

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A GOVERNMENT OF INDIA UNDERTAKING 'MINIRATNA' COMPANY)
G.T. ROAD, KANPUR- 209 217 (U.P.)**

Artificial Limbs Manufacturing Corporation of India (ALIMCO), a PSU under Ministry of Social Justice and Empowerment, invites applications for filling up the following positions at ALIMCO HQ at Kanpur and its Auxiliary Production Centres at Bengaluru, Bhubaneshwar, Jabalpur & Chanon (Punjab), also at Regional Marketing Centers at Delhi, Kolkata, Mumbai, Hyderabad & Out Reach Center at Guwahati.

S. No	Post Code	Post	Grade	Pay Scale	Annual CTC (Approx) (Rs.) (Including PRP)	Upper age limit as on 01.6.15	Category	No. of Vacancy	P.Q. Exp. (Yrs.)	Initial Place of Posting
1	HR/01	General Manager (Project & Commercial)	E-7	43200-66000	1999145/-	55 Yrs	UR	1	18	Kanpur
2	HR/02	* Dy. General Manager (QC)	E-6	36600-62000	1693720/-	52Yrs.	UR	1	16	Kanpur
3	HR/03	*Dy. General Manager (Mktg.)	E-6	36600- 62000	1693720/-	52 Yrs.	UR	1	16	Anywhere in India
4	HR/04	Sr. Manager (Tech)	E-5	32900-58000	1483025/-	49Yrs	UR	1	14	Bengaluru
5	HR/05	Manager (Finance)	E-4	29100-54500	1311734/-	46Yrs.	UR	1	12	Kanpur
6	HR/06	Manager Project Management (Civil)	E-4	29100-54500	1311734/-	46Yrs.	UR	1	12	Anywhere in India
7	HR/07	*Dy. Manager (Mktg.)	E-3	24900-50500	1092533/-	43Yrs.	OBC UR	2	10	Anywhere in India
8	HR/ 08	Internal Auditor	E-2	20600-46500	903856/-	40Yrs	UR	1	8	Kanpur
9	HR/09	Medical Officer	E-2	20600-46500	903856/-	40Yrs	UR	1	8	Kanpur
10	HR/10	Junior Manager (PD)	E-1	16400-40500	719575/-	37Yrs	SC	1	5	Anywhere in India
11	HR/11	*Purchase Officer	E-1	16400-40500	719575/-	37Yrs	SC	1	5	Anywhere in India
12	HR/12	Q.C. Officer	E-0	12600-32500	552844/-	34Yrs	UR	1	2	Anywhere in India
13	HR/ 13	*Officer-System	E-0	12600-32500	552844/-	34Yrs	UR	1	2	Anywhere in India
14	HR/14	R&D Engineer	E-0	12600-32500	552844/-	34Yrs	SC OBC UR	3	2	Anywhere in India
15	HR/15	Accounts Officer	E-0	12600-32500	552844/-	34 Yrs	OBC	1	2	Anywhere in India
16	HR/16	*Accountant	Grp 'D'	7700-17100	300897/-	34 Yrs	1 SC 1OBC 3 UR	5	6/ 3/ Nil	Anywhere in India
17	HR/17	Medical Attendant	Grp 'D'	7700-17100	300897/-	34 Yrs	UR	2	6	Kanpur

***Posts likely to fall vacant due to superannuation.**

QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION

1. General Manager (Project & Commercial)

Qualification:

A recognized engineering degree in Mechanical / Electrical/Electronics/ Civil with minimum 55% marks (Desirable 60%). Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Projects Management / Contract Management / Materials / Marketing/ TQM or other management discipline.

Experience:

A minimum 18 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in projects /production/ materials Management with eight years at senior management capacity. Should have worked in immediate lower scale for at least 02 years. Experience in making estimates, project planning, execution and management techniques such as PERT / CPM is essential. Candidate should be able to handle large scale projects independently, make executable plans, analyze critical activities and offer viable solutions. Knowledge in manufacturing process, Production, supply chain management, inventory control, logistic management, research and development of rehabilitation aids and appliances would be preferred. Adequate knowledge of purchase procedures of PSUs, SCM, logistics management, CRM etc. Sound knowledge of import and export is essential. Candidates having exposure in handling turn key projects of sizeable value of engineering industry will be preferred.

2. Dy. General Manager (Quality Control)

Qualification:

Full time Bachelors Degree in Mechanical / Production Engineering from recognized university with minimum 55% marks. Post Graduate qualification in Metrology /Instrumentation/ Material Testing / SQC (Statistical Quality Control) will be preferred.

Experience:

A minimum 16 years post qualification experience in Public Sector Undertaking or reputed Private / Manufacturing Sector. Experience in quality control department / testing laboratories dealing in mass production of engineering products with six years experience in special test set ups/rigs and testing of prototypes in senior capacity. Should have worked in immediate lower scale for at least 02 years.

Candidate should have thorough knowledge and experience of calibration, inspection procedures, test methods and equipment, testing codes, writing of inspection reports. Knowledge & experience of TQM , Analytical techniques like –7 QC Tools ,SQC, TPM etc. Thorough knowledge and experience of various Chemical, Physical (both destructive and non-destructive), metallurgical tests, testing equipments, Standards i.e. IS, BS, ASTM etc inspection procedures and development of special test set-ups is desirable.

3. Dy. General Manager (Marketing)

Qualification:

A recognized engineering degree with minimum 55% marks (Desirable 60%) with MBA/ PG Diploma with specialization in Marketing discipline.

Experience:

A minimum 16 years post qualification experience in Govt. Department related to Disability/ Rehabilitation /Public Sector Undertaking or Reputed Private Manufacturing Sector or organization which has large network base across the country in sales / marketing with six years at senior management capacity. Should have worked in immediate lower scale for at least 02 years. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable. Knowledge and experience of Artificial Limbs and Rehabilitation Aids, event organizing skills, maintaining MIS on large domain, conversant with logistics will be preferred. Basic knowledge of Computer is essential.

4. Senior Manager (Technical)

Qualification:

A recognized engineering degree in Mechanical / Production / Manufacturing with minimum 55% marks (Desirable 60%). Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Materials / Marketing/ TQM or other management discipline.

Experience:

A minimum 14 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector /multi product engineering industry with four years at senior management capacity in production / rehabilitation engineering. Should have worked in immediate lower scale for at least 02 years. Candidate should have experience in manufacturing process, marketing, State-of-the-Art techniques of Production, manufacturing process, supply chain management, inventory control, logistic management, research and development of rehabilitation aids and appliances. Excellent management, interpersonal and team work skills and communication abilities at all levels.

5. 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 at Departmental Head position 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. 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.

6. Manager Project Management (Civil)

Qualification:

A recognized engineering degree in Civil with minimum 55% marks (Desirable 60%). Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Projects Management / Contract Management / Materials Management.

Experience:

A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in projects/ production/ materials department with two years should be in Projects execution and management including commercial expertise in senior capacity. Should have worked in immediate lower scale for at least 02 years. Candidate should have thorough knowledge and experience of modern Project Planning and management techniques such as PERT/CPM charts etc. Adequate knowledge of export import is desirable. Experience in BOQ & tender preparation & analysis will be preferred. Experience in coordination of audit activities, verification of Measurement Book & invoices and maintenance of records.

7. Dy. Manager (Marketing)

Qualification:

A recognized engineering degree with minimum 55% marks (Desirable 60%) with MBA/ PG Diploma with specialization in Marketing discipline.

Experience:

A minimum 10 years post qualification experience in Govt. Department related to Disability/ Rehabilitation /Public Sector Undertaking or Reputed Private Manufacturing Sector or organization which has large network base across the country in sales / marketing. Should have worked in immediate lower scale for at least 02 years. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable. Knowledge and experience of Artificial Limbs and Rehabilitation Aids, event organizing skills, maintaining MIS on large domain, convergence with logistics will be preferred. Basic knowledge of Computer is essential.

8. Internal Auditor

Qualification:

Passed Final Examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

Experience:

A minimum 08 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in the audit department. Those working in PSU/Govt. should have worked in immediate lower scale for at least 02 years. The candidates should have the ability to plan the audit on a monthly, quarterly and on annual basis covering all the aspects of internal control, checks and balances. The candidate should be conversant and should be capable of carrying out independent audit and suggest remedial measures and should be able to install Effective and Reliable Management Information System and e Performance Budgeting System and to assist and suggest to the top Management on all matters relating to market research, export promotion and publicity and also provide data for planning of production through futuristic market trends. 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.

9. Medical Officer

Qualification:

Should be MBBS from a recognized Medical Institution. Degree in MS/MD is desirable.

Experience

A minimum 08 years post qualification experience in Public Sector Undertaking or Reputed Private hospital. Experience in ICU / NICU / RCU / PICU / Emergency Medical Service Unit is preferable. Experience of attending to casualty/ industrial emergent cases arising from industrial accidents, injuries will be preferred.

10. Junior Manager (Production)

Qualification:

Full time Bachelors Degree in Mechanical / Production/ Manufacturing Engineering with 55% marks (desirable 60%) from recognized university.

Experience:

A minimum 5 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in production / assembly shop/multi product engineering industry. Knowledge of CNC Machines, modern machine tools, manufacturing processes, tolerances, modern production management techniques, assembly line techniques etc is essential. Knowledge of labour law will be preferred.

11. Purchase Officer

Qualification:

Full time Bachelors Degree in Mechanical / Production Engineering with minimum 55% marks from recognized university. Diploma in materials management will be preferred.

Experience:

A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department. Knowledge in Materials Management, Supply Chain Management, Logistics Management, Procurement Planning, Inventory Control, Ware House Management, Process Enhancement, SCM, CRM, import and export procedures .

Experience in dealing with vendors for procurement of raw materials, semi finished/finished bought-out components, tools and stores. Should have adequate knowledge and experience of Purchase Procedures, Industrial Markets, Rate Contracts, Sales Tax Matters, Import Trade Control Procedures, Customs Formalities, Vendor Development Techniques etc. followed in the Public Sector, e-tendering process, preparation of tender documents, CSQ and placement of orders etc. Knowledge of GFR, DPE, CVC guidelines relating to procurement policies would be added advantage. Candidates with Good technical writing, documentation, and record keeping skills would be preferred.

12. R&D Engineer

Qualification:

Full time Engineering Degree in Mechanical / Electrical/ Electronics Engineering with minimum 55% marks (Desirable 60%). Masters Degree in Rehabilitation Engineering or Biomedical Engineering will be preferred.

Experience:

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector or research organization of repute . Should have sound knowledge of Rehabilitation Engineering, manufacturing techniques Assistive Technology, Gait Analysis, Orthopedic implants, applications of latest technology in the field of Assistive Devices etc., manufacturing of adaptive equipment / assistive devices for PwDs .Experience in dealing with development of drawings, material specifications and part lists along with knowledge of production equipment and tools is essential. Knowledge in design/ testing of prototype samples, conversion of drawing / design and manufacturing data into metric system as also IS Specification is essential.

13. QC Officer**Qualification:**

Bachelors Degree in Mechanical / Production Engineering with 55% marks Minimum from recognized university. Post Graduate qualification in Metrology / Material Testing / SQC (Statistical Quality Control) will be preferred.

Experience:

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in Quality Control Department / testing laboratories is essential. Knowledge and experience of various Chemical, Physical (both destructive and nondestructive), metallurgical tests, chemical testing equipments & procedures, Standards i.e., IS , BS, ASTM etc. Candidate having knowledge of carrying out inspection and quality control of incoming materials finished products / calibration activities/ stage inspection in conformity to the specified standards and specifications, sampling for selecting items subjecting to acceptance tests & quality control standards and preparing test reports would be preferred.

14. Officer (System)**Qualification:**

Full time B. Tech/ B.E preferably in Computer Science/ Information Technology / Software Engineering or M. Sc. (Computer Science) with minimum of 55% marks / MCA with 55% marks (60 % is desirable) from recognized University.

Experience:

A minimum 2 years post qualification experience in Public Sector Undertaking or Reputed Private Sector in a relevant IT field preferably in Manufacturing Sector using RDBMS in an integrated OLTP/Real Time / ERP Application environment. Experience in VB, VB.NET and Dot NET Technologies, HTML, JAVA, web designing Tools and application software development using Oracle (RDBMS), Proficiency in D2K/ORACLE FORMS & REPORTS / SQL / PLSQL, working knowledge of enterprise Reporting Tools is desirable.

15. 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 having experience of handling finance, Taxes, Balance Sheet and other function . 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.

16. Accountant

Qualification:

Graduate in Commerce OR Inter Pass ICWA/CA, Final Pass ICWA/CA.

Experience:

Minimum 06 yrs experience in case of Commerce Graduate or 03 Yrs in case of Inter Pass ICWA/CA OR Nil experience in case of fresher ICWA/CA. Experience in Tally will be preferred. Candidate must have knowledge and experience in accounting functions with adequate knowledge of computer operations.

17. Medical Attendant

Qualification:

Diploma in Nursing / Operation Theatre from recognized Medical Health Service.

Experience:

A minimum 06 years post qualification experience in relevant field. Registration in Pharmacy Council of State/Centre is desirable.

SELECTION PROCESS:

Interview for Sl. No. 01 to15 and written test followed by Interview for Sl. No. 16 & 17.

RELAXATION

Relaxations for SC / ST / OBC (Non-Creamy Layer) / PH (degree of disability 40% or above) candidates will be provided as per guidelines of Govt. of India

GENERAL CONDITIONS:

1. The applicant must be citizen of India.
2. The candidate should not have exceeded the age limits as on 1st June, 2015.
3. No age & percentage bar for Departmental candidates. Departmental candidates are those who are on the regular rolls of the Corporation.
4. The candidates having minimum adequate experience in multi-unit Public Sector Undertaking/Large Manufacturing Organisations of repute, will be preferred.
5. All the applicants should invariably have good computer and communication skills.
6. 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 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 all documents. The candidate may, however, send one advance copy of the application along with requisite enclosures and may produce NO OBJECTION CERTIFICATE at the time of interview, from their Employer.
7. 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.

8. The Management reserves the right to call suitable/short-listed candidates for test/interview.
9. The management reserves the right to consider candidates for lower posts / grade or not fill up any of the posts if no candidate is found suitable.
10. In case no suitable candidate is found, Management may consider for appointment of the candidate on contract basis relaxing age / qualification / experience, at a suitable remuneration to meet immediate requirement.
11. Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason. Mere fulfillment of eligibility criteria does not confer any right to be called for interview /selection.
12. 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.
13. Candidates belonging to OBC category but not covered under 'Non-creamy layer' should indicate their category as 'General'.
14. The candidates called for the Interview 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.
15. Candidates should carefully fill up all details in the application form especially the Category (SC/ST/OBC-NCL/PH) for which required documentary proof need to be attached with the application. If later found that such a statement/ certificate is false, the candidate will be liable for suitable action including termination and prosecution.
16. Appointment to the post will be subject to being found medically fit by the Chief Medical Officer as per the prescribed Health Standards.
17. Management may consider appointments on deputation basis if eligible candidates are found suitable. However, the deputation period in respect of employee appointed on deputation from Central/State Govt. Deptt. or PSUs shall be for a period of three years.
18. In addition to basic pay the selected candidate would be entitled for DA, HRA, perks (50% of basic) and other benefits like PF contribution of 12%, Pension Scheme, hospitalization facilities, Post Retirement Medical Scheme under Medical Rules, Gratuity, Earned leave and casual leave as per the rules of the Corporation and PRP is likely to be implemented on receipt approval of administrative Ministry.
19. Depending upon the place of posting the candidates with knowledge of local regional languages would be preferred. Refund of application fee in case management decides to cancel the process of recruitment of any post for any reason.
20. ALIMCO shall not be responsible for any postal delay / loss in transit in submission of documents within specified time. Applications received after due date will neither be entertained nor returned. Incomplete applications will summarily be rejected.
21. The Corporation reserves the right to maintain panel to fill up the future vacancies.
22. Though place of posting will be as indicated in this advertisement, the candidates are transferable anywhere in India including initial posting.
23. Any modifications / amendments in the advertisement will be given in ALIMCO website only i.e. www.alimco.in.
24. Important information regarding recruitment will be available in ALIMCO website www.alimco.in and as such, candidates are advised to visit the same frequently.

HOW TO APPLY :

1. Candidates must apply in the Common Application Format devised by ALIMCO.
2. Candidates should ensure that they have filled the Application Format complete in all respects legibly.
3. Applications in the prescribed format along with attested copies of testimonials in support of Age, Caste, Educational Qualifications, Experience etc., and non refundable Demand Draft of Rs. 500/- (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 Sr. Manager (Personnel & Administration), ALIMCO, Naramau, G. T. Road, Kanpur-209 217. 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. **31st July, 2015**. Applications not in prescribed format or without supporting documents for Age, Qualification, Experience, Caste (if applicable) etc or sent through any other modes viz email, fax by hand etc. shall be summarily rejected.
4. Candidate should clearly 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 reach ALIMCO Kanpur on or before the prescribed closing date.

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.
6. Copy of Caste Certificate – SC/ST/OBC (NCL)
7. Copy of Certificate of disability in case of Physically Handicapped.
