



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, Auxiliary Production Centres & its Regional Marketing Centres.

S. No	Post Code	Post	Grade	Pay Scale	Annual CTC (Approx) (Rs.) (Including PRP)	Upper age limit as on 01Jan, 2016	Category	No. of Vacancy	P.Q. Exp. (Yrs)	Initial Place of Posting
1	HR-01	Dy. General Manager (Mktg)	E-6	36600-62000/-	1760351/-	52Yrs	UR	01	16	Anywhere in India
2	HR-02	Dy. General Manager (QC)	E-6	36600-62000/-	1760351/-	52Yrs	UR	01	16	Anywhere in India
3	HR-03	*Dy. General Manager (MM)	E-6	36600-62000/-	1760351/-	52Yrs	UR	01	16	Anywhere in India
4	HR-04	Sr. Manager (Tech)	E-5	32900-58000/-	1542924/-	49Yrs	UR	01	14	Anywhere in India
5	HR-05	Sr. Manager (Mktg)	E-5	32900-58000/-	1542924/-	49Yrs	UR	01	14	Anywhere in India
6	HR-06	Manager (Finance)	E-4	29100-54500/-	1364702/-	46Yrs	UR	01	12	Anywhere in India
7	HR-07	Manager Project Management (Civil)	E-4	29100-54500/-	1364702/-	46Yrs	UR	01	12	Anywhere in India
8	HR-08	Manager (Mktg.)	E-4	29100 ñ 54500/-	1364702/-	46Yrs	UR	02	12	Anywhere in India
9	HR-09	*Manager (Prod.)	E-4	29100 ñ 54500/-		46Yrs	UR	01	12	Anywhere in India
10	HR-10	* Dy. Manager (Mktg.)	E-3	24900-50500/-	1137866/-	43Yrs	UR-1 SC-1 OBC-1	03	10	Anywhere in India
11	HR-11	Dy. Manager (P&A)	E-3	24900-50500/-	1137866/-	43Yrs	UR	01	10	Anywhere in India
12	HR-12	Dy. Manager (Materials)	E-3	24900-50500/-	1137866/-	43Yrs	UR-1 OBC-1	02	10	Anywhere in India
13	HR-13	Dy. Manager (FA)	E-3	24900-50500/-	1137866/-	43Yrs	UR	01	10	Anywhere in India
14	HR-14	Internal Auditor	E-2	20600-46500/-	941356/-	40Yrs	UR	01	08	Anywhere in India
15	HR-15	Medical Officer	E-2	20600-46500/-	941356/-	40Yrs	UR	01	08	Anywhere in India
16	HR-16	Purchase Officer	E-1	16400-40500/-	749440/-	37Yrs	UR-1 SC-1	02	05	Anywhere in India
17	HR-17	*Jr. Manager (Mktg.)	E-1	16400-40500/-	749440/-	37Yrs	SC-1 ST-1 OBC-2	04	05	Anywhere in India
18	HR-18	Jr. Manager (FA)	E-1	16400-40500/-	749440/-	37Yrs	SC	01	05	Anywhere in India

19	HR-19	Marketing Officer	E-0	12600 - 32500/-	575779/-	34Yrs	UR-1 ST-1	02	02	Anywhere in India
20	HR-20	*Officer (P&O)	E-0	12600- 32500/-	575779/-	34Yrs	UR-3 SC-1 OBC-1	05	2	Anywhere in India
21	HR-21	Officer (QC)	E-0	12600ñ 32500/-	575779/-	34Yrs	UR-1 OBC-1	02	2	Anywhere in India
22	HR-22	Officer (Systems)	E-0	12600ñ 32500	575779/-	34Yrs	UR	01	2	Anywhere in India
23	HR-23	R&D Engineer	E-0	12600ñ 32500	575779/-	34Yrs	UR-1 SC-1 OBC-1	03	2	Anywhere in India

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

QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION

HR-01 Dy. General Manager (Marketing)

Qualification:

A full time engineering degree with minimum 55% marks (Desirable 60%) or MBA full time in Marketing from recognized university/ institute.

Experience:

A minimum 16 years post qualification experience in Govt. Department/ public sector/ industry / reputed private commercial organization having large network base across the country. Experience in social sector / rehabilitation / healthcare shall be preferred. 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 on Management of Rehabilitation Aids, Artificial Limbs. Maintaining MIS on large domain, conversant with logistics will be preferred.

Knowledge of Corporate social responsibility, contracts and negotiation, MOU etc is desirable. Experience on manufacturing, distribution & supply of Artificial Limbs and Rehabilitation Aids, maintaining MIS on large domain, in/out bound logistics / SCM & CRM with logistics will be preferred. Knowledge of ERP is desirable.

HR-02 Dy. General Manager (Quality Control)

Qualification:

Full time Bachelors Degree in Mechanical / Production/ Electrical / Electronics Engineering from recognized university/ institute with 55% marks (Desirable 60%). 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 Assurance / Quality Control Department of manufacturing industry is essential. 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 ñ7 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. Knowledge of ERP is preferable.

HR-03 Dy. General Manager (Materials)

Qualification:

A recognized engineering degree in Mechanical / Production with minimum 55% marks from recognized university/ institute. 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. 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 Reduction, 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 skills is also desirable.

HR-04 Sr. Manager (Technical)

Qualification:

Full time Engineering degree in Mechanical / Production/ Electrical/ Electronics with minimum 55% marks (Desirable 60%) from recognized university/ institute.

Experience:

A minimum 14 years post qualification experience in Public Sector Undertaking or reputed Private / Manufacturing Sector /multi product engineering industry in production engineering. Should have worked in immediate lower scale for at least 02 years. 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. Candidate should have excellent management, interpersonal and team work skills and communication abilities at all levels.

HR-05 Sr. Manager (Marketing)

Qualification :

A full time engineering degree with minimum 55% marks (Desirable 60%) from recognized university/ institute.

Experience:

A minimum 14 years post qualification experience in Govt. Department/ public sector/ industry / reputed private commercial organization. Experience in social sector / rehabilitation / healthcare shall be preferred. Should have worked in immediate lower scale for at least 02 years. Knowledge of marketing techniques & research and forecasting procedures is desirable. Knowledge and experience on Management of Rehabilitation Aids, Artificial Limbs, Organizing large conferences seminars and public meeting/events. Maintaining MIS on large domain, conversant with logistics will be preferred. Experience on manufacturing, distribution & supply of Artificial Limbs and Rehabilitation Aids, event organizing skills, maintaining MIS on large domain, in/out bound logistics / SCM with logistics will be added advantage. Knowledge of ERP is desirable.

HR-06 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. 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-07 Manager Project Management (Civil)**Qualification:**

Engineering degree Civil with minimum 55% marks (Desirable 60%) from recognized university / institute.

Experience:

A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in projects/ production/ materials department. 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, purchase procedure of PSU & ERP etc is desirable. Experience in BOQ & tender preparation & analysis will be preferred. Experience in co ordination of audit activities, verification of Measurement Book & invoices and maintenance of records.

HR-08 Manager (Marketing)**Qualification:**

An engineering degree with minimum 55% marks (Desirable 60%) from recognized university/ institute.

Experience:

A minimum 12 years post qualification experience in Govt. Department/ public sector/ industry / reputed private commercial organization. Experience in social sector / rehabilitation / healthcare shall be preferred. Should have worked in immediate lower scale for at least 02 years. Knowledge of marketing techniques & research and forecasting procedures is desirable. Knowledge and experience on Management of Rehabilitation Aids, Artificial Limbs, Organizing large conferences seminars and public events. Experience on manufacturing, distribution & supply of Artificial Limbs and Rehabilitation Aids, event organizing skills, maintaining MIS, in/out bound logistics will be added advantage. Knowledge of ERP is desirable.

HR-09 Manager (Production)**Qualification:**

Engineering degree in Mechanical / Production/ Electrical/ Electronics with minimum 55% marks (Desirable 60%) from recognized university/ institute.

Experience:

A minimum 12 years post qualification experience in Public Sector Undertaking or reputed Private / Manufacturing Sector /multi product engineering industry in production engineering. Should have worked in immediate lower scale for at least 02 years. 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. Candidate should have excellent management, interpersonal and team work skills and communication abilities at all levels.

HR-10 Dy. Manager (Marketing)

Qualification:

A recognized engineering degree with minimum 55% marks (Desirable 60%) from recognized university/ institute.

Experience:

A minimum 10 years post qualification experience in Govt. Department/ public sector/ industry / reputed private commercial organization. Experience in social sector / rehabilitation / healthcare shall be preferred. Should have worked in immediate lower scale for at least 02 years. Knowledge of marketing techniques & research, forecasting procedures, event organizing skills & maintaining MIS is desirable.. Experience in sales, marketing & supply chain management of product & services / institutional sales will be preferred. Knowledge of ERP is desirable.

HR-11 Dy. Manager (P&A)

Qualification:

A recognized degree in any discipline and MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks (Desirable 60%). Degree in Law would be an added advantage.

Experience:

A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration. Should have worked in immediate lower scale for at least 02 years in related field. The candidate should have sound knowledge of factories act, statutory labour laws, personnel management and good communication skills (written & oral) with exposure to the entire functional areas of HR / IR and administration. The incumbent should have experience for Manpower Planning / training / recruitment / selection / handling / legal issues / employees welfare activities, general administration.

HR-12 Dy. Manager (Materials)

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. 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 understanding of ERP systems. Sound communication skills is also desirable.

HR-13 Dy. Manager (FA)**Qualification:**

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

Experience:

A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in finance & Accounts 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. The candidate has to make active contribution in finalizing the Balance Sheet and in consolidation ensuring proper detailing required for annual accounts and its audit. The position requires proper quantitative reconciliations and input-output analysis required in maintenance of Cost Records and valuation of Stocks.

HR-14 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-15 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-16 Purchase Officer**Qualification:**

Full time Bachelors Degree in Mechanical / Production Engineering with minimum 55% marks from recognized university / institute.

Experience:

A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department. Candidate should be thorough in Materials Management, Procurement Planning, Purchase Procedures, Rate Contracts, Sales Tax Matters, import / export procedures, Customs Formalities, Vendor Development Techniques,

Inventory Control. Should have sound knowledge of GFR & CVC guidelines relating to procurement policies. Expertise in e-procurement, e-Tendering, preparation of tender documents & CSQ and placement of orders etc. Working knowledge and understanding of ERP systems. Sound communication skills are also desirable.

HR-17 Jr. Manager (Mktg.)

Qualification:

A recognized engineering degree with minimum 55% marks (Desirable 60%) from recognized university/ institute.

Experience:

A minimum 05 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-18 Jr. Manager (FA)

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 finance & Accounts department having experience of handling Finance, Taxes, knowledge of Balance Sheet and other functions. Should have capacity in dealing matters related to General Accounting, knowledge of Chart of Accounts, Corporate Book Keeping, Taxation, Pay Roll, Receivable and Payable Management, Revenue Billing, Purchase Finance, Treasury Management and Insurance matters. Knowledge of Revised Schedule VI, Tax Laws, TDS and Service Tax issues with latest developments in XBRL, Accounting Standards, CVC, DPE and CAG guidelines would be preferred.

HR-19 Marketing Officer

Qualification:

A recognized engineering degree with minimum 55% marks (Desirable 60%) 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-20 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-21 Officer (QC)

Qualification:

Bachelors Degree in Mechanical / Production/ Electrical / Electronics Engineering from recognized university/ institute with 55% marks (Desirable 60%).

Experience:

A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector. Experience in Quality Assurance / Quality Control Department of manufacturing industry is essential.

Candidate should have 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. 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. Knowledge of ERP is preferable.

HR-22 Officer (Systems)

Qualification:

B. Tech/ B.E in Computer Science/ Information Technology with minimum 55% marks (60 % is desirable) from recognized University / Institute.

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.

HR-23 Research & Development Engineer

Qualification:

Engineering Degree in Mechanical / Electrical/ Electronics Engineering with minimum 55% marks (Desirable 60%) from recognized university / institute.

Experience:

A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private /Manufacturing sector or research organization of repute in field of design, research & development. Exposure in application of CAD & CAM is preferable.

SELECTION PROCESS:

Personal Interview: The candidates will be required to attend Personal Interview before the Corporation's Selection Board.

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 limit as on 01 Jan, 2016.
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 Organisations 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, 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. 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 by 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.
12. Mere fulfilment of eligibility criteria/norms does not entitle a candidate to be called for test/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 test/interview.
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. 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.
 19. 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, PRP Indoor treatment, hospitalization facilities, Post Retirement Medical Scheme under Medical Rules, 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. Though places of posting have been as indicated in this advertisement, the candidates are liable to be transferred anywhere in India including initial posting.
 25. Candidates who have applied against any of the above post in past need to apply afresh.
 26. 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.
 27. 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 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** 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. 15 March 2016**. 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 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 March, 2016.

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 ñ 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.

(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/- 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 March, 2016