



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



ISO 9001:2015

Reference No.:- AD 3F 01/May-2021

Date: 06.05.2021

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 position on **Direct Recruitment basis** at ALIMCO HQ at Kanpur:-

S. No	Post Code	Post	Grade / Group	Pay Scale (Rs.)	Gross monthly fixed salary	Upper age limit as on 31.05.21	No. of Vacancy	Category	Exp. (Yrs) As on 31.05.21	Initial place of posting
1.	HR-1	Company Secretary	E-3	60000-180000/-	101820/-	43 Yrs	01	UR	10	Kanpur

For detailed information regarding eligibility and other requirements, interested candidates may visit ALIMCO website www.alimco.in. The eligible candidates may forward their application in the prescribed proforma to Manager (P&A), ALIMCO, G.T. Road, Naramau Kanpur-209217 (UP).

Last date of receipt of application in the Corporation is 14.06.2021.

You shall keep in touch with our website for further information in the matter in future. Kindly note that no separate communication will be sent by the Corporation in this regard.

Manager (P&A)

QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION

HR-01 Company Secretary

Qualification: A recognized degree with membership of institute of Company Secretary. Preference will be given to the candidate with additional qualification of CA/ ICWA/Degree in Law.

Experience: A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration department with two years in immediate lower grade. In case of private Sector employee, CTC should be comparable to the immediate lower scale. The candidate should have strong communication skills (written & oral). Should have complete knowledge & experience of working in secretarial department dealing with board matters company law affairs, industrial legislation. Adequate knowledge of statutory laws, labour laws, Tax laws, Companies Act, DPE guidelines & corporate governance is essential.

ABBREVIATIONS:

“UR” - Unreserved;

SELECTION PROCESS:

Personal Interview / on line or written test, or both will be conducted as decided by Corporation . The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.

RELAXATION

The SC/ST /OBC (NCL)/EWS/ PwBD (Divyangjan) candidates who apply against unreserved (UR) posts will not be eligible for age relaxation.

GENERAL CONDITIONS:

1. The applicant must be citizen of India.
2. The candidate should not have exceeded the age limit as on 31.05.2021. The date for reckoning the age, qualification, experience etc shall be on 31.05.2021 .No age & percentage of marks bar for Departmental candidates. Departmental candidates are those who are on the regular rolls of the Corporation.
3. The candidates having minimum experience in multi-units of Public Sector Undertaking/Large Manufacturing Organizations of repute will be preferred.
4. Teaching experience & Training period will not be counted as experience.
5. Candidates from private sector should be drawing minimum consolidated fixed monthly gross salary (monthly gross salary shall include Basic Pay, Dearness Allowance, HRA and other Fixed Perks and Allowance. No variable pay & incentive or reimbursement of expenses shall be considered for computation of Monthly gross salary) of the immediate lower grade position wise consolidated fixed monthly gross salary of immediate lower scale for private sector candidate shall be as follows:

S.No.	Apply for Post	Required Gross Monthly fixed Salary
1.	Company Secretary (E-3)	Rs. 84850/-

6. All the applicants should preferably have good computer knowledge and communication skills.

7. Persons working under Central/State Govt. /Public Sector Undertaking/ Autonomous bodies should apply through proper channel. 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 from their present Employer failing which they will not be allowed to appear in the interview /on line or written test and no TA would be paid to them.
8. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on ALIMCO's website www.alimco.in under the head "Recruitment". No further press advertisement will be issued. Hence prospective applicants are advised to regularly visit ALIMCO website for latest updates with regard to this advertisement.
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 interview/online or written Test or both.
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/ online test or 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. 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.
16. Candidates should carefully fill up all details in the application form 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.
17. Appointment to the post will be subject to being found medically fit by the Chief Medical Officer as per the prescribed Health Standards.
18. 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.
19. Depending upon the place of posting, the candidates with knowledge of local/ regional languages would be preferred.
20. Refund of application fee in case management decides to cancel the process of recruitment of said post for any reason.
21. 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.
22. 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.
23. The candidates are liable to be transferred anywhere in India including initial posting.
24. 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.

25. 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 eligibility.
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/- (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. **14.06.2021** 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. **14.06.2021**.

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.

(D) ACADEMIC PERFORMANCE :

1. Basic Qualifications :

Exam Passed	Institution/ University/ Board	Branch of Specilization	Duration of Study	Month & Year of Passig MM/YYYY	Aggregate % of Marks	Full Time/ Part Time/ Correspondence

2. Professional Qualification (Please mention qualification which makes you eligible) :

Exam Passed	Institution/ University/ Board	Branch of Specilization	Duration of Study	Month & Year of Passig MM/YYYY	Aggregate % of Marks	Full Time/ Part Time/ Correspondence

3. Additional Qualification, if Any:

(E) DETAILS OF EXPERIENCE (If required, please attach separate sheet)

Teaching experience and training period including Induction training will not be counted as experience

Name of the Organization	Designation	Scale of Pay	Duration		Nature of Duties	Reason for leaving
			From MM,YYYY	To MM,YYYY		

Post Qualification Experience : Year Months

(F) DETAILS OF DEMAND DRAFT :

Demand Draft No.	Dated	Name of the Bank	Amount

(G) WHETHER DEPARTMENTALCANDIDATE: Yes/No

Declaration:

I affirm that the information given in this application is true and correct to the best my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me willfully to conceal or misrepresent the facts, my candidature/appointment shall be summarily rejected or terminated without any notice.

Place: _____

Date: _____

Signature of Applicant

Please Enclose:

1. Proof of SC/ST/OBC/PwD Certificate (If applicable).
2. Demand Draft of Rs 500/- payable at Kanpur, (SC/ST/PwD Exempted).
3. Certificates in support of age, education qualifications, experience, Salary Slip etc.
4. Please write Advertisement No., Category and post applied for on the top of the envelope.
5. Please attach a sheet in your own handwriting giving justification as to why you consider fit for the post applied for in maximum 300 words.

LAST DATE FOR RECEIPT OF APPLICATIONS : 14.06.2021