

NEEDS
Railway Operational Coordinator

NALCO, a Leading Navratna PSU, is looking for a Railway Operational Coordinator (**Waltair Division, East Coast Railways, Visakhapatnam**) on a consolidated monthly compensation basis, for coordinating and liaisoning works related to its Rail traffic movement in Waltair Division, East Coast Railways, Visakhapatnam. The details of the position and eligibility criteria are as under:

- **Position** : **Railway Operational Coordinator**
- **Eligibility Criteria** :
 - i. The person should have more than 10 years' experience in rail traffic operations of Indian Railways. Preference will be given to a person having such knowledge in the Waltair Division.
 - ii. He should have a working knowledge of other departments of railways, like commercial, planning, mechanical and signaling etc.
 - iii. He should have good communication skills, both speaking and writing, should be residing at Visakhapatnam and have his own transport and mobile phone facility to attend railway works on a daily basis.
 - iv. Capable of interacting with Railway employees with thorough knowledge of the Railway working system.
 - v. Should have good contacts with railway employees in Waltair Division of East Coast Railways.
 - vi. Should have good mental and physical health conditions (Medical certificate should be provided)
 - vii. The person shall be familiar with Computer use and data entry, related to traffic activities.
- **Period of Engagement** : Two years(Which may be extended further based on the requirement of the company, subject to a maximum age limit of 65 years)
- **Upper Age Limit** : 62 years 10 months as on 19.12.2025
- **Monthly Remuneration** : Rs.39,375/-(Consolidated)
(Includes expenses for travel, telephone, liaisoning)
- **Other Benefits** : TA/DA expenses as applicable to Supervisory category employees of the company
- **Roles and Responsibilities:** a) Collecting daily position of all rakes of NALCO(BTAP,BTCS, BTPN & BTCS-Kovvur) of the company and railways (Coal, Metal, Lime and Cement rakes) from the control office, of

Waltair division and submitting the position to AGM Chemical (Marketing) everyday morning, afternoon and evening and updating the position from time to time as per the requirement.

- b) Coordinating all rake movement of Vizag and Angul circuits, including railway rakes and also coordinating with Mechanical Department of Railways for CC Examination under LWIS of BTAP/BTCS rakes and maintaining the CC Examination records.
- c) Collecting daily loading and unloading timings of rakes at Damanjodi and Angul to work out the Turn Round Time (TRT) position of the rakes in all circuits.
- d) Collecting the position of sick wagons from the control office.
- e) Commercial activities like verification of RR's and VPT bills of wagon damages and deficiencies for railway rakes, railway charges raised by VPT to be verified with VPT(siding and Terminal charges) and collecting the missing bills and maintaining the records with constant follow-up with VPT Railways & Waltair Division of E.Co.Railways.
- f) Submission of demurrage bills received from Damanjodi for onward submission to Sr.DOM& DRM's office for waiver/ higher waiver of demurrage charges at Damanjodi siding and collecting the waiver order from Waltair Division from time to time.
- g) To render services for coordination/monitoring with Waltair Division of East Coast Railways to expedite the movement of NALCO's inbound and outbound traffic.
- h) Monitoring day-to-day rake movement and its planning through proper liaison with Waltair Division of East Coast Railways.
- i) To provide day-to-day information about rake movement in Waltair Division of East Coast Railways, and also advice on monitoring the movement plan.
- j) To provide monthly traffic reports/TRT giving details on rake movement at Vizag.
- k) To have good working relations with the Railway Control room and DRM office staff in Waltair, and be capable enough to collect information on NALCO rakes.
- l) To coordinate with NALCO Traffic personnel, advise them on the rake movement plan from Vizag to the Plant and back.
- m) To advise NALCO to ensure smooth operation of railway rakes through various divisions of East Coast Railways.
- n) Liaisoning with the Commercial and Operation Departments of Railways at Waltair Division for related activities.
- o) Liaisoning with Waltair Division of E.Co.Railways for movement

of BTAP(Alumina)/BTCS(Caustic Soda Lye)/BTPN(Furnace oil &Caustic Soda Lye)/BOXN (Coal and Metal)/BCN (Lime and Cement) rakes on a daily basis.

p) To provide timely information as and when required regarding any emergencies/problems, critical movement, etc., relating to NALCO's rake movement.

q) Co-ordination & liaisoning with VPA (Visakhapatnam Port Authority) and VPA R&D yard and Controllers to facilitate early draw out and placement of NALCO rakes to & from NALCO sidings. In addition, any other job assigned pertaining to VPA with regard to NALCO rakes.

- **Miscellaneous** : The management reserves the right to fill up or not to fill up the above Position without assigning any reasons whatsoever. NALCO also reserves the right to cancel/restrict/modify/alter the recruitment/selection process.
- **Mode of Application** : The Application is to be submitted in the prescribed format given below at Annexure -I and sent to the address mentioned below.

Persons meeting the above requirements may apply with a detailed signed bio-data containing age, qualification, experience, copy of Aadhar card, present & permanent address, with email address, mobile phone number, enclosing documents in support of credentials, medical fitness certificate & recent passport-size photograph. The application with the above details should reach to the CGM(HR)-R&P, Recruitment Cell, Nalco Bhawan, P/1, Nayapalli, Bhubaneswar-751013, latest by 19.12.2025.

NATIONAL ALUMINIUM COMPANY LIMITED
CORPORATE OFFICE
NALCO Bhawan, P/1 Nayapalli, BHUBANESWAR-751013

ANNEXURE-I

Paste your recent
colour passport
size photo

BIODATA FORM

Post Applied For: _____ Grade: _____

Scale of Pay/Consolidated Pay : _____

Name in Full (Capital letters) : _____

Father's Name (Capital letters) : _____

Permanent Address :			Present Address :		
			Mobile No.:		
			E- Mail:		
Date of Birth	Place of Birth	Nationality	Religion	Domicile State	Gender

- a. Do you belong to the Scheduled Caste? Yes () No ()
- b. Do you belong to a Scheduled Tribe? Yes () No ()
- c. Do you belong to OBC(NCL)? Yes () No ()
- d. Are you an Ex-serviceman? Yes () No ()
- e. Are you a Person with Benchmark Disability (PwBD)? Yes () No ()
- f. Do you belong to EWS? Yes () No ()
- g. Do you belong to Land Land-affected Category of NALCO Yes () No ()

In case of yes, please attach a self-attested copy of the certificate(s).

In case of Person with Benchmark Disability (PwBD): % of Disability:

PwBD Category:	(a) blindness and low vision	()
	(b) deaf and hard of hearing	()
	(c) locomotor disability, including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	()
	(d) autism, intellectual disability, specific learning disability and mental illness	()
	(e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities	()
PwBD Sub- Category:	Blind (), Low Vision (), Deaf (), Hard of Hearing (), One Arm (), One Leg (), Both Arms (), Both Legs (), Both leg & one arm (), Both Legs Arms (), Spinal Deformity/and Spinal Injury without any associated neurological/limb dysfunction (), Cerebral Palsy (), Leprosy Cured (), Dwarfism (), Acid Attack Victims (), Autism Spectrum Disorder(M=Mild) (), Specific Learning Disability (), Mental Illness (), MDy= Muscular Dystrophy (), Multiple Disabilities ()	

- h. Are you an internal candidate? Yes (), If Yes, P.No..... No ()

Marks of Identification, if any : _____

Have you suffered any major illness/accident/been operated open? Please specify:

Marital Status			a) If married, Name of spouse and No. of children with age.
Single	Married	Widow/ Widower	
			b) Other dependents: Relationship & age.

EDUCATIONAL RECORD

(Attach self-attested copy of the mark sheets and certificate)

Month and Year of passing	Examination Passed	Name of School/College/Institute /University	% of Marks obtained	Major Subjects

Employment Verification – Details of Employers (Last 10 Years)

Name of Employer/Organization	Postal Address of Employer/Organization	Name & Designation of the Authority	Authority Contact No.	Authority Email ID

What Languages do you

Speak	
Read	
Write	
What is your Mother Tongue	
What is your Hobbies and Interest? Please Specify.	

EMPLOYMENT RECORD
(Attach self-attested service certificates/promotion order/CTC proof /pay slip)

Name & Address of Employer (Please state present employment first)	Period		Position held/ Designation	Nature of jobs performed (Briefly)	Remunerations				Reasons for leaving/ Changed
	From	To			Scale of pay (with DOJ Scale of pay)	Last Basic pay	% of DA	CTC (In case of private, attach proof)	

(If required, add separate sheet)

Are you agreeable to work anywhere in India?

Are you a Government Servant or an employee of
Quasi Government or of a Public Sector Undertaking?

If appointed, how much time would you require to join?

Do you have any business interests with NALCO? Ifso,
Please give details.

Have you ever been dismissed, removed or compulsorily
Retired from service? If yes, please give details.

Is any disciplinary processing going on/
pending against you? If so, please give details.

Has any penalty been imposed against you, due to
disciplinary action? If so, please give details.

Are you related to any employee/Board of Directors
of NALCO? If so, Please give details

Please state, what consideration(s) led you to
Apply for this position?

Have you ever convicted in any Court of Law or any
Court Case is pending on you?

Details of enclosures:

01. _____ 02. _____ 03. _____

04. _____ 05. _____ 06. _____

I hereby declare that the entries in this form (additional particulars if any) furnished and supporting documents enclosed by me are true, complete and correct to the best of my knowledge and belief. I understand and agree that a false statement or material misrepresentation or omission made renders me liable to termination or dismissal of employment.

Date:

(Signature of Candidate)

Verified by (Office purpose):

Signature: _____

Name: _____