के लिए आवेदन आमंत्रित करता हैं।

आवेदकों के लिए आवेदन करने की अंतिम तिथि

**25/03/2025 (15:00 बजे तक) हैं।**

नोडल अधिकारियों द्वारा आवेदनों को  
लोक उद्यम चयन बोर्ड में अग्रेषित करने की अंतिम  
तिथि

**03/04/2025 (15:00 बजे तक) हैं।**

जानकारी के लिए वेबसाइट

<https://pesb.gov.in>

में लॉग इन करें।

*Oral*

To be advertised in English Dailies:

Advertisement No. 12/2025

Government of India

Public Enterprises Selection Board

invites applications for the post of

**Director (Commercial)**  
In

**National Aluminium Company Limited**

Last date of submission of application

by the applicant is by 15:00 hours on

**25/03/2025**

Last date of forwarding of applications by the  
Nodal officers to PESB is by 15:00 hours on

**03/04/2025**

For details login to website

<https://pesb.gov.in>

*Oral*

## COMPLIANCE REPORT

Advertisement for the post of **Director (Commercial), National Aluminium Company Limited (NALCO)** has been published in the following National Dailies and in the portal of National Career Service on the dates shown against each:

Names of the National Dailies	Date of Publication
1.	
2.	
3. Portal of National Career Service	
4. Website of CPSE	

(Signature of the Competent Authority)  
Designation

भारतसरकार / Government of India  
कार्मिक एवं प्रशिक्षण विभाग / Department of Personnel & Training  
लोक उद्यम चयन बोर्ड / Public Enterprises Selection Board

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Block No.14, C.G.O. Complex, Lodhi Road  
नई दिल्ली / New Delhi – 110003  
दिनांकित / Dated: 25<sup>th</sup> February, 2025

Subject: Selection for the post of Director (Commercial), National Aluminium Company Limited (NALCO), a schedule 'A' CPSE

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of Director (Commercial), National Aluminium Company Limited (NALCO), a schedule 'A' CPSE, the scale of pay of the post being Rs. 180000-340000/-. A copy of the job description for the post is enclosed.

2. It is requested that names of all candidates for the said post along with their applications, in the prescribed format, duly verified may kindly be forwarded so as to reach the PESB by **03<sup>rd</sup> April, 2025**. The applications of all candidates are to be addressed to Ms. Nita Kejrewal, Secretary (PESB), Room No. 523, Public Enterprises Bhawan, Block No. 14, CGO Complex, Lodhi Road, New Delhi. ACRs and Vigilance profile may also be kept ready for being furnished as and when the selection meeting is scheduled. It is further requested that the vacancy for the post may also be uploaded on the website of the Ministry/Department for wider publicity.

3. It may also be brought to the notice of all concerned that applications for the post are submitted sufficiently in advance of the prescribed last date so that the duly verified applications are submitted to PESB within the stipulated time & date.

Encl.: As above

Sd/-

(Deepak Sajwan)  
Director, PESB



011-24362936

Ministry of Mines  
(Shri V. L. Kantha Rao, Secretary)  
Shastri Bhawan, Dr. Rajendra Prasad Road,  
New Delhi, Delhi 110001

Copy for similar action to:- CMD, NALCO, Nalco Bhavan P/1 Nayapalli, Bhubaneswar -751013, Orissa, with a request for further necessary action wrt para 3 above.

1. All Chief Executives of other Central PSUs (including subsidiaries) for circulation amongst the eligible candidates.
2. Establishment Officer, Department of Personnel & Trg.  
Ministry of Personnel, PG & Pensions
3. All Chief Secretaries of State Governments & UTs
4. (I) Defence Secretary, South Block, New Delhi.  
(II) Military Secretary MS(X), South Block, New Delhi-110011.  
(III) AOP, Air HQrs., Vayu Bhawan New Delhi.  
(IV) COP, Naval HQrs. 'C' Wing, Sena Bhawan, New Delhi

For circulating the vacancy among  
Government Officers.

  
(Deepak Sajwan)  
Director, PESB



भारतसरकार / Government of India  
कार्मिकएवंप्रशिक्षणविभाग / Department of Personnel & Training  
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Encl.: As above



(Deepak Sajwan)  
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Ministry of Mines  
(Shri V. L. Kantha Rao, Secretary)  
Shastri Bhawan, Dr. Rajendra Prasad Road,  
New Delhi, Delhi 110001

No. : 7/84/2024-PESB

**भारत सरकार**  
**Government of India**  
**कार्मिक एवं प्रशिक्षण विभाग**  
**Department of Personnel & Training**  
**(लोक उद्यम चयन बोर्ड)**  
**(Public Enterprises Selection Board)**

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 Block No.14, C.G.O. Complex, Lodhi Road  
 नई दिल्ली / New Delhi- 110003  
**Dated : 25/02/2025**

सी. पी. एस. ई. का नाम NAME OF THE CPSE	National Aluminium Company Limited
पद का नाम NAME OF THE POST	Director (Commercial)
रिक्ति की तारीख DATE OF VACANCY	01.07.2025
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	Schedule A
पद का वेतनमान SCALE OF THE POST	Rs. 180000 – 340000 (IDA)

## I. COMPANY PROFILE

National Aluminium Company Limited (NALCO) was incorporated in 1981 under the Companies Act, 1956, The Company has a vision to be a premier and Integrsted company in the Aluminium value chain with the strategic preseence in Mining both domestic & global, Metals and Energy sectores. NALCO is engaged in mining of Bauxite and Coal, manufacture of Alumina and Aluminum. The product portfolio includes, Smelter grade Alumina, Aluminium ingots, rolled products, wire rods and billets. NALCO is a consistently profit making, Schedule 'A' Navratna CPSE with the administrative jurisdiction of Ministry of Mines.

The company employed 4874 regular employees (Executives: 1589, Non-Executives: 3285) as on 31.3.2024.

The authorized and paid up capital of the Company was Rs. 3000 Crores and Rs. 918.32 Crores respectively as on 31.03.2024.

Its Registered and Corporate office is at Bhubaneswar, Odisha.

The shareholding of the Government of India in the company is 51.28% as on 31.03 2024.

## II. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Commercial) is a member of the Board of Directors and reports to the Chairman-cum-Managing Director. Director (Commercial) is responsible for overall supervision, coordination and direction of Marketing activities for domestic as well as international markets and Material

Management including Logistic activities of the company. He/she is responsible for formulation of commercial policies and ensuring their implementation.

### III. ELIGIBILITY

#### 1. AGE : On the date of occurrence of vacancy (DOV)

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
45	2 years residual service as on the date of vacancy w.r.t. the date of superannuation.	45	3 years residual service as on the date of vacancy w.r.t. the date of superannuation.

#### 2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and not in a contractual/ad-hoc capacity – in one of the followings:-

(a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);

(b) Central Government Group 'A' Officers including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies, etc;

(c) State Public Sector Enterprise (SPSE) where the annual turnover is **\*Rs.5,000 crore or more;**

(d) Private Sector in company where the annual turnover is **\*Rs.5,000 crore or more.**  
**Preference would be given to candidates from listed Companies.**

(\* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)

#### 3. QUALIFICATION:

The applicant should be an Engineering Graduate / Graduate with MBA / PGDM with good academic record from recognized University/ Institution.

#### 4. EXPERIENCE:

The applicant should possess cumulative experience/exposure of at least 5 years during the last 10 years in Marketing/Business Development/Sales Forecasting & planning/ Material Management in a large organization of repute. Experience in Mining Sector would be an added advantage.

#### 5. PAY SCALE:

##### (a) Central Public Sector Enterprises-

##### Eligible Scale of Pay

(i) Rs. 7250-8250 (IDA) Pre 01/01/1992

(ii) Rs. 9500-11500 (IDA) Post 01/01/1992

- (iii) Rs. 20,500-26,500 (IDA) Post 01/01/1997
- (iv) Rs. 51300-73000 (IDA) Post 01/01/2007
- (v) Rs. 120000-280000 (IDA) Post 01.01.2017
- (vi) Rs. 18400-22400 (CDA) Pre-revised Post 01.01.1996
- (vii) Rs. 37400-67000 + GP 10000 (CDA) Post 01/01/2006
- (viii) Rs. 144200-218200 (Level 14) (CDA) Post 01/01/2016

The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

(b)

**(i) Group 'A' officers of the Central Government including All India Services (AIS) and Autonomous Bodies etc.** should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay on substantive basis on the date of application.

**(ii) Applicants from Public Sector Bank/ Financial Institutions** should be holding at Board level or at least a post of the level immediately below the Board level for one year on the date of application.

**(iii) Applicants from the Armed forces of the Union** should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force on the date of application.

(c)

**Applicants from State Public Sector Enterprises/ Private Sector** should be working at Board level position or at least a post of the level immediately below the Board level on the date of application.

#### **6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS**

Central Government Officers, including those of the Armed Forces of the Union and the All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies etc., will be eligible for consideration only on immediate absorption basis.

#### **IV. DURATION OF APPOINTMENT**

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

#### **V. SUBMISSION OF APPLICATIONS**

**Applicants should submit their applications on-line only as per the format.**

1. The applicants should submit their applications through proper channel as follows:

- (a) Group 'A' Central Government Officers, including those of the Armed Forces of the Union and All India Services; through Cadre Controlling authority.
- (b) Officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies, etc: through their Administrative Ministry/ Department of the Govt. of India.
- (c) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;
- (d) Below Board level in CPSE: through the concerned CPSE;
- (e) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;
- (f) Below Board level in SPSE: through the concerned SPSE.



(g) Private Sector: directly to the PESB.

2. Applicants from Private Sector must submit the following documents along with the application form:

(a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised **(please provide URL or attach/enclose copies)**;

(b) Whether the company is listed or not; if yes, the documentary proof **(please provide URL or attach/enclose copies)**;

(c) Evidence of working at Board level or at least a post of the level immediately below the Board level;

(d) Self-attested copies of documents in support of age and qualifications.

(e) Relevant Jobs handled in the past with details.

## **VI. UNDERTAKING BY THE APPLICANT**

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

**1. For candidates from Central Government including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/Financial Institutions/ Autonomous Bodies etc:**

(a) The appointment is on immediate absorption basis.

(b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

**2. For candidates from CPSE**

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

**3. For candidates from SPSE/ Private Sector**

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

## **VII. THE APPLICANTS CAN EITHER**

(a) fill up the **Application Form online only** against this Job Description on the website of PESB - <https://pesb.gov.in/> and thereafter **forward it online**, as specified in para V(1);

**Or**

(b) fill up the **Application Form online only** against this Job Description on the website of PESB - <https://pesb.gov.in/>, take a printout and send it offline, as specified in para V(1).

**Total timeline for receipt of applications in PESB is 30 days from the date of publication of advertisement in leading National Dailies. Last date for submission of applications by the applicants is by 03:00 PM on 25.03.2025. Last date for nodal officers to forward applications to PESB is by 03:00 PM on 03.04.2025 . No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and applications received after the stipulated date shall be REJECTED.**

**VIII. Board reserves the right to shortlist applicants for interview, keeping in view the extant guidelines issued from time to time.**

**IX. Applications are to be addressed to**

Secretary,  
Public Enterprises Selection Board, Public Enterprises Bhawan,  
BlockNo. 14, CGO Complex, Lodhi Road, New Delhi-110003.

**ALL CORRESPONDENCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE ADDRESSED TO SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY.**