



**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 CPSU under the aegis of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, invites applications from qualified personnel to fill up the following positions on Direct Recruitment basis at ALIMCO HQ at Kanpur and its Auxiliary Production Centres at Bengaluru, Bhubaneshwar, Jabalpur & Chanalon and RMC at New Delhi, Kolkata, Mumbai Hyderabad & AOC at Guwahati :-

S. No	Post Code	Post	Grade/ Group	Pay Scale (Pre-revised)	Annual CTC (Approx) (Rs.) (Including PRP)	Upper age limit as on 01-10-2017	No. of Vacancy	Category	Exp. (Yrs) As on 01-10-2017	Initial place of posting
1	HR-1	Medical Officer	E-2	20600-46500/-	963740/-	40 Yrs.	01	UR	08	HQ Kanpur
2	HR-2	Internal Auditor	E-2	20600-46500/-	963740/-	40 Yrs	01	UR	08	Anywhere in India
3	HR-3	Accounts Officer	E-0	12600-32500/-	589472/-	34 Yrs	03	UR-2 ST-1	02	Anywhere in India
4	HR-4	Q.C. Assistant cum Technical Assistant (Mechanical)	Grp-C	7300-16300/-	N/A	32 Yrs	11	UR-6 SC-2 ST-1 OBC-2	04	Anywhere in India
5	HR-5	Q.C. Assistant cum Technical Assistant (Electronic)	Grp-C	7300-16300/-	N/A	32 Yrs	02	UR-1 OBC-1	04	Anywhere in India

**QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION**

**HR-01 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.

**HR-02 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/Accounts department. Those working in PSU/Govt. should have worked in immediate lower scale for at least 02 years. 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-03          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-04          QC Assistant cum Technical Assistant (Mechanical)**

**Qualification:** 3-year Diploma in Mechanical Engineering from a recognized institute

**Experience:** 04 Yrs in relevant field.

**Desirable:** Proficiency in M.S. Office (Word, Excel & Power Point).

**Preferred:** Candidates having higher qualification & more experience of relevant field in the manufacturing industry will be preferred.

**Job Profile:** Must have thorough knowledge and experience of :-

1. Regarding Engineering & Machine Drawing.
2. Hands on experience of working on latest CNC machines in production/Precision assembly/Engineering/ Manufacturing Industry with Latest Technology.
3. Thorough Knowledge of using Jigs & Fixtures and Tools etc.
4. Maintain controlled documentations as per ISO & BIS requirements (Quality Manual, procedures, forms, customers Complaints etc).

**HR-05          QC Assistant cum Technical Assistant (Electronic)**

**Qualification:** 3 year Diploma in Electronic Engineering from a recognized institute

**Experience:** 04 Yrs in relevant field.

**Desirable:** Proficiency in M.S. Office (Word, Excel & Power Point)

**Preferred:** Candidates having higher qualification & more experience of relevant field in the manufacturing industry will be preferred.

**Job Profile:** Must have thorough knowledge and experience of :-

1. Reading engineering dimensional drawing.
2. Testing laboratory, inspecting different types of metallic and non-metallic components and their raw materials.
3. Monitor production, quality control and data integrity of transactions completed by staff determining sampling universe, reviewing efficiency and quality and balancing file assignments. Using different type of inspection equipment like micrometer, comparators, gauges, profile projector etc.
4. Maintain controlled documentation as per ISO & BIS requirements (Quality Manual, procedures, forms, Customer Complaints etc).

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### **SELECTION PROCESS:**

Personal Interview for Sl.No. 1 to 3, the candidates will be required to attend Personal Interview before the Corporation's Selection Board and for Sl. No 4 to 5 Written Test or Skill test or both will be conducted.

### **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. The SC/ST /OBC 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 01-10-2017. The date for reckoning the age, qualification, experience etc shall be on 01-10-2017.
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. All the applicants should preferably have good computer knowledge 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 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.
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. 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.
10. Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
11. Mere fulfilment of eligibility criteria/norms does not entitle a candidate to be called for interview. 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.
12. The applicants working in private sector should be drawing CTC (only monetary / cash part) comparable to immediate lower grade where ever applicable.
13. 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.

14. Candidates belonging to OBC category but not covered under 'Non-creamy layer' should indicate their category as 'General'.
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 especially the Category (SC/ST/OBC-NCL/PH) 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 any 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. Though places of posting have been as indicated in this advertisement, 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.
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 3 and Rs.250/- for Sl. No. 4 to 5 (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 to the Sr. 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. 15-01- 2018**. 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 vize **mail, fax and courier 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. **15-01-2018**.

**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 if applicable
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 Physically Handicapped candidates.

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**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**

**(A GOVERNMENT OF INDIA UNDERTAKING)**

**G.T. ROAD KANPUR - 209217 (U.P.)**

**APPLICATION FORMAT**

(Use Block Letters only)



**ADVT. NO. AD 3F 01/Oct-2017**

(Please fill up this form with utmost care)

Post Applied for : \_\_\_\_\_ Post Code: \_\_\_\_\_

**(A) Personal Details**

1. Name (as appears in SSC certificate)

2. Father's Name :

3. Date of Birth :  
 D D   MM   YY

4. Age as on : **01-10-2017**  
 Year   Month   Days

5. Sex (write M or F) :

6. State of Domicile :

7. Category  (Gen./SC/ST/OBC)

Are you physically handicapped : Yes/No

If yes, please mention the details as follow :

Type of Disability :

Extent of disability as specified in the disability certificate:

**(B) CORRESPONDENCE ADDRESS :**

City/Town  State  Pin Code

Tel. No. with STD Code  Mobile

**(C) PERMANENT ADDRESS :**

City/Town  State  Pin Code

Tel. No. with STD Code  Mobile

E-mail ID, if any

(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)

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 DEPARTMENTAL CANDIDATE : 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/PH Certificate (If applicable).
2. Demand Draft of Rs 500/- for Sl. No 1 to 3 & Rs.250/- for Sl.No 4 to 5 in favour of ALIMCO, payable at Kanpur, (SC/ST/PH Exempted).
3. Certificates in support of age, education qualifications, experience 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 : 15-01-2018**