



ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A GOVERNMENT OF INDIA UNDERTAKING 'MINIRATNA' COMPANY)
MINORITY OF SOCIAL JUSTICE & EMPOWERMENT
G.T. ROAD, KANPUR- 209 217 (U.P.)
TOLL FREE NO. 18001805129



ISO 9001:2015

Reference No. :- AD 3F 01/December-2018

Artificial Limbs Manufacturing Corporation of India (ALIMCO), a CPSU working under Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Govt. of India invites applications for filling up the following positions on **Direct Recruitment basis** at ALIMCO HQ at Kanpur and its Auxiliary Production Centres at Bengaluru, Bhubaneshwar, Jabalpur, Channalon, Ujjain and Regional Marketing Centres at New Delhi, Kolkata, Mumbai Hyderabad & Guwahati:-

S. No	Post Code	Post	Grade/ Group	Pay Scale (Rs.)	Annual CTC (Approx) (Rs.)	Upper age limit as on 01.01.19	No. of Vacancy	Category	Exp. (Yrs) As on 01.01.19	Initial place of posting
1	HR-1	Deputy General Manager (Production)	E-6	90000-240000/-	2028324/-	52	01	UR	16	Anywhere in India
2	HR-2	Deputy General Manager (Material Management)	E-6	90000-240000/-	2028324/-	52	01	OBC	16	
3	HR-3	Manager (Finance)	E-4	70000-200000/-	1577580/-	46	02	UR-1 OBC-1**	12	
4	HR-4	Manager Project Management (Civil)	E-4	70000-200000/-	1577580/-	46	01	SC **	12	
5	HR-5	Deputy Manager (Materials)	E-3	60000-180000	135220/-	43	01	OBC **	10	
6	HR-6	Internal Auditor	E-1	40000-140000/-	901476/-	37	01	UR, Reserved for PwD	5	
7	HR-7	Accounts Officer	E-0	30000-120000	676104/-	34	01	UR	02	
8	HR-8	Officer(P&O)	E-0	30000-120000	676104/-	34	01	ST **	02	
9	HR-9	Marketing Officer	E-0	30000-120000	676104/-	34	01	OBC	02	
10	HR-10	Stenographer	Group C	17820-61130	401604/-	32	02	UR-1 ST-1**	04	

QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION

HR-01 Deputy General Manager (Production)

Qualification: Full time engineering degree in Mechanical / Production /Electrical/Electronics with minimum 55% marks . Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Materials / Marketing/ TQM or other management discipline will be preferred.

Experience: . A minimum 16 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector /multi product engineering industry with five years in production engineering. Should have worked in immediate lower scale for at least 02 years. In case of private Sector employee, CTC should be comparable to the immediate lower scale. Candidate preferably have experience in manufacturing process, State-of-the-Art techniques of Production, supply chain management, inventory control, logistic management, research and development of rehabilitation aids and appliances Knowledge of ERP, ISO Quality standard, Automation & experience in CNC machine shop is preferable. Excellent management, interpersonal and team work skills and communication abilities at all levels. Should have capability to lead a team of technocrats to achieve the set target.

HR-02 Deputy General Manager (Materials)

Qualification: A recognized engineering degree in Mechanical / Production with minimum 55% marks from recognized university/institution. Masters Degree in any engineering discipline or PG Degree/Diploma with specialization in Materials / TQM or any other management discipline will be preferred.

Experience: A minimum 16 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department. Should have worked in immediate lower scale for at least 02 years. . In case of private Sector employee, CTC should be comparable to the immediate lower scale. Candidate should be thorough in Materials Management, Supply Chain Management, Logistics Management, Procurement Planning, Purchase Procedures, Industrial Markets, Rate Contracts, Sales Tax Matters, Import Procedures, Customs Formalities, Vendor Development Inventory Control, Ware House Management, Strategic Decision Making, Cost Reductions, Resource Development, Process Enhancement, import and export procedures . Sound knowledge of GFR, CVC guidelines relating to procurement policies is essential.

Expertise in developing, implementing and managing cross-functional business/ areas understanding of industry best practices and technology trends like E-procurement, E-Tendering etc. Working knowledge and understanding of ERP systems and sound communication skill is also desirable.

HR-03 Manager (Finance)

Qualification: Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India.

Experience: A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in finance & Accounts with two years in handling Finance, Taxes, Balance Sheet and other function. Those working in PSU/Govt. should have worked in immediate lower scale for at least 02 years. In case of private Sector employee, CTC should be comparable to the immediate lower scale. The position requires the candidate to have thorough knowledge of General Accounting, Corporate Book Keeping, Revised Schedule VI and Chart of Accounts, Taxation, Pay Roll, Revenue Billing, Cost Accounting, Budget preparation, Stores Accounting and Sales Accounting. He shall be required to be conversant with statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws, as he would be a part of Tender Recommendation Committee. He should

independently finalize the Balance Sheet after consolidation and should have the ability to monitor maintenance of Cost Records.

HR-04 Manager Project Management (Civil)

Qualification: Full time engineering degree in Civil with minimum 55% marks from recognized university / institute.

Experience: A minimum 12 years post qualification experience in public sector undertaking or reputed private/ manufacturing sector in project execution/Project Management/Project Planning/Project Coordination /Production/Material /Manufacturing department. Should have worked in immediate lower scale for at least 02 years if working in Public Sector Undertaking. In case of private Sector employee, CTC should be comparable to the immediate lower scale. Knowledge and Experience of modern Project Planning and Management techniques such as PERT/CPM CHARTS/MSP/Primevera etc. Adequate Knowledge of export, purchase procedure of PSU & ERP etc is desirable. Experience in BOQ/ Estimate & Tender Preparation & rate analysis will be preferred. Experience in coordination of audit activities, verification of Measurement Book & Invoice of Records.

HR-05 Deputy Manager (Materials Management)

Qualification: A recognized engineering degree in Mechanical / Production with minimum 55% marks from recognized university/ institute.

Experience: A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department. Should have worked in immediate lower scale for at least 02 years. . In case of private Sector employee, CTC should be comparable to the immediate lower scale. Candidate should be thorough in Materials Management, Supply Chain Management, Logistics Management, Procurement Planning, Inventory control, Purchase Procedures, Industrial Markets, Rate Contracts, Sales Tax Matters, import / export procedures, Customs Formalities, Vendor Development. Should have sound knowledge of GFR & CVC guidelines relating to procurement policies. Expertise in E-procurement, E-Tendering etc. Working knowledge and undertaking of ERP systems. Sound communication skills is also desirable.

HR-06 Internal Auditor

Qualification: Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

Experience: A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in the Audit/Accounts department/Experience with CA/ICWA firms. The candidate should be conversant and should be capable to implement effective and Reliable Management Information System. The candidate should be able to review implementation of all policy matters and to review implementation of various Government Schemes. The candidate should have good knowledge and exposure to statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws and should have sound knowledge of systems and its implementation.

HR-07 **Accounts Officer**

Qualification: Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

Experience: A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in finance & Accounts department candidate having experience of Accounts and Taxation. Should have capacity in dealing matter related to General Accounting, Corporate Book Keeping, Taxation, Pay Roll, Revenue Billing, Purchase Finance, Debtors & Creditor analysis, Insurance, Banking and Reconciliation, TDS Employees, Professional, Contractors, Cost compilation, Trust Accounting.. Knowledge of Revised Schedule VI, Tax Laws, XBRL, IFRS, GST, DTC and exposure to statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws would be preferred.

HR-08 **Officer (P&O)**

Qualification: Recognized full time P & O Degree with valid RCI registration.

Experience: A minimum 2 years post qualification experience in fabricating and fitting artificial limbs to persons with disabilities. Should be capable of maintaining on/off -line database of the beneficiaries served under various schemes of State/ Central Govt. Knowledge of event management & organizing large gathering is desirable. Candidate should have basic knowledge in the field of Rehabilitation Engineering. Skills on MS Office is desirable. Interpersonal & team work skills and communication abilities at all levels will be preferred

HR-09 **Marketing Officer**

Qualification: A recognized engineering degree with minimum 55% marks from recognized university/ institute.

Experience: A minimum 02 years post qualification experience in Govt. Department/ public sector/ industry /reputed private commercial organization. Experience in social sector / rehabilitation / healthcare shall be preferred. Knowledge of marketing techniques & research, forecasting procedures & maintaining MIS is desirable. Working knowledge of Computer is essential. Experience in sales, marketing & supply chain management of product & services / institutional sales, event management will be preferred.

HR-10 **Stenographer**

Qualification: Graduate in any Discipline from Recognized University and Certificate/Diploma from Recognized ITI/ Govt. Polytechnic in Stenography trade.

Speed in shorthand: 80 words per minute in English

Speed in Typewriting: 40 words per minute in English on computer

Transcription on computer : 40 mts (Eng.)

Desirable: Knowledge of Hindi Stenography

Experience: 02 Yrs

Job Profile

1. Takes dictation in shorthand of correspondence, reports, and other matter, and transcribe dictated material.
2. Performs variety of clerical duties.
3. May perform stenographic duties in professional office.
4. Ability to understand and execute oral and written instructions.
5. Ability to establish and maintain effective working relations as necessitated by work assignments.

SELECTION PROCESS:

Personal Interview for **Sl. No. 1 to 6**, the candidates will be required to attend Personal Interview before the Corporation's Selection Board and for **Sl. No. 7 to 10** Written Test or Interview/Skill test or both will be conducted.

Note:- 1. Position marked ** are backlog vacancy.

2. HR-6 Internal Auditor was advertised in Advertisement no. AD 3F 01/July 2018 for PWD, HH Category and no suitable candidate was found. This vacancy is being re advertised however, in case of non availability of HH, the position can be filled with orthopedically handicapped candidates

RELAXATION

Relaxations for SC / ST / OBC (Non-Creamy Layer) / PwD (Divyangjan) (Percentage of disability 40% or above) candidates will be provided as per guidelines of Govt. of India. Candidate from reserved category such as SC/ST/OBC(NCL) can also apply against the unreserved posts, However age relaxation and others relaxation will not be allowed to such category candidates against unreserved posts

GENERAL CONDITIONS:

1. The applicant must be citizen of India.
2. The candidate should not have exceeded the age limit as on 01-01-2019. The date for reckoning the age, qualification, experience etc shall be on 01.01.2019
3. No age & percentage of marks bar for Departmental candidates. Departmental candidates are those who are on the regular rolls of the Corporation.
4. The candidates having minimum experience in multi-units of Public Sector Undertaking/Large Manufacturing Organizations of repute will be preferred.
5. Teaching experience and training period including Induction training will not be counted as experience.
6. Candidates from private sector should be drawing minimum annual CTC (excluding annual variable pay, annual bonus) of the immediate lower grade position wise CTC of immediate lower scale for private Sector candidate shall be as follows:-

Apply for Post	Minimum CTC from Private Sector candidates
Deputy General Manager (Production)	1802952/-
Deputy General Manager (Material Management)	1802952/-
Manager (Finance)	1305220/-
Manager Project Management (Civil)	1305220/-
Deputy Manager (Materials)	1126848/-

7. All the applicants should preferably have good computer knowledge and communication skills.
8. Persons working under Central/State Govt. /Public Sector Undertaking/ Autonomous bodies should apply through proper channel. While forwarding the application it may be verified and certified by the controlling authority that the particulars furnished by the officer are correct and that no disciplinary / vigilance case is either pending or contemplated against the officer. Integrity certificate and a statement of major / minor penalty imposed if any in past five years may also be sent along with application. The candidate may, however, send advance copy of the application along with requisite enclosures to avoid delay but may produce NO OBJECTION CERTIFICATE at the time of interview/written test from their present Employer.
9. The candidates are advised to give specific, correct, full information. In case it is detected at any stage that a candidate does not fulfill the eligibility criteria, his / her candidature shall be rejected / cancelled without assigning any reason, thereof. Similarly, even after joining, if it is found that he/she has furnished any incorrect information or suppressed any material information, his/her services shall be summarily terminated.
10. The Management reserves the right to call suitable/short-listed candidates for test/interview.
11. In case no suitable candidate is found, management may consider for appointment of the candidate on contract basis by relaxing age / qualification / experience, at a suitable remuneration to meet immediate requirement.
12. Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
13. Mere fulfillment of eligibility criteria/norms does not entitle a candidate to be called for interview/written test. Management reserves the right to raise standard of specifications i.e. qualification /percentage of marks / experience higher than that of the minimum prescribed in the advertisement to restrict the number of candidates to be called for interview.
14. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto shall be subject to jurisdictions of Court at Kanpur Nagar only.
15. Candidates belonging to OBC category but not covered under 'Non-creamy layer' should indicate their category as 'General'.
16. The candidates called for the Interview/Skill Test will be reimbursed return rail / bus fare by shortest route on production of proof of journey from their present address to the place of interview as per the rules of the Corporation. No TA will be paid to any candidate for appearing in the written examination.
17. Candidates should carefully fill up all details in the application form especially the Category (SC/ST/OBC-NCL/PwD) for which required documentary proof need to be attached with the application. If later it is found that such a statement/ certificate is false, the candidate will be liable for suitable action including termination of services and prosecution.
18. Appointment to the post will be subject to being found medically fit by the Chief Medical Officer as per the prescribed Health Standards.
19. In addition to basic pay the selected candidate would be entitled for DA, HRA, perks and other benefits like PF contribution of 12%, Pension Scheme, PRP, Indoor treatment, hospitalization facilities under Medical Rules, Post-Retirement Medical Scheme, Gratuity, Earned leave and casual leave as per the rules of the Corporation.
20. Depending upon the place of posting, the candidates with knowledge of local/ regional languages would be preferred.
21. Refund of application fee in case management decides to cancel the process of recruitment of any post for any reason.
22. ALIMCO shall not be responsible for any postal delay / loss of application in transit. Applications received after due date will neither be entertained nor returned. Incomplete applications will summarily be rejected.
23. The Corporation reserves the right to prepare a panel for the posts advertised to fill up the future vacancies arising after the publication of this advertisement.
24. The candidates are liable to be transferred anywhere in India including initial posting.
25. Any modifications / amendments in the advertisement will be given on the ALIMCO website only i.e. www.alimco.in and no separate advertisement will be issued.

26. All important information regarding this recruitment will be available on the ALIMCO website www.alimco.in and as such, candidates are advised in their own interest to visit the website periodically to get update.

HOW TO APPLY:

1. Candidates must apply in the Common Application Format devised by ALIMCO. Those candidates who had applied for any above posts against earlier advertisement may need to apply afresh. Candidates, who desire to apply for more than one post, must use separate forms for each application and also pay separate fee for each application.
2. Candidates should ensure that they have filled in the Application Format complete in all respects legibly.
3. Applications in the prescribed format must be submitted along with self attested copies of testimonials in support of Age, Caste, Educational Qualifications, Experience etc., and **nonrefundable Demand Draft of Rs. 500/- for Sl. No 1 to 9 and Rs.250/- for Sl. No. 10 (SC / ST/ PWD and departmental candidates are exempted from payment of application fee) drawn in favour of ALIMCO, payable at Kanpur**, may be sent **only by Post/Courier** to the Manager (Personnel & Administration), ALIMCO, Naramau, G. T. Road, Kanpur-209217. The 'Advt. No.' 'Category' and the 'Post Applied For' should be mentioned on the **envelope so as to reach on or before the closing date i.e. 31.01.2019**. Applications not in prescribed format or without supporting documents for Age, Qualification, Experience, Application fee, Caste (if applicable) etc or sent through any other modes viz **email, fax and by hand etc. shall be summarily rejected**.
4. Candidate should note that the ALIMCO will in no case be responsible for rejection of application on account of application being incomplete, non-receipt of application or any delay in receipt thereof on any account whatsoever. Application received after the prescribed closing date will not be entertained under any circumstances and all such applications will be summarily rejected. The applicants should therefore, ensure that their applications must reach ALIMCO Kanpur on or before the prescribed closing date i.e. 31.01.2019.

Self attested documents to be enclosed:

1. SSLC/HSC Certificate/Mark Sheet copy (in support of date of birth)
2. Copies of Educational Certificates (Degree, PG Degree and Doctorate).
3. Latest copy of Pay Slip
4. Copies of proof of experience.
5. Demand Draft/ Bankers cheque in favour of ALIMCO payable to Kanpur.
6. Copy of Caste Certificate – SC/ST
7. Copy of Caste Certificate OBC (NCL) not issued before 6 months
8. Copy of Certificate of disability in case of PwD (Divyangjan) candidates.

(A GOVERNMENT OF INDIA UNDERTAKING)

APPLICATION BLANK*

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AFFIX YOUR
RECENT
PASSPORT SIZE
PHOTOGRAPH

11. Academic qualifications: (Matriculation onwards)

Examination/ Degree	Institution	University	Year of Passing	Division with Percentage of marks	Subject offered	Prizes/Medals/ Scholarship

*Attach extra sheet(s) if space provided is not adequate.

12. Technical qualifications.

Examination Degree	Institution	University	Year of Passing	Division with Percentage of marks	Subject offered	Prizes/Medals/Scholarship

13. Apprentice training/Courses/Seminar.

No. of course/seminar	Duration	Name of Institution	Main contents of Course/seminar	Sponsoring authority

14. Have you been outside India?

Yes ☐

No ☐

Country and place of stay	Form	To	Purpose of visit

15. Languages Known (Mark ✓)

Language	Read only	Speak only	Read & Speak	Read Write and Speak	Examination Passed

16. Extra circular activities/professional attainment

(a) Academic

(b) Publications (Give names of publications/journals. Etc)

(c) Sports /literary/cultural activities.

(d) Membership of professional societies/ organizations & Institutes

17. Experience (Give last employment to first)
Teaching experience and training period including
Induction training will not be counted as experience

Name and address of employer	Designation	Period From	To	Nature of work	Basic Pay	Total	Reason For leaving

18. Why do you consider yourself Suitable for the post?

(Please attach a statement of about 250 words in your own handwriting)

19. Have you been an applicant for any post in this Company before ? If so, state name of the post, date of application and Whether Interviewed or not.

20. Have you any relative employed in this Company? If so, name, designation and relationship.

21. Are you Prepared to serve anywhere In India ?

Yes ☐ No ☐

22. Any defect or Impairments In (Place a In appropriate box)

Hearing Yes ☐ No ☐ Sight Yes ☐ No ☐ Limbs Yes ☐ No ☐

If Yes give details :

23. Are you free from debt?

If No state the correct position.

24. Have you ever been arrested in a criminal case or convicted, fined or Imprisoned for violation of any Law (except Minor traffic Violations) or any case pending or have you been barred/disqualified by P.S.C. from appearing in exam/ or rusticated by University or any other educational authority? (Place In appropriate below)

Yes ☐ No ☐

If Yes give details.

25. Please Indicate the minimum basic pay acceptable.

26. When can you join?

After .days from the date of receipt of the offer.

27. References :

Name	Occupation	Address
1.		
2.		

28. Any other details: (Please attach separate sheet)

29. List of enclosures (Please attach copies)

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Note : The certificates etc. In original must be produced at the time of Interview.

I solemnly declare that the particulars furnished in this application are true and correct to the best of my knowledge and Belief. I clearly understand that any misstatement of facts contained therein or willful concealment of any material fact Wild render me liable to appropriate action at may be decided by the Company.

Place

Date

Signature

DECLARATIONS

If selected.

- I undertake to abide by all the rules and regulations of the Corporation.
- I acknowledge without reservation the Inalienable right of the Management to manage.
- I undertake to exercise all care and caution in protecting the assets of the Corporation.
- I undertake not to question the rights of the Corporation for purposes of patenting or copyrighting in resects of Inventions Improvements, alterations and the like which, in the course of my duties, I may be able to invent or produce.

Date

Signature of the Applicant

If applicant is employed in Government/Public Undertaking the application should be sent through proper channel.