



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, Bhubaneswar, Jabalpur, Chanalon & Ujjain and RMC & AOC at New Delhi, Kolkata, Mumbai Hyderabad & Guwahati :-

S. No	Post Code	Post	Grade/ Group	Pay Scale (Pre-revised)	Annual CTC (Approx) (Rs.) (Including PRP)	Upper age limit as on 01-01-2018	No. of Vacancy	Category	Exp. (Yrs) As on 01-01-2018	Initial place of posting
1	HR-1	Sr. Manager (Marketing)	E-5	32900-58000/-	1615905/-	49 Yrs	01	SC	14	Any where in India
2	HR-2	Manager (Finance)	E-4	29100-54500/-	1429268/-	46 Yrs	01	SC	12	
3	HR-3	Manager Project Management (Civil)	E-4	29100-54500/-	1429268/-	46 Yrs	01	OBC	12	
4	HR-4	Dy. Manager (Marketing)	E-3	24900-50500/-	1193099/-	43 Yrs	01	OBC	10	
5	HR-5	Dy. Manager (Material Management)	E-3	24900-50500/-	1193099/-	43 Yrs	01	OBC	10	
6	HR-6	Asst. Manager (Production)	E-2	20600-46500/-	987057/-	40Yrs	01	SC	08	
7	HR-7	Asst. Manager (Design &Development)	E-2	20600-46500/-	987057/-	40Yrs	01	OBC	08	
8	HR-8	Marketing Officer	E-0	12600-32500/-	603732/-	34 Yrs	01	ST	02	
9	HR-9	R & D Engineer	E-0	12600-32500/-	603732/-	34 Yrs	01	SC	02	
10	HR-10	Store Officer	E-0	12600-32500/-	603732/-	34 Yrs	01	UR	02	
11	HR-11	Officer (Quality Control)	E-0	12600-32500/-	603732/-	34 Yrs	02	UR-1 OBC-1	02	
12	HR-12	QC Assistant (Mech/Electr)	Grp-C	7300-16300/-	N/A	32 Yrs	03	UR-2 OBC-1	04	
13	HR-13	Stenographer	Grp-C	7300-16300/-	N/A	32 Yrs	01	UR	04	
14	HR-14	Junior Clerk/Assistant	Grp-C	7300-16300/-	N/A	32 Yrs	08	UR-3 SC-2 ST-2 OBC-1	04	
15	HR-15	Jr. Store keeper	Grp-C	7300-16300/-	N/A	32 Yrs	01	UR	03	
16	HR-16	Assembler	Grp-B	7010-15600/-	N/A	30 Yrs	03	UR-3	02	
17	HR-17	Fitter	Grp-B	7010-15600/-	N/A	30 Yrs	09	UR-7 ST-2	02	
18	HR-18	Machinist	Grp-B	7010-15600/-	N/A	30 Yrs	02	ST-1 OBC-1	02	

19	HR-19	Electrician	Grp-B	7010-15600/-	N/A	30 Yrs	03	UR-3	02	Anywhere in India
20	HR-20	Turner	Grp-B	7010-15600/-	N/A	30 Yrs	03	UR-2 OBC-1	02	
21	HR-21	Millwright	Grp-B	7010-15600/-	N/A	30 Yrs	02	UR-2	02	
22	HR-22	Plant Operator (Boiler-5, D.G. Set-1)	Grp-B	7010-15600/-	N/A	30 Yrs	06	UR-4 ST-1 OBC-1	02	
23	HR-23	Press Operator	Grp-B	7010-15600/-	N/A	30 Yrs	01	UR-1	02	
24	HR-24	Electroplater	Grp-B	7010-15600/-	N/A	30 Yrs	02	UR-1 SC-1	02	
25	HR-25	Wood Worker/Carpenter	Grp-B	7010-15600/-	N/A	30 Yrs	04	UR-2 OBC-1 SC-1	02	
26	HR-26	Welder	Grp-B	7010-15600/-	N/A	30 Yrs	01	SC-1	02	
27	HR-27	Pipe Fitter (Plumber)	Grp-B	7010-15600/-	N/A	30 Yrs	01	OBC-1	02	
28	HR-28	Polisher	Grp-A	6720-14950/-	N/A	30 Yrs	02	UR-1 OBC-1	05	

QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION

HR-01 Senior 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-02 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 02years. 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-03 Manager Project Management (Civil)

Qualification: Engineering degree in 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-04 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-05 Dy. Manager (Material Management)

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-06 Assistant Manager (Production)

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

Experience: A minimum 08 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. Candidates having experience in manufacturing process, State-of-the-Art techniques of Production, knowledge of ERP, ISO, Quality standard & experience in CNC machine shop will be preferred.

HR-07 Assistant Manager (Design & Development)

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

Experience: A minimum 08 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. Should have worked in immediate lower scale for at least 02 years.

Experience in dealing with development of drawings, material specifications and part lists along with knowledge of production equipment and tools is essential. Knowledge in design/testing of prototype samples, conversion of drawing / design (2D/3D) and knowledge of IS Specification is essential.

Person should have working experience in development of tools, moulding dies, Jigs and fixtures in the manufacturing industry preferable.

HR-08 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-09 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.

HR-10 Store Officer

Qualification: Bachelor's Degree in Mechanical / Production Engineering with minimum 55% marks from recognized university/ institute.

Experience: A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase/ stores department. Candidate should be thorough in Inventory management and its various techniques. Working knowledge and understanding of ERP systems. Sound communication skills are also desirable.

HR-11 Officer (Quality Control)

Qualification: Bachelor's 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-12 Q. C. Assistant (Mechanical/Electronic)

(i) Q. C. Assistant (Mechanical) Cum Technical Assistant

Qualification: 03 years Diploma in Mechanical Engineering from a recognized institute.

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.

Experience: 04 Years.

(ii) Q.C. Assistant (Electronic)

Qualification: 03 years Diploma in Electronic Engineering from a recognized institute.

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.

Experience: 04 Years.

HR-13 Stenographer

Qualification: Graduate in any Discipline from Recognized University, Certificate from a recognized ITI in Stenography trade.

Speed in Shorthand : 100 words per minute in English & 80 words in Hindi.

Speed in Typewriting : 35 words per minute in English & 30 words in Hindi on computer.

Desirable: Speed in Shorthand : 10 mts @ 80 words per minute
Transcription : 55 mts (English) on Computer.

Preferred: 06 months Computer Course from recognized Institute.

Experience: 04 years in same trade.

HR-14 Junior Clerk/Assistant

Qualification: Graduate in any discipline from a recognized University and Minimum 06 months Certificate Course in Computer Application. English Typing @ 30 w.p.m. on computer or Hindi Typing @ 25 w.p.m. on computer.

Desirable: Capable to handle correspondence

Preferred: Working knowledge on computer.

Experience: 04 years of relevant experience.

HR-15 Junior Store Keeper

Qualification: 03 years Diploma in Mechanical Engineering/ Graduate with minimum 55% marks from a recognized Institute/University.

Experience: 03 years in office work in Government/ PSU/ Public Ltd./ Pvt. Ltd. Companies.

- HR-16**
Assembler
Qualification: Certificate from a recognized ITI in Fitter trade.
Desirable:
 1. Proficiency in Assembly and matching components by machine/hand tools.
 2. Assembling products having intricate components & Hydraulic & pneumatic joints.**Preferred:**
 1. Candidates having NCVT/SCVT Certificate, Higher Qualification and Experience in the relevant field of manufacturing industry will be preferred.**Experience:** 02 years in same trade.
- HR-17**
Fitter
Qualification: Certificate from a recognized ITI in Fitter trade.
Desirable:
 1. Proficiency in Assembly and matching components by machine/hand tools
 2. Assembling products having intricate components & Hydraulic & pneumatic joints.**Preferred:**
 1. Candidates having NCVT/SCVT Certificate.
 2. Higher Qualification and Experience in the relevant field of manufacturing industry will be preferred.**Experience:** 02 years in same trade.
- HR-18**
Machinist
Qualification: Certificate from a recognized ITI in Machinist trade.
Desirable: Must have thorough knowledge and experience of:-
 1. Reading and working independently from engineering dimensional drawing.
 2. Limits, Fits and tolerances.
 3. Shop mathematics.
 4. Grinding of milling cutters & other tools.
 5. Knowledge of operation of CNC Machines.**Preferred:**
 1. Candidates having NCVT/SCVT Certificate.
 2. Having higher education and operating sophisticated machines like Copy Milling Machine, Cylindrical & Surface Grinding Machine, CNC Milling Work Centre, Centreless Grinding Machines etc.
 3. Deciding the suitable machine for a particular operation.**Experience:** 02 years in same trade.
- HR-19**
Electrician
Qualification: Certificate from a recognized ITI in Electrical trade.
Desirable: Operation and maintenance of HT/LT power distribution system in the plant.
Preferred:
 1. Candidates having NCVT/SCVT Certificate.
 2. Higher Qualification and Experience in the relevant field of manufacturing industries.
 3. Should possess electrical supervisors license for working on HT and LT from relevant authorities.**Experience:** 02 years in same trade.

HR-20 **Turner**
Qualification: Certificate from a recognized ITI in Turner trade.
Desirable: Setting and operating similar machines like capstan, traub and turret lathes etc. will be preferred.
Preferred: 1. Candidates having higher education and NCVT/SCVT Certificate.
 2. Experience of operating CNC Turning Centre/Traub.
Experience: 02 years in same trade.

HR-21 **Mill Wright**
Qualification: Certificate from a recognized ITI in Mill Wright / Fitter trade.
Desirable: Knowledge and experience of various machine and plant repairing in manufacturing industry.
Preferred: 1. Candidates having NCVT/SCVT Certificate, Higher Qualification and Experience in the relevant field of manufacturing industries.
 2. Conversant with the norms of preventive maintenance of machines and equipments.
Experience: 02 years in same trade.

HR-22 **Plant Operator (D.G. SET/Boiler)**

(i) Plant Operator (D.G. SET)

Qualification: Certificate from a recognized ITI in Diesel Mechanic.
Desirable: Full knowledge of operation & maintenance of Boiler House, DG Set, Pump House Compressed Air Plant and switch gear installed with sub-station panel.
Preferred: 1. Candidates having NCVT/SCVT Certificate, Higher Qualification and Experience in the relevant field of manufacturing industries.
 2. Should have a recognized certificate of competency for Compressed Air Plant Operation & DG Set Operation.
Experience: 02 years experience in same trade.

(ii) Plant Operator (Boiler)

Qualification: Certificate from a recognized ITI in Diesel Mechanic.
Desirable: Full knowledge of operation and maintenance of Boiler House, DG Set, Pump House Compressed Air Plant and Switch Gear installed with Sub-Station panel.
Preferred: 1. Candidates having NCVT/SCVT certificate, higher qualification & experience in the relevant field of manufacturing industries.
 2. Should have a recognized certificate of competency for the boiler attend from recognized institute.
Experience: 02 years experience in same trade.

HR-23 **Press Operator**
Qualification: Certificate from a recognized ITI in Sheet Metal Worker Trade.

Desirable: Heat treatment of material & cutting tools.
Preferred: 1. Candidates having higher education and NCVT/SCVT Certificate.
2. Operating on various types of presses including trimming press and press tools.
Experience: 02 Years in same trade.

HR-24

Electroplater

Qualification: Certificate from a recognized ITI in ELECTROPLATER Trade.

Desirable: 1. Making wiring diagram of circuits for electro-cleaning, electro stripping and electro deposition including methods of wiring to obtain reverse current conditions.
2. Working in Electro deposition plant including rectifiers, motors generators, accumulators, switch boards and vats etc.

Preferred: 1. Candidates having higher education and NCVT/SCVT Certificate.
2. Carrying out shop tests for nickel, chromium and copper solutions.
3. Carrying out anodizing and other types of metal deposition on various metals.

Experience: 02 years in same trade.

HR-25

Wood Worker/Carpenter

Qualification: Certificate from a recognized ITI in Carpentry/Wood working trade.

Desirable: Operating multi-spindle copy milling machine & external carving machine.

Preferred: 1. Candidates having higher education and NCVT/SCVT Certificate.
2. Knowledge of seasoning of various qualities of wood.

Experience: 02 years in same trade.

HR-26

Welder

Qualification: Certificate from a recognized ITI in Welder trade.

Desirable: Joints knowledge of operation of spot Welding equipments, MIG Welding, Electric & Gas Welding, Welding stresses.

Preferred: 1. Making welding fixtures and operation of Robotic TIG welding
2. Candidates having NCVT/SCVT Certificate.
3. Higher Qualification and Experience in the relevant field of manufacturing industry will be preferred.

Experience: 02 years in same trade.

HR-27

Pipe Fitter (Plumber)

Qualification: Certificate from a recognized ITI in Plumber trade.

Desirable: Proficiency in plumbing work.

Preferred: 1. Candidates having NCVT/SCVT Certificate, Higher Qualification and Experience in the relevant field of manufacturing industry.
2. Experience in underground & surface pipeline maintaining in manufacturing industry.

Experience: 02 Years in same trade.

HR-28	Polisher
Qualification:	Matriculation Pass.
Desirable:	12 th Pass.
Preferred:	Candidates having experience in working of electroplating shop of light industrial engineering / Public Sector Undertaking.
Experience:	05 Years in field of Polishing Metal Parts.

SELECTION PROCESS:

Personal Interview for Sl.No. 1 to 11, the candidates will be required to attend Personal Interview before the Corporation's Selection Board and for Sl. No 12 to 28 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 01-01-2018. The date for reckoning the age, qualification, experience etc. shall be on 01-01-2018.
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. 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 11 and Rs.250/- for Sl. No. 12 to 28 (SC / ST/ PWD and departmental candidates are exempted from payment of application fee) drawn in favour of ALIMCO, payable at Kanpur, may be sent only by Post/courier to the Sr. Manager (Personnel & Administration), ALIMCO, Naramau, G. T. Road, Kanpur-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. 28-02- 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 by hand etc. shall be summarily rejected.****
4. Candidate should note that the ALIMCO will in no case be responsible for rejection of application on account of application being incomplete, non-receipt of application or any delay in receipt thereof on any account whatsoever. Application received after the prescribed closing date will not be entertained under any circumstances and all such applications will be summarily rejected. The applicants should

therefore, ensure that their applications must reach ALIMCO Kanpur on or before the prescribed closing date i.e. **28-02-2018**.

Self attested documents to be enclosed:

1. SSLC/HSC Certificate/Mark Sheet copy (in support of date of birth)
2. Copies of Educational Certificates i.e. Academic and Professional.
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.

(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 11 & Rs.250/- for Sl.No 12 to 28 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 : 28-02-2018