

The Joint Director (Training & Placement)  
Institute of Company Secretaries of India  
ICSI House, 22 Institutional Area,  
Lodi Road, New Delhi 110003  
E-mail id: [member@icsi.edu](mailto:member@icsi.edu)

**Sub: Engagement of Industrial Trainee (Company Secretary) in NALCO.**

Dear Sir,

We have the pleasure to inform you that, we are interested to engage two students of Company Secretary Course as Industrial Trainee (Company Secretary) as per the following standards:

- Students who are registered with ICSI & have completed Executive Development Programme / Professional Development Programme.
- Training period shall be 21 months after passing the Executive Development Programme / Professional Development Programme on whole time basis during normal working hours.
- Rate of Stipend shall be Rs. 13,500/- per month.
- Required Age and Medical Standard are given below:
  - Maximum Age Limit:** 28 Years as on 05.07.2024
  - Medical Standard:** Candidates should be in good mental and physical health.

We would request you to kindly sponsor the name of the interested students of your Institute with their e-mail and mobile number keeping the above criteria in view by 15.07.2024 through e-mail to [privadarshene.mishra@nalcoindia.co.in](mailto:privadarshene.mishra@nalcoindia.co.in) OR [training\\_corp@nalcoindia.co.in](mailto:training_corp@nalcoindia.co.in) positively for considering them for the above selection. The selection of trainee will be done through a personal interview by the selection committee.

During the training period, the selected students have to arrange his / her own accommodation and transport. Please note that this will not confer any right to the trainee for absorption or employment in the company. After completion of the training period as stated above the trainee will be issued with a training completion certificate.

Thanking you,

Yours faithfully

  
(Simani Mahapatra)

Deputy General Manager (HRD)  
HRD Centre Excellence, Nalco Nagar, CS PUR,  
Bhubaneswar-751023, Odisha, India  
Mob No: - 9442162427

Cc to: The Chairman, ICSI, Bhubaneswar Chapter, Plot No. 70, VIP Colony, IRC Village, BBSR-15-  
With a request to kindly arrange for sponsorship of the candidates (E-mail Id: [bhubaneswar@icsi.edu](mailto:bhubaneswar@icsi.edu))

Company Secretary: For Kind information

नेशनल एल्युमिनियम कम्पनी लिमिटेड National Aluminium Company Limited

(भारत सरकार का उद्यम)

(A Government of India Enterprise)

निगम कार्यालय

CORPORATE OFFICE

नालको भवन, नयापल्ली, भुवनेश्वर-751 013, भारत

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फोन Phone : (EPABX) (0674) 2301988,

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वेबसाइट Website : [www.nalcoindia.com](http://www.nalcoindia.com)