

RefN0.L&D/01/25/378

Date:09.12.2025

## CIRCULAR

### Sub: Inviting Online Applications for Winter Vocational Training for the year 25-26

NALCO, L&D Centre Damanjodi invites applications, sponsored through an employee of NALCO, from the students undergoing Engineering and Management courses in different technical & other institution during the year 2025-26 for Vocational Training / Project work (Winter Internship as a Partial Fulfilment of their course for a maximum period of one month during four batches as detailed below

BATCH		Vocational Training Period (From-To)	Portal Opening Date for Registration
1 <sup>st</sup> batch	—	09/12/2025 to 07/01/2026 (50 in batch)	09/12/2025 To 12/12/2025
2 <sup>nd</sup> batch	—	23/12/2025 to 21/01/2026 (50 in batch)	17/12/2025
13 <sup>rd</sup> batch	—	06/01/2026 to 04/02/2026 (50 in batch)	01/01/2026

The training period would be one month. Students will be allowed for on-site training programme for 03 days inside Plant, and for remaining period they would be required to undergo training, under their respective training guides. During the period of their on-site training, they will be liable for safety & security at their own risk & cost.

NALCO employees may apply for their dependents/relatives through the VOCATIONAL TRAINING APPLICATION under NALCO APPLICATION (ITOMS) (Nalco Refinery [Mines Intranet Quick Links (for AR) / Applications (for MINES) NALCO Applications (ITOMS) Vocational training Applications VT Application). User Manual for Vocational Training package is uploaded under Circulars NALCO Mines & Refinery INTRANET. Each employee can sponsor one candidate at most.

Ex- Nalconians, NALCO Associate agencies employee Dependents (CISF, DPS, SVM, BANKS and Post offices located inside the NALCO Township) may contact HRD Centre with ID proof, a copy of recommendation letter from college / Institution and digital photograph of the candidate for vocational training.

Selected trainees will have to arrange their own accommodation, transportation, personal protective equipment like Safety shoes, Safety Helmet etc. of standard quality, during their training period at their own risk & cost. The Health fitness certificate is to be obtained before entry inside Plant. The trainees will not be allowed entry with or to drive two -wheeler or four -wheeler inside the Plant premises during duty hour and they will have to follow all Road Safety rules. They should avoid unnecessary use of smart phones in areas inside Plant as this may divert mind leading to untoward incidents. They shall not commit any unsafe act unsafe behaviour which might affect health & safety of others. They should avoid unnecessary movement from their assigned areas to other areas and follow all safety aspects. In this regard, both Trainees and Parents/Guardians/nomination employee will have to submit undertaking for avoiding unsafe act as regards to their Health & Safety and others.

At the time of joining, the candidate must produce the following documents, failing which the joining will not be allowed-

- Confirmation mail
- Safety helmet, safety shoes
- College recommendation letter in original
- Aadhaar Card & its Xerox
- College Identity Card & its Xerox
- Training diary
- Passport size photographs (THREE COPIES PASSPORT SIZE)





At the end of the training the Vocational trainees will be issued a training certificate after submission of Project Report duly signed by the guide and HOD. Minimum 70% attendance is must for issue of the Certificate. The attendance shall be certified by the Guide/HOD.

The permission for training will be subject to the approval of Competent Authority. The Management reserves the right to permit or reject any application at its discretion without assigning any reason thereof. The permission is subject to fulfilling the Safety & Security requirement & extant rules of the company. Violation of NALCO Rules, Safety Norms, Misconduct etc. on the part of trainee may lead to termination of training forthwith.

The applications would be considered on first come, first served basis, with limit of number of applications mentioned above for the session.

This issue with the approval of the Competent Authority.

  
Praveen Misal  
Deputy Manager (HR)

**Distribution:**

- All GMs/HODs of M&R Complex for kind information.
- All Notice Boards of M&R Complex for wide circulation.

**Copy for kind information of:**

ED (M&R)/All CGMs of M&R Complex.

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