



ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A GOVERNMENT OF INDIA UNDER TAKING 'MINI RATNA' COMPANY)
MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT
G.T. ROAD, KANPUR - 209217 (UP)
TOLL FREE NO.18001805129



ISO 9001:2015

Reference No.: -AD3F01/May-2025

Date -23.05.2025

Artificial Limbs Manufacturing Corporation of India (ALIMCO), a CPSU working under the 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 a **Direct Recruitment Basis** at ALIMCO HQ at Kanpur and its ALIMCO Auxiliary Production Center at Bengaluru, Bhubaneswar, Jabalpur, Mohali, Ujjain, Faridabad and Regional Marketing Centers at New Delhi, Kolkata, Mumbai, Hyderabad, Jaipur, Ranchi, Guwahati & Chennai: -

S. N.	Post Code	Post Code	Grade/ Group	Pay Scale (Rs.)	Upper Age Limit as on 01.05.2025	No. of Vacancy	Category	Required Min. Years of Experience (as on 01.05.2025)	Initial place of posting	
Personnel & Administration Department										
1	General Manager (P&A)	HR-01	E-7	1,00,000-2,60,000	55 Years	01	UR	18	Anywhere in India	
2	Assistant Manager (P&A)	HR-02	E-2	50000-1,60,000	42 Years	01	OBC	08		
3	Junior Manager (P&A)	HR-03	E-1	40,000 – 1,40,000	40 Years	02	EWS-01 ST-01	05		
4	Medical Officer	HR-04	E-2	50,000 – 1,60,000	42 Years	01	SC	02		
Marketing Department										
5	Deputy Manager (Marketing)	HR-05	E-3	60,000 – 1,80,000	45 Years	01	UR	10		
6	Officer (P&O)	HR-06	E-0	30000-1,20,000	30 Years	05	UR-02 OBC-02 *SC-01 (*PwBD-OH)	00		
7	Officer (Audiologist)	HR-07	E-0	30000-1,20,000	30 Years	05	UR-02 EWS-01 OBC-01 SC-01	00		
Finance & Accounts Department										
8	Manager (F&A)	HR-08	E-4	70,000 – 2,00,000	48 Years	01	OBC	12		
9	Deputy Manager (F&A)	HR-09	E-3	60,000 – 1,80,000	45 Years	01	SC	10		
10	Junior Manager (F&A)	HR-10	E-1	40,000 – 1,40,000	40 Years	01	OBC	05		
11	Officer (Accounts)	HR-11	E-0	30,000-1,20,000	30 Years	02	UR-01 *ST-01	00		
12	Accountant	HR-12	Group-D	18,790-64,130	34 Years	05	UR-02 OBC-01 SC-02	04		

SAP & Information Technology Department								
13	SAP Specialist (FICO)	HR-13	E-4	70,000 – 2,00,000	48 Years	01	UR	06
14	SAP Specialist (General & MM)	HR-14	E-4	70,000 – 2,00,000	48 Years	01	UR	06
15	SAP Specialist (PP & QM)	HR-15	E-3	60,000 – 1,80,000	45 Years	01	UR	05
16	SAP Specialist ABAP	HR-16	E-3	60,000 – 1,80,000	45 Years	01	UR	05
17	SAP Specialist General & PM	HR-17	E-3	60,000 – 1,80,000	45 Years	01	OBC	05
18	SAP Specialist (BASIS)	HR-18	E-3	60,000 – 1,80,000	45 Years	01	UR	05
19	Specialist - SAP SD (Sales and Distribution)	HR-19	E-3	60,000 – 1,80,000	45 Years	01	ST	05
20	Hardware & Network Engineer	HR-20	E-3	60,000 – 1,80,000	45 Years	01	OBC	05
21	Specialist - SAP General	HR-21	E-2	50,000 – 1,60,000	42 Years	01	UR	04
22	AI Engineer/ Data Scientist	HR-22	E-1	40,000 – 1,40,000	40 Years	01	UR	03
Material Management Department								
23	Deputy Manager (Material Management)	HR-23	E-3	60,000 – 1,80,000	45 Years	01	OBC	10
24	Store Assistant (MM General)	HR-24	Group-B	17,110-58,500	30 Years	02	UR-01 (PwBD-LV) *ST-01	02
Production Department								
25	Officer (Production)	HR-25	E-0	30,000-1,20,000	30 Years	01	*EWS	00
26	Shop Assistant (CNC Operator)	HR-26	Group-C	17,820-61,130	32 Years	02	UR-01 OBC-01	04
Quality Control Department								
27	Junior Manager (QC-Mechanical)	HR-27	E-1	40,000 – 140,000	40 Years	01	*OBC	05
Total						43		

Anywhere in India

For detailed information regarding eligibility and other requirements, interested candidates may visit the ALIMCO website i.e. www.alimco.in. The eligible candidates may apply through online for any position in the Corporation and have to create their profile first by clicking on the following link-
https://erp.alimco.in/sap/bc/webdynpro/sap/zhrap_erecuritment

The applicants can start applying registration form 24.05.2025 since 12:00 noon and last Date for Submission of the Online Application Form in the Corporation is 07.07.2025 by 05:00 PM.

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

*** Backlog Vacancy**

Note: - The number of vacancies indicated above is tentative and may increase or decrease at the absolute discretion of the management.

Manager (AD)

QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION:

HR-01	:	General Manager (Personnel & Administration)
Essential Qualification	:	<p>Recognized degree in any discipline and MBA (HR) with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Diploma in Personnel Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Degree in Personnel Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Diploma in HR Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Degree in HR Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Diploma in IR Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Degree in IR Management with minimum 55% marks.</p> <p>Note:- Degree or Diploma should be from Recognized Institution (AIU or UGC or AICTE)</p>
Nature of Experience	:	<p>A minimum 18 years post qualification experience in Public Sector Undertaking or Reputed Private /Manufacturing Sector in HR / Personnel & Administration department in related field. PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). The candidate should have strong communication and managerial skills with exposure to the entire cross functional areas of HR /IR and administration. The incumbent shall be responsible for Manpower Planning / training / recruitment / selection / handling / legal issues / employees welfare activities, general administration and liasioning with Govt. agencies.</p>
HR-02	:	Assistant Manager (Personnel & Administration)
Essential Qualification	:	<p>Recognized degree in any discipline and MBA (HR) with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Diploma in Personnel Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Degree in Personnel Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Diploma in HR Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Degree in HR Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Diploma in IR Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Degree in IR Management with minimum 55% marks.</p> <p>Note:- Degree or Diploma should be from Recognized Institution (AIU or UGC or AICTE)</p>
Nature of Experience	:	<p>A minimum 8 years post qualification experience in Public Sector Undertaking or Reputed Private /Manufacturing Sector in HR / Personnel & Administration. PSU/Government Applicant: 2 years in immediately lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). 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. Proficiency in Computers (MS Office & Internet etc.) would be preferred.</p>

HR-03	:	Junior Manager (Personnel & Administration)
Essential Qualification	:	<p>Recognized degree in any discipline and MBA (HR) with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Diploma in Personnel Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Degree in Personnel Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Diploma in HR Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Degree in HR Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Diploma in IR Management with minimum 55% marks.</p> <p>OR</p> <p>Post Graduate Degree in IR Management with minimum 55% marks.</p> <p>Note:- Degree or Diploma should be from Recognized Institution (AIU or UGC or AICTE)</p>
Nature of Experience	:	<p>A minimum 5 years post qualification experience in Public Sector Undertaking or Reputed Private /Manufacturing Sector in HR / Personnel & Administration. PSU/Government Applicant: 2 years in immediately lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). The candidate should have adequate knowledge of factories act, statutory labour laws, personnel management. Should have good communication skills (written & oral) with exposure to functional areas of HR / IR like training / recruitment / selection/handling/legal issues/employees welfare activities, general administration. Proficiency in Computers (MS Office & Internet etc.) would be preferred. Knowledge in ERP is essential</p>
HR-04	:	Medical officer
Essential Qualification	:	<p>MBBS Degree is essential. Qualification should be recognized by Medical Council of India. Candidates should also be registered with either Medical Council of India or State Medical Council.</p>
Nature of Experience	:	<p>MBBS with 04 years' experience after internship or MD/Diploma after MBBS and Post qualification experience of 02 years. PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions).</p>
HR-05	:	Deputy Manager -Marketing
Essential Qualification	:	<p>Full Time Engineering Degree with minimum 55% marks from recognized university/institute or Full Time MBA/PGDM in Marketing from a Government recognized institution/university.</p>
Nature of Experience	:	<p>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. PSU/Government Applicant: 2 years in immediately lower scale. Candidate working in private sector must have comparable CTC in immediate lower scale (as indicated in para/point no. 6 in General conditions). 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.</p>
HR-06	:	Officer - Prosthetic & Orthotic
Essential Qualification	:	<p>Full Time Bachelor in Prosthetics & Orthotics. Registration in Central Rehabilitation Register (CRR) of RCI.</p>
Nature of Experience	:	<p>Candidate should have Knowledge in fabrication and fitting of artificial limbs to Persons with disabilities. The candidate should have knowledge in conducting camps and closing the camp satisfying the requirement of the scheme</p>

HR-07	:	Officer – Audiologist
Essential Qualification	:	Full Time Bachelor in Audiology & Speech Language. Pathology Registration in Central Rehabilitation Register (CRR) of RCI.
Nature of Experience	:	Candidate should have knowledge to examine patients who have hearing, balance, or related ear problems. Assess the results of the examination and diagnose problems. Determine and administer treatment by way of prescribing required aids & appliances to meet patients' goals. The candidate should have knowledge in conducting camps and closing the camp satisfying the requirement of the scheme.
HR-08	:	Manager (Finance & Accounts)
Essential Qualification	:	Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India.
Nature of 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 (as indicated in para/point no. 6 in General conditions). 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/she 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-09	:	Deputy Manager (Finance & Accounts)
Essential Qualification	:	Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India
Nature of 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. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). 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-10	:	Junior Manager (Finance & Accounts)
Essential Qualification	:	Passed Final examination of Institute of Chartered Accountants/ Institute of Cost Accountants of India.
Nature of 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. PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). 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-11	:	Officer (Accounts)
Essential Qualification	:	Passed Final examination of Institute of Chartered Accountants. OR Passed Final examination of Institute of Cost Accountants of India.
Nature of Experience	:	The candidate should have good knowledge in 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-12	:	Accountant
Essential Qualification	:	Full Time Graduate in Commerce
Experience	:	04 Years in field of Accounting functions. Experience in Tally is preferred.
HR-13	:	SAP Specialist (FICO)
Essential Qualification	:	Full-Time Bachelor of Engineering with Minimum 55 % Marks from a government recognized University/Institute. OR CMA or CA from a government recognized University/Institute. OR Master of Business Administration (MBA) in Finance from a government recognized University/Institute.
Nature of Experience	:	<ul style="list-style-type: none"> ➤ PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). ➤ Should be Minimum 06 years of experience in SAP FICO. ➤ SAP experience supporting General including following functions: Accounts Payable, Accounts Receivable, Financial Accounting, Management Accounting, Fixed Asset Accounting, Inter-company Accounting, Project System. ➤ Experience in FI integration points with other SAP modules like MM, HR, PP, SD and PM. ➤ Facilitate the implementation and support of SAP Financials (focus on FICO Controlling – Cost Centre Accounting, Profit Centre Accounting, Product Costing, Profitability Analysis, Project System, Results Analysis, Unsettled Costs, Month End Close, Overhead assessment and settlement.) ➤ Perform detailed analysis of complex business process requirements and provide appropriate system solutions; identify, interpret, validate and document user requirements. ➤ Support Organization user for their SAP FICO related quires and Conducted training sessions for core team members and developed comprehensive user training manuals. ➤ Should have hand on Experience in preparing functional requirement specifications (FRSs) for ABAP team as per the business requirement. ➤ SAP Certification will be added advantage. ➤ Must be results oriented, and demonstrate a “can-do” attitude – adaptability, flexibility and resourcefulness.
HR-14	:	SAP Specialist (General & MM)
Essential Qualification	:	Full-Time Bachelor of Engineering with Minimum 55 % Marks from a government recognized University/Institute.
Nature of Experience	:	<ul style="list-style-type: none"> ➤ PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). ➤ Should be minimum 06 years of experience in SAP MM & Other SAP Modules. ➤ Candidate should be conversant with all SAP Modules. ➤ Conduct testing for changes, enhancements, and system upgrades, ensuring

		<p>minimal disruption to business processes of SAP.</p> <ul style="list-style-type: none"> ➤ Hands-on Configure and maintain such as Material Master, Vendor, in procurement, purchasing process encompassing PR, PO, RFQ & Contracts and maintenance, source list and info record. ➤ Should be aware of release procedures for purchasing documents and daily activities such as MM & FI period opening and closing year end activities ➤ Candidate shall be required to work primarily in SAP MM and have knowledge to support all other SAP modules and Conducted training sessions for core team members and developed comprehensive user training manuals. ➤ Should have hand on Experience in preparing functional requirement specifications (FRSs) for ABAP team as per the business requirement. ➤ SAP Certification will be added advantage. ➤ Overall knowledge of all SAP modules. ➤ Coordination with BPO's & CTM's for process changes & testing. ➤ Must be results oriented, and demonstrate a "can-do" attitude – adaptability, flexibility and resourcefulness.
HR-15	:	SAP Specialist (PP & QM)
Essential Qualification	:	Full-Time Bachelor of Engineering with Minimum 55 % Marks from a government recognized University/Institute.
Nature of Experience	:	<ul style="list-style-type: none"> ➤ PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). ➤ Should be Minimum 05 years of experience in SAP PP & QM. ➤ Extensive experience in the end-to-end supply chain and manufacturing process; including (but not limited to) Production Planning, Forecasting, purchase to Pay and Quality Management. ➤ Should understand how PP interfaces with other modules such as SD, PM, FICO, and MM. ➤ Should be able to design and configure Demand Management, MRP and Shop floor control process. Production Order Creation, Capacity Requirements Planning and Production Execution along with Master data handling. ➤ Should be able to design and configure the processes in Technical Objects, Notifications, Order Processing, Preventative Maintenance planning and Work Scheduling. ➤ Should have good functional knowledge in Batch Management, Variant Configuration, X-Steps, Interfaces, IDOCs etc. ➤ Should have knowledge of Functional Locations, Equipment, Equipment BOMs, Task Lists, Items and Plans, MROs, Contracts. ➤ Should have expertise in Quality Planning, Quality Inspection, Quality Control, Return to Vendor process, Quality Certificates for Analysis and Conformance, Quality Notifications, Quality Reports, Audits Reports, Risk Assessment Reports etc. ➤ Configure QM Control key for the goods receiving inspection. Created inspection plan groups for the production line, created Group Counters and assigned materials to them. ➤ Configure settings for master data including Quality work centers, MIC, Sampling schema and Procedures, Task lists, Selected Sets, Inspection method, Codes and code groups, Inspection Lot creation and completion. ➤ Configure Quality side of the vendor evaluation. Updated the Quality Scores considering rejects through the notification generated for the inspection lots. ➤ Quality notification workflow in order to streamline the Corrective and Preventive Action (CAPA) management, by automatically notifying relevant quality, manufacturing, purchasing and engineering teams. ➤ Support Organization user for their SAP PP QM related quires and Conducted training

		<p>sessions for core team members and developed comprehensive user training manuals.</p> <ul style="list-style-type: none"> ➤ Should have hand on Experience in preparing functional requirement specifications (FRSs) for ABAP team as per the business requirement. ➤ SAP Certification will be added advantage. ➤ Must be results oriented, and demonstrate a “can-do” attitude – adaptability, flexibility and resourcefulness.
HR-16	:	SAP Specialist ABAP
Essential Qualification	:	Full-Time Bachelor of Engineering with Minimum 55 % Marks from a government recognized University/Institute.
Nature of Experience	:	<ul style="list-style-type: none"> ➤ PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). ➤ Should be Minimum 05 years of experience on Core ABAP specially in ABAP on S4 HANA landscape. ➤ Strong hands-on development experience in RICEF development. ➤ Should have worked on EWM/MM technical objects. ➤ Good experience in ABAP (RF Screen, PPF, enhancements, CIF). ➤ Good experience in S/4 HANA (CDS views, Modelling etc.). ➤ Should be strong in OOPs ABAP, Interfaces, experience in Idocs is preferable. ➤ Should have done ABAP development for other SAP modules. ➤ Hands-on in Enhancements, Forms (Smart forms, SAP Scripts), Reports. ➤ Enhancements: BADI, User Exits, Customer Exits and Enhancement Spots. ➤ Good knowledge and hands-on of Data Dictionary Objects, classical, Interactive reporting, Detail List, ALV Grid, and text Elements. ➤ Knowledge about SAP product standards, cloud qualities, coding guidelines in the development environment, ABAP support on Basis upgrades or Functional testing, etc. ➤ Document technical designs, test cases and results. ➤ Hands-on in development of Dashboards as per the Management requirements. ➤ SAP Certification will be added advantage. ➤ Must be results oriented, and demonstrate a “can-do” attitude – adaptability, flexibility and resourcefulness.
HR-17	:	SAP Specialist General & PM
Essential Qualification	:	Full-Time Bachelor of Engineering with Minimum 55 % Marks from a government recognized University/Institute.
Nature of Experience	:	<ul style="list-style-type: none"> ➤ PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). ➤ Should be Minimum 05 years of experience in SAP PM & Other SAP Modules. ➤ Candidate should be conversant with all SAP Modules. ➤ Map client business requirements, processes and objectives; develops necessary product, modifications to satisfy clients' needs. ➤ Design, customize, configure & testing of PM, Identify gaps, issues and work around solutions. ➤ Maintaining Organization structure and master data in plant maintenance. data such as Functional Location, Equipment, BOM, Measuring Points, Task List, maintenance plan etc. ➤ Should have knowledge of Business Process for Breakdown Maintenance,

		<p>Corrective Maintenance, Shutdown Maintenance, Preventive Maintenance, Refurbishment Process and Calibration Process.</p> <ul style="list-style-type: none"> ➤ Should have knowledge of Scheduling of maintenance plan using Maintenance strategies, maintenance Cycle set as required by end user. ➤ Should understand how PM interfaces with other modules such as SD, PS, PP, FICO, and MM. ➤ Candidate shall be required to work primarily in SAP PM and have knowledge to support all other SAP modules and developed comprehensive user training manuals. ➤ Should have hand on Experience in preparing functional requirement specifications (FRSs) for ABAP team as per the business requirement. ➤ SAP Certification will be added advantage. ➤ Overall knowledge of all SAP modules. ➤ Coordination with BPO's & CTM's for process changes & testing. ➤ Must be results oriented, and demonstrate a "can-do" attitude – adaptability, flexibility and resourcefulness.
HR-18	:	SAP Specialist (BASIS)
Essential Qualification	:	Full-Time Bachelor of Engineering with Minimum 55 % Marks from a government recognized University/Institute.
Nature of Experience	:	<ul style="list-style-type: none"> ➤ PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). ➤ Should be Minimum 05 years of experience in SAP Basis. ➤ Perform all SAP Basis related activities including; SAP installations, maintenance and on-going support of multiple SAP landscapes. ➤ Handle the incident / service requests investigation, diagnosis and resolutions where possible. ➤ Perform application-level support or implementations to our organization infrastructure. ➤ Participate in the change to SAP environment according to users' needs. ➤ Monitoring the performance of SAP systems and takes steps to optimize their performance, such as implementing new hardware or reconfiguring existing systems. ➤ Responsible for managing user access to SAP systems, including setting up and maintaining user accounts, assigning roles and authorizations, and monitoring user activity. ➤ Responsible for managing and protecting sensitive data within SAP systems, including data backup and recovery procedures. ➤ Works closely with other internal teams, operations, and finance teams, to ensure that SAP systems meet the needs of the organization. ➤ SAP Certification will be added advantage. ➤ Must be results oriented, and demonstrate a "can-do" attitude – adaptability, flexibility and resourcefulness.
HR-19	:	Specialist - SAP SD (Sales and Distribution)
Essential Qualification	:	Full-Time Bachelor of Engineering with Minimum 55 % Marks from a government recognized University/Institute.
Nature of Experience	:	<ul style="list-style-type: none"> ➤ PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions).

		<ul style="list-style-type: none"> ➤ Should be Minimum 05 years of experience in SAP SD. ➤ Maintain & Conduct testing for changes, enhancements, and system upgrades, ensuring minimal disruption to business processes ➤ Experience on customer master, sales order processing, billing, returns processing. ➤ Design, customize, configure and testing of SD ➤ A strong background in accounting and financial processes ➤ Understanding of accounting business processes ➤ Ability to understand business processes from a user perspective ➤ Support Organization user for their SAP SD related quires and conducted training sessions for core team members and developed comprehensive user training manuals. ➤ Should have hand on Experience in preparing functional requirement specifications (FRSs) for ABAP team as per the business requirement. ➤ SAP Certification will be added advantage. ➤ Must be results oriented, and demonstrate a “can-do” attitude – adaptability, flexibility and resourcefulness.
HR-20	:	Hardware & Network Engineer
Essential Qualification	:	Full-Time Bachelor of Engineering with Minimum 55 % Marks from a government recognized University/Institute.
Nature of Experience	:	<ul style="list-style-type: none"> ➤ PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). ➤ A minimum 05 years post qualification experience in relevant IT field preferably in Manufacturing Sector. ➤ Experience in Installation, configuring, Operation & Maintenance of computer hardware, software, Server systems, printers, scanners, CCTVs, Biometric, Punching System and its Integration, Implementation. ➤ Design to build, and operate technologies such as LAN, WAN, VLAN, Network Security, Application delivery and Planning disaster recover. ➤ Designing and implementing new solutions and testing the resilience of the existing network environment ➤ Troubleshooting network problems ➤ Applying and keeping up with network security policies ➤ Monitoring performance and ensuring system availability and reliability ➤ Updating and maintaining networks regularly and maintain network max uptime ➤ Conducting regular maintenance tasks, such as managing security configurations, installing software patches and performing network upgrades ➤ Identify and resolve issues with existing hardware systems, ensuring minimal disruption to ongoing operations. ➤ Experience in driving mission critical environment in 24x7 operations. ➤ Establishing policies and procedures for an organization computing needs. ➤ Knowledge about Cyber Security and Cyber threats. ➤ Implementation of policy related to Cyber Security & other govt. policies.
HR-21	:	Specialist - SAP General
Essential Qualification	:	Full-Time Bachelor of Engineering with Minimum 55 % Marks from a government recognized University/Institute.

Nature of Experience	:	<ul style="list-style-type: none"> ➤ PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). ➤ Should be Minimum 04 years of experience in SAP HCM & Other SAP Modules. ➤ Candidate should be conversant with all SAP Modules. ➤ Experience in all aspects of Success Factors HCM implementation including requirements gathering, fit or gap analysis, functional design development, user acceptance testing, training and deployment activities. ➤ Experience on working with users on requirements and business process definition, Software Development/Systems Integration and Application Support. ➤ Knowledge of HR business process design and development. ➤ Candidate shall be required to work primarily in SAP HCM and have knowledge to support all other SAP modules and conducted training sessions for core team members and developing comprehensive user training manuals. ➤ Should have hand on Experience in preparing functional requirement specifications (FRSs) for ABAP team as per the business requirement. ➤ SAP Certification will be added advantage. ➤ Overall knowledge of all SAP modules. ➤ Coordination with BPO's & CTM's for process changes & testing. ➤ Must be results oriented, and demonstrate a "can-do" attitude – adaptability, flexibility and resourcefulness.
HR-22	:	AI Engineer/ Data Scientist
Essential Qualification	:	<ul style="list-style-type: none"> ➤ Bachelor's or Master's degree in Information Technology, Computer Science, Engineering, Data Science, AI, or a related field. ➤ At least 3 years of post-qualification experience in AI/ML engineering, with a strong focus on applications related to manufacturing industry. ➤ Hands-on experience in developing and deploying AI models and machine learning algorithms for marketing & production environments. ➤ Strong experience in working with large datasets and industrial data sources (e.g., IoT sensors, production logs). ➤ Familiarity with AI-driven automation and optimization techniques used for marketing and manufacturing. ➤ AI Engineers/ Data Scientist shall be International Association of Accessibility Professionals (IAAP) Certified.
Nature of Experience	:	<ul style="list-style-type: none"> ➤ PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). ➤ Proficiency in programming languages such as Python, R, or Java. ➤ Experience with time-series forecasting, anomaly detection, and predictive analytics. ➤ Familiarity with big data tools and platforms such as Hadoop, Spark, or similar. ➤ Knowledge of cloud platforms (AWS, Azure, Google Cloud) for deploying AI solutions. ➤ Experience with industrial control systems and IoT technologies in the marketing & manufacturing space. ➤ Familiarity with robotics and automation in Industries. ➤ Understanding of Industry 4.0 principles and smart marketing & manufacturing technologies. ➤ Prior experience in integrating AI with ERP/MES systems

		<ul style="list-style-type: none"> ➤ Strong problem-solving skills with the ability to think analytically and strategically. ➤ Ability to adapt to changing technologies and innovate regrading marketing & manufacturing. ➤ Strong project management skills to handle multiple AI initiatives simultaneously. ➤ Experience with advanced optimization algorithms for marketing, supply chain and production scheduling. <p>Key Responsibilities:</p> <p>➤ AI Model Development and Implementation:</p> <ul style="list-style-type: none"> ➤ Design, develop, and deploy machine learning (ML) models and algorithms tailored for marketing & manufacturing applications. ➤ Work on predictive maintenance models to forecast equipment failure and reduce downtime. ➤ Build anomaly detection systems to monitor production quality and identify issues early in the process. ➤ Optimize production line workflows using AI-driven decision support systems. <p>➤ Data Collection & Analysis:</p> <ul style="list-style-type: none"> ➤ Build and deploy AI-driven sentiment analysis tools to monitor social media, customer reviews, and online forums for brand perception and customer feedback. ➤ Leverage natural language processing (NLP) techniques to extract insights from customer feedback to refine marketing strategies. ➤ Analyse large datasets from sensors, machines, and production lines to identify trends and actionable insights. ➤ Implement advanced statistical methods to enhance data-driven decision-making for marketing and processes. <p>➤ Customer Segmentation and Personalization:</p> <ul style="list-style-type: none"> ➤ Develop machine learning models to analyse customer data and segment audiences based on purchasing behaviour, demographics, and preferences. ➤ Implement AI-driven personalization strategies to target specific customer groups with tailored marketing messages and promotions. <p>➤ Collaboration and Integration:</p> <ul style="list-style-type: none"> ➤ Collaborate with manufacturing engineers, operations teams, and other stakeholders to ensure AI solutions are effectively integrated into manufacturing processes. ➤ Work on deploying AI solutions in real-time production environments with scalability and reliability. ➤ Support the integration of AI systems with existing enterprise resource planning (ERP) and manufacturing execution systems (MES). <p>➤ Research & Innovation:</p> <ul style="list-style-type: none"> ➤ Stay up-to-date with the latest advancements in AI, machine learning, and marketing & manufacturing technologies. ➤ Conduct research on new AI techniques and methodologies that can be applied to the manufacturing as well as marketing for manufacturing domain. <p>➤ Optimization and Continuous Improvement:</p> <ul style="list-style-type: none"> ➤ Continuously monitor the performance of AI models and systems, making iterative improvements to ensure optimal performance. ➤ Work on reducing operational costs by leveraging AI for predictive analytics and process automation.
HR-23	:	Deputy Manager (Material Management – Supply Chain Management)
Essential Qualification	:	Full Time Bachelor of Engineering

		OR Science/ Commerce Graduate with 55% marks and Full Time PGDM course in Material Management from Government recognized University/ Institute.
Nature of Experience	:	A minimum 10 years of post-qualification experience. Candidate from PSU/Government Applicant: 2 years in immediate lower scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). Candidate should be conversant with procurement procedures through E-Procurement / GeMs, Tendering, preparation of tender documents & CSQ and placement of orders, Materials Management, Purchase Procedure, Supply Chain and Logistics Management, Import/Export procedures, Rate contract finalization, Procurement Planning, various Inventory Management techniques such as ABC analysis, Stock level maintenance, FSN analysis, FIFO, Scrap Management and Stores Preservation. Knowledge of ERP is essential along with exposure to Cost Reduction techniques in Inventory Management. Should have knowledge of GFR, Govt Guidelines of DPIIT, MSMEs, CVC relating to procurement policies etc.
HR-24	:	Store Assistant (General)
Essential Qualification	:	Full time three years Commerce graduate with minimum 55% marks from a Govt. recognized Institute/University
Experience	:	2 Years
Nature of Experience	:	Candidate should be experienced in Inventory management techniques such as FIFO, Preparation of GRNs, BIN Card, Stores Preservation, keeping records and maintaining correspondence regarding the receipt and inspection of materials, equipment etc. Computer knowledge on MS-Word, Excel and data entry/Tally etc. Working knowledge and understanding of ERP systems & e-file management with good communication skills.
HR-25	:	Officer (Production)
Essential Qualification	:	Full time Engineering Degree in Mechanical Engineering with a minimum 55% mark from a Govt. recognized University /Institution. OR Full time Engineering Degree in Production Engineering with a minimum 55% mark from a Govt. recognized University /Institution.
Nature of Experience	:	Candidates should have knowledge in manufacturing process, State-of-the-Art techniques of Production, knowledge of ERP, ISO, Quality standard & experience in CNC machine shop will be preferred.
Mode of Selection	:	GATE SCORE OF 2024 is required
HR-26	:	Shop Assistant (CNC Operator)
Essential Qualification	:	Full time three years' Diploma in Mechanical Engineering (DME) from a Govt. recognized University /Institution OR ITI with specialization in Production from a Govt. recognized University /Institution.
Experience	:	4 Years post qualification DME / 7 Years- ITI – post qualification
Nature of Experience	:	The candidate should have hands-on work experience in CNC Turn Mill / VMC/ Laser cutting/ Robotic Welding machines with adequate exposure to programming, component setting and development, fixtures & tooling aspects. The candidate should have experience of shop floor supervision with good understanding of limits, fits and tolerances and should be proficient in using CAD and CAM software.
HR-27	:	Junior Manager (QC-Mechanical)
Essential Qualification	:	Full Time Engineering degree in Mechanical / Production from recognized university/ institute with 55% marks.
		A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector. PSU/Government Applicant: 2 years in immediate lower

Nature of Experience	:	scale. In case of private Sector employee, CTC should be comparable to the immediate lower scale (as indicated in para/point no. 6 in General conditions). 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 equipment's, Standards i.e. IS, BS, ASTM etc. Inspection procedures and development of special test set-ups is desirable. Knowledge of ERP is preferable.
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ABBREVIATIONS:

“UR-Unreserved; “SC-Scheduled Caste; “ST-Scheduled Tribe; “OBC(NCL)-Other Backward Classes (Non-Creamy Layer);” EWS - Economically Weaker Section. “PWBD–OH”- Persons with Benchmark with Disability – Orthopedically Handicapped, “PWBD–LV- Persons with Benchmark with Disability – Low Vision.

SELECTION PROCESS:

For Sl. No. **01 GM (P&A), 02 AM (P&A), 03 JM (P&A) & 04 Medical Officer, 05 DM (Marketing), 08 Manager (F&A), 09 DM (F&A), 10 JM (F&A), 23 DM (MM) & 27 JM (QC)** applications will be scrutinized and the eligible candidates shall be called for personal interview as per the criteria of the recruitment policy of the corporation. In case of eligible candidates being more than 20 per post, the corporation can conduct an online/ written test before the interview. For Sl. No. **13 to 22 (SAP & IT Department Positions)** selections will be based on Personal Interview. For Sl. No. **06 Officer (P&O), 07 Officer (Audiologist), 11 Officer (Accounts), 12 Accountant & 24 Store Assistant MM – General** selection will be based on Online Test/ Written Test. For Sl. No. **25 Officer Production** Selection will be based on marks obtained in the GATE SCORE CARD-.2024. For Sl. No. **26 Shop Assistant (CNC Operator)** selections will be based on an Online & Skill Test both (70% marks of the online test/written test and 30% marks of the skill test). The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.

RELAXATION:

Relaxations for SC / ST / OBC (Non-Creamy Layer) /EWS/ PwBD (Divyangjan) (Percentage of disability 40% or above) candidates will be provided as per guidelines of Govt. of India. The SC/ST/OBC (NCL)/EWS/ candidates who apply against unreserved (UR) posts will not be eligible for age relaxation and PwBD (Divyangjan) (Percentage of disability 40% or above) candidates are eligible for age relaxations.

GENERAL CONDITIONS:

1. The applicant must be a Citizen of India.
2. The candidate should not have exceeded the age limit as of 01.05.2025. The date for reckoning the age, qualification, experience, etc. shall be 01.05.2025.
3. No age and percentage of marks bar for Departmental/Internal candidates. Departmental/Internal candidates are those who are on the regular rolls of the Corporation or are under Fixed Term Contracts with 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 will not be counted as experience.
6. Candidates from the 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 etc. No variable pay & incentive or reimbursement of expenses shall be considered for computation of Monthly gross salary) as follows:

S N	Apply for Grade	Required Gross Monthly fixed Salary
1	E-7	Rs. 1,81,300 /-
2	E-4	Rs.1,21,020/-
3	E-3	Rs.1,00,850/-
4	E-2	Rs. 80,680/-
5	E-1	Rs. 60,510/-
6	E-0	NIL

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. 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/online or written test from their present Employer failing which they will not be allowed to appear in the interview and no TA would be paid to them.
9. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on ALIMCO's website i.e. www.alimco.in under the head "Recruitment", No further press advertisement will be issued in this regard. Hence prospective applicants are advised to regularly visit ALIMCO website for latest updates with regard to this advertisement.
10. 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.
11. The Management reserves the right to call suitable/short-listed candidates for online test/interview/Skill test.
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. Officers at E-0 will be given basic salary of Rs. 30,000 under pay scale Rs. 30000/- - 120000/- for initial 1 year. Confirmation on satisfactory performance after 1 year of joining the Corporation basic salary will be fixed Rs. 36000/- under same pay scale.
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 online examination.
17. Candidates should carefully fill up all details in the application form especially the Category (SC/ST/OBCNCL/EWS/ PwBD) 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. The appointment against vacancies reserved for EWS category candidates shall be provisional and subject to the Income and Asset certificate to be verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services of the concerned persons will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any one of the authorities as authorized by Govt. of India.
20. 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, Incentive (PLAI) Indoor treatment, hospitalization facilities under Medical Rules, Post-Retirement Medical Scheme, Gratuity, Earned leave and casual leave as per the rules of the Corporation.
21. The application fee shall be refunded in case management decides to cancel the process of recruitment of any post for any reason.
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 in the initial posting as per the requirement of the corporation.
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 updates.
26. The indicative CTC for various posts at minimum of pay-scale are as follows: -

S N	Grade/ Group	Basic	IDA @ 48.74%	Perks @ 35%	HRA @ 18%	Superannuation @ 30% of BASIC + DA	Total Monthly	Annual Fix	PRP / PLAI - Variable	Approx. Annual CTC
1	(E-7)	100000	48700	35000	18000	44610	246310	2955720	450000	3405720
2	(E-4)	70000	34090	24500	12600	31227	172417	2069004	200000	2269004
3	(E-3)	60000	29220	21000	10800	26766	147786	1773432	175000	1948432
4	[E-2]	50000	24350	17500	9000	22305	123155	1477860	140000	1617860
5	[E-1]	40000	19480	14000	7200	17844	98524	1182288	120000	1302288
6	[E-0]	30000	14610	10500	5400	13383	73893	886716	84000	970716
7	Group-D	18790	9151	6577	3382	8382	46282	555380	71400	626780
8	Group-C	17820	8678	6237	3208	7950	43892	526709	71400	598109
9	Group-B	17110	8333	5989	3080	7633	42144	505724	71400	577124

Note: -

- IDA (Industrial Dearness Allowance) changes every quarter based on AICPI.
- The employee and dependents are covered under Hospitalization scheme which is admissible at CGHS rates. OPD facility also be provided up to one month basic plus DA in a financial year subject to submission bill from Corporation empaneled hospitals /doctors Even after superannuation, the employee and his/her spouse can avail post-retirement medical benefit.
- Annual Increment is 3% of the Basic every year. HRA for Metro cities is 27% at present; as soon as IDA reaches 50%, HRA shall increase to 30% in Metro cities and to 20% in other cities.
- The corporation has its PF Trust and the share of both employee and employer is 12%. Rs 1250.00 every month goes to FPF maintained by EPFO. Family Pension is admissible after attaining the age of 58 years.
- The corporation has taken up a superannuation policy with LIC of India where employees can contribute 10% and the corporation shall contribute 10% of the salary. At the time of superannuation, LIC calculates the Fund Corpus (Own contribution + Companies contribution + Interest) and fixes annuity for the life of the employee and thereafter his/her spouse.

HOW TO APPLY:

General Instructions to Applicant: -

- Common Application format has been devised by ALIMCO for all the candidates, Candidates desirous of applying to any position in the corporation have to create their profile first by clicking the following link: https://erp.alimco.in/sap/bc/webdynpro/sap/zhrap_erecruitment
- The profile can be completed using the above link and feeding all the data asked for and uploading all the documents relating to Age, Caste, and Educational Qualification Experience.
- Once the profile has been created the posts advertised by ALIMCO shall appear in the login of the Candidates and Candidates can apply to one position at a time by clicking on the post and uploading for receipt of Rs. 500/ for executive posts (E0-E7)- for above mentioned posts and Rs. 250 for non-executive posts (Group B, C & D) in the following bank details. The (SC/ST/PwBD and departmental candidates are exempted from payment of application fee).

Artificial Limbs Manufacturing Corporation of India.

Current Account Number: -30269791435,

IFSC-SBIN0003962

Bank Name: -State Bank of India

Branch Address: -ALIMCO, Naramau, Kanpur

- 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.
- The Candidates should have a unique Mobile Number and valid e-mail ID for Registration.
- Before starting the registration process please keep the following Ready for ease of registration: -

- i. Photograph (*.jpg, *.bmp. Size up to 200 KB)
- ii. Signature (*.jpg, *.bmp. Size up to 200 KB)
- iii. DOB Certificate (*.jpg, *.pdf. Size up to 2 MB)
- iv. Caste Certificate (if applicable) (*.pdf. Size up to 2 MB)
- v. Disability Certificate (if applicable) (*.pdf Size up to 2 MB)
- vi. Education Certificates (*.pdf, Size up to 1 MB)
- vii. Experience-related Supporting documents (*.pdf, Size up to 1 MB)
- viii. Fee Receipt of transaction file (if applicable) (*.pdf, .jpg size up to 2 MB)
- viii. Once generated OTP will be sent to an e-mail ID provided by the applicant.
- ix. After submission of OTP, the candidate can complete the registration process.
- x. Once the registration process is done, candidates scan and enter the Application Form by mentioning their USER ID (capital letter) and PASSWORD respectively.
- xi. After login, a candidate needs to fill in their profile details like Personal Data, Educational Qualification, Work Experience, etc.
- xii. Before submitting the application form candidate needs to click on the save option. Upon clicking on the save option pop-up screen would open for further process of submission if any error occurred it will be reflected at the top of the page.
- xiii. After saving the application form candidate needs to upload a successful transaction receipt (if applicable).
- xiv. At the last of the Application process candidates can choose the POST applied.
- xv. After filling in all the above-required details, the candidate needs to click on the “submit your application” option.
- xvi. Once successfully submitted, candidates can save/print the application form for future reference.
- xvii. Once the profile is completed, the applicant should remember his/her username and password. Whenever the corporation advertises a vacancy, the open vacancies shall be shown at the bottom of the user form.
- xviii. If any queries regarding submission of application form candidate can reach on e-mail: recruitment.helpdesk@alimco.in latest by 04.07.2025 till 05:00 PM.
- g. Candidate should note that the ALIMCO will in no case be responsible for rejection of application on account of application being incomplete, whatsoever. The applicants can start applying registration form from **24.05.2025** since 12:00 noon and last Date for Submission of the Online Application Form in the Corporation is **07.07.2025** by 05:00 PM.

Documents to be Upload as Follows: -

1. SSLC/HSC Certificate/Mark Sheet copy (in support of date of birth)
2. Copies of Educational Certificates (Certificate/Diploma, Degree, PG Degree and Doctorate).
3. Latest copy of Pay Slip.
4. Copies of proof of experience.
5. Receipt of Application fee.
6. Copy of Caste Certificate – SC/ST
7. Copy of Caste Certificate OBC (NCL) not issued before 6 months.
8. Copy of EWS Certificate (Economically Weaker Section) not issued before 6 months.
9. Copy of Certificate of Disability in case of PwBD (Divyangjan) Candidates.
